 **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  and  training | * Good standard of general education. * English and maths GCSE. | * Safeguarding training | * Application form * Certificates |
| 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 |
| 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 |
| 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 |