**BROOMHILL BANK SCHOOL**

**PERSONAL SPECIFICATION – BUSINESS ADMIN OFFICER**

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL**  | **DESIRABLE** | **EVIDENCE BASE / MODE OF ASSESSMENT** |
| **SECTION 1: PHYSICAL REQUIREMENTS AND PERSONAL ATTRIBUTES** |
|  **1.1** | **Personable enough to create harmonious relationships with others in the workplace.** | **✓** |  |  |
| **1.2** | **A strong commitment to self-improvement and learning.** | **✓** |  |  |
| **1.3** | **Holder of a valid Full UK driving licence.** |  | **✓** |  |
| **1.4** | **Able to take initiative and accept guidance to improve.** | **✓** |  |  |
| **SECTION 2: EDUCATION AND QUALIFICATIONS** |
| **2.1** | **A sound educational background with good levels of achievement in English, Maths and IT.** | **✓** |  |  |
| **2.2** | **NVQ Level 2 or equivalent.** | **✓** |  |  |
| **SECTION 3: EXPERIENCE** |
| **3.1** | **Experience of development, management and operation of administrative systems.** |  | **✓** |  |
| **3.2** | **Experience of working effectively in a busy office.** | **✓** |  |  |
| **3.3** | **Experience of working successfully as part of a team.** | **✓** |  |  |
| **3.4** | **Experience of producing a range of documents and reports using Windows WP and Excel spreadsheets.** | **✓** |  |  |
| **3.5** | **Experience of using FMS6 (a school financial management system).** |  | **✓** |  |
| **3.6** | **Experience using SIMS.net (a school information management system).**  |  | **✓** |  |
| **SECTION 4: SKILLS AND ABILITIES** |
| **4.1** | **Able to quickly learn new skills and abilities relevant to the post.** | **✓** |  |  |
| **4.2** | **Able to communicate a range of information both verbally and in writing to all stakeholders.** | **✓** |  |  |
| **4.3** | **Able to work under pressure and maintain expected performance levels.** | **✓** |  |  |
| **4.4** | **Able to prioritise own workload and proven ability to work to strict deadlines.**  | **✓** |  |  |
| **4.5** | **Able to process and manage information accurately in a variety of formats.** | **✓** |  |  |
| **4.6** | **Competent in Microsoft packages and keyboard skills applied with precision and speed.** | **✓** |  |  |
| **4.7** | **Able to take accurate notes and minutes of meetings.** | **✓** |  |  |
| **4.8** | **Flexible in approach and able to adjust to the changing daily demands of the job throughout the year.** | **✓** |  |  |
| **4.9** | **Willingness to undertake training to keep up-to-date with the requirements of the role.** | **✓** |  |  |
| **SECTION 5: KNOWLEDGE** |
| **5.1** | **Awareness of the need for Child Protection, Confidentiality, Data Protection, Health & Safety legislation and other key policies in schools and settings.**  | **✓** |  |  |
| **5.2** | **Must be aware of KCC Financial Regulations and understand other relevant school policies.** | **✓** |  |  |
| **5.3** | **Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.** | **✓** |  |  |
| **5.4** | **Knowledge of the School’s Record Retention Policy and freedom of information protocols.** |  | **✓** |  |
| **SECTION 6 : EQUAL OPPORTUNITIES** |
| **6.1** | **Commitment towards adherence to the principles set out within the school’s Equality Plan.** | **✓** |  |  |
| **6.2** | **A commitment to promote the concept of equal opportunities in the daily work situation.** | **✓** |  |  |
| **6.3** | **Understanding of and sensitivity to the discrimination that may be experienced by members of minority groups.** | **✓** |  |  |

***Broomhill Bank School and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults.***