

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 and able 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.

