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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 | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  D  D  D  E  E  E  E  E  E  E |
| **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 |
| **Personal qualities**   * ‘Can do’ attitude and excellent work ethic * Approachable * Calm * Cheerful * Flexible * Sense of humour * Enthusiastic |