

Northern Education Trust
Post: Business Services Assistant
PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	✓
2.	Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓	✓
EXPERIENCE				
3.	Experience of working in a school environment	D	✓	
4.	Previous experience within a financial environment	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Good communication and listening skills	E	✓	✓
6.	Ability to respect and maintain confidentiality	E	✓	✓
7.	Working knowledge of standard computer packages (word processing, email and spreadsheets)	E	✓	✓
8.	Knowledge of computerised financial management systems	D	✓	✓
9.	Efficient and effective organisational skills	E	✓	✓
10.	Ability to relate to students in a pleasant the sympathetic manner and to recognise potential child safeguarding issues	E	✓	✓
11.	Understanding of Academy child safeguarding procedures	D	✓	✓
PERSONAL QUALITIES				
12.	A strong commitment to the Trust values and ethos	E	✓	✓
13.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
14.	A flexible approach and a strong work ethic	E	✓	✓

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15.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.