

Business Support Officer

Person Specification		
Post title: Business Support Officer		Grade: 4
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), Reference (R), test (T), or other (give details)
Qualifications		
5 GCSEs including Maths and English Grade C or above	D	AF
Commitment to ongoing professional development	E	AF
Experience		
Experience of working in an administration role in a busy and fast-paced environment	D	AF/I
Experience of working in line with policies / regulations / legislation	D	AF/I
Experience of working in a school	D	AF/I
Knowledge, skills and abilities		
Ability to deal with sensitive matters with a caring manner	E	AF/I
Ability to manage a varied workload as well as delivering to timescale	E	AF/I/T
ICT skills	E	AF/I
Excellent verbal and written communication skills		
Excellent planning and organisation skills	E	AF/I
Ability to maintain strict confidentiality and discretion at all times	E	AF/I
Ability to use own initiative	E	AF/I
Personal Qualities		
Emotional resilience	E	AF/I
Committed to the development and ethos of the School/Trust	E	AF/I
Ability to self-evaluate and reflect	E	AF/I
Ability to build and maintain effective working relationships with a wide variety of people	E	AF/I

Ability to work under pressure and to strict deadlines	E	AF/I
Reliable, flexible and approachable	E	AF/I
Committed to own professional development	E	AF/I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Note: We will always consider your references before confirming a job offer in writing.		
Prepared by: RCAT HR Department		Date: Sept 2023