

Etwall Primary School
Person Specification for School Business Officer – Grade 10

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE in English and Maths at Grade C or above NVQ3 level / Certificate in School Business Management with relevant financial /admin management experience Willingness to qualify as a Workplace First Aider 	<ul style="list-style-type: none"> Willing to undertake additional training in school-based systems. First Aid Qualification – Paediatric First Aid or Workplace First Aid
Experience	<ul style="list-style-type: none"> Experience of working in a school office environment Experience of all Microsoft Office packages, and with particular skills in Office 365 Experience of school MIS such as Arbor Experience of maintaining the school Single Central Record Experience in writing/adapting documents, such as policies, risk assessments, Privacy Notices and DPIAs 	<ul style="list-style-type: none"> Experience of school office systems to include Derbyshire SAP (ordering and credit income in particular) Experience of maintaining the school website and ensuring its compliance Experience of allocating and delegating work to team members and monitoring those tasks Experience of working to specific external deadlines.
Knowledge	<ul style="list-style-type: none"> Clerical/administrative knowledge/experience Knowledge of finance systems and practices Financial recording, monitoring and regulations Data Protection Policy and Practices Safeguarding issues and procedures in a school environment Safer Recruitment practice Health and Safety Practice and procedures 	<ul style="list-style-type: none"> Governance processes and procedures and the administrative aspects of clerking – maintaining records, organising governor training, and supporting parent governor elections
Skills	<ul style="list-style-type: none"> Budget management and forecasting Demonstrate excellent organisational and communication skills Demonstrate skills in creating systems and processes (e.g. pupil records management, tracking training, lettings/invoices) Excellent Numeracy/Literacy skills Excellent communication skills Ability to prioritise work and to work effectively to ensure deadlines are met Ability to understand relevant school policies and how they impact on the role Ability to establish and maintain relationships with contracted service providers including negotiation on service agreements and establishment of new contracts. 	<ul style="list-style-type: none"> Identify own training needs Be reflective about own practice Implementation and change management skills
Personal Qualities	<ul style="list-style-type: none"> Approachability - warm and approachable manner towards staff, pupils and visitors. Adaptability and commitment to work as part of a team Ability to remain calm in an emergency Confidentiality and discretion Able to work independently as well as under direction, using initiative 	