

ASCENT ACADEMIES TRUST
PERSON SPECIFICATION
BUSINESS SUPPORT STAFF – GRADE C

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	GCSE A*- C or equivalent, including Maths and English	Application Certificate	D1	Qualifications at A Level or above	Application Certificate
				D2	Evidence of continued commitment to personal professional development	Application Interview
Experience & Knowledge	E2	Recent experience of successful time management in a busy environment	Application Reference Interview	D3	Experience of using a SIMS database	Application Interview
	E3	Experience of using a variety of computer packages in a working environment, including computerised finance systems	Application Interview	D4	Experience of handling cash, including reconciliation and monitoring procedures	Application Interview
Skills	E4	Ability to communicate at all levels both verbally and written	Application Reference Interview			
	E5	Highly developed organisational skills managing time well to meet competing priorities	Application Reference Interview			
	E6	Ability to apply knowledge and skills across a range of settings	Application Interview			
	E7	Ability to deal with high pressured situations, possessing strategies for dealing with such situations	Application Reference Interview			
Personal Attributes	E8	Self motivated and be able to work on your own initiative	Application Reference Interview			

	E9	Demonstrate effective decision making skills including the ability to make quick decisions when under pressure and be willing to accept responsibility for decisions	Application Interview			
Special Requirements	E10	Ability to work flexibly to meet the demands of the post	Application Interview	D5	Ability to travel between sites independently	Application Interview
	E11	Suitable to work with children/young people	Application Disclosure			