

Person specification form		
Job title: Business Support Officer	Grade: 5	
Directorate: Children and Young People		
Establishment or team: Blessed Trinity RC College		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R)
Qualifications		
4 GCSEs (Grade A-C) or equivalent, preferably including English and Mathematics	E	AF (Certificates)
Experience		
Experience of using Microsoft Office Applications (Word, Outlook, Excel)	E	AF/I (Test)
Experience of performing clerical duties within an office environment (including maintaining accurate records, filing, photocopying and mail)	E	AF/I
Previous experience of dealing with customers on the telephone and face-to-face	E	AF/I
Experience of working within an educational environment	E	AF/I
Knowledge, skills and abilities		
Numerate	E	AF/I
Good communication skills in relation to other colleagues and members of the public	E	AF/I
Flexible and methodical approach to workload, including meeting deadlines	E	I
Ability to relate well to people	E	AP, I, R
Ability to process documents accurately	E	AF/I (Test)
Knowledge of SIMS	D	AP, I
Knowledge of the concept of confidentiality	D	AP, I
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	R
5. First Aid qualification	D	I

5. Commitment to working as a team to fulfil the school Vision.	E		
Prepared by:	HR Manager	Date:	08/07/2021