 **Aim High Academy Trust**

**BUSINESS SUPPORT ADMINISTRATOR – PERSON SPECIFICATION**

**Grade 1 - pay scale level 3 - 4**

 **(£18,562 - £18,933) pro rata**

 **Term Time only - 39 weeks plus inset days**

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| Qualifications andtraining | * Good standard of general education.
* English and maths GCSE.
 | * Safeguarding training
 | * Application form
* Certificates
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| Experience | * Evidence of administrative experience to support the day-to-day operation of an establishment / company.
* Working as part of a team.
* Experience of IT packages including, word, excel.
 | * Handling complaints and concerns from parents and other key stakeholders.
* Working within a school
 | * Application form
* Interview
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| Knowledge/Skills | * Excellent communication skills, both written and verbal including presenting financial analyses.
* Excellent attention to detail.
* Knowledge and understanding of safeguarding procedures.
 | * SIMS
* Use calendar

management systems | * Application form
* Interview
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| Personal Qualities & Attitude | * High standards of professionalism and confidentiality.
* A diplomatic and patient approach.
* Able to prioritise own workload and that of the team in order to meet deadlines.
* Able to follow direction and work in collaboration with the Senior Leadership Team.
* Able to work flexibly, adopt a ‘hands on approach’ and respond to unplanned situations.
* Willingness to seek specialist advice and the awareness of who to contact.
* Efficient and meticulous in organisation.
* Able to demonstrate initiative, be proactive and offer a solution-oriented approach.
 |  | * Interview
* References
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