



## ST PETER'S SCHOOL HUNTINGDON

### BUSINESS SUPPORT ADMINISTRATOR - PERSON SPECIFICATION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Criteria	Essential	Important	Desirable	Measured
<b>QUALIFICATIONS</b>				
Educated to GCSE standard or equivalent in English and Mathematics.	✓			Application/Certificate
Higher education qualifications in related area			✓	Application/Certificate
<b>EXPERIENCE AND SKILLS</b>				
Able to work in a busy environment.	✓			Application/Interview/Reference
Ability to communicate confidently, clearly and effectively, both verbally and written.	✓			Application/Interview/Reference
Strong telephone manner with an organised and structured approach to duties.	✓			Application/Interview/Reference
Good working knowledge of MS Office, MS Word, Outlook	✓			Application/Interview/Reference
Good organisation skills and the ability to prioritise workload.	✓			Application/Interview/Reference
Willingness to work as part of a team and independently	✓			Application/Interview/Reference
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.		✓		Application/Interview/Reference
Drive and Perseverance - Maintaining a high degree of motivation and commitment to producing work of the highest possible standard.		✓		Application/Interview/Reference
Experience of working within HR or Finance			✓	Application/Interview/Reference
Experience of working within a school			✓	Application/Interview/Reference
<b>INTERPERSONAL SKILLS</b>				
Commitment to maintain high customer care standards	✓			Application/Interview/Reference
Commitment to maintain confidentiality	✓			
Commitment to promoting and safeguarding the welfare of all staff and students.	✓			Application/Interview/Reference
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.	✓			Application/Interview/Reference
Willingness to undertake in-service training.	✓			Application/Interview/Reference