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|  **Business Management Administrator** **Person Specification** |
|  | Essential (E) or Desirable (D) |
| **Education, qualifications and training*** Good educational background
* Literacy and numeracy equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
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| **Skills, knowledge and experience*** Effective written and verbal communication skills appropriate for a range of different situations.
* Effective use of ICT packages to support office functions.
* Excellent keyboard skills
* Ability to deal sensitively with parents and children.
* Ability to deal with difficult situations in a professional manner.
* Accurate minute taking
* Ability to maintain confidentiality.
* Ability to apply the principles of customer care in the work situation.
* Ability to work on own initiative without supervision.
* To work effectively as part of the whole school team.
* Ability to meet deadlines and prioritise workload
* Excellent organisation skills and ability to multi task.
* First aid qualification
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| **Personal qualities*** ‘Can do’ attitude and excellent work ethic
* Approachable
* Calm
* Cheerful
* Flexible
* Sense of humour
* Enthusiastic
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