

Role Specification – Business Support Assistant Grade 2

Essential Requirements	
Qualifications: <ul style="list-style-type: none"> 3 GCSE passes (4 to 9/or Grade C and above/or equivalent) in Mathematics and English Language; and NVQ Level 2 in Business and Administration (or equivalent). 	Application Form
Experience of: <ul style="list-style-type: none"> Previous experience in a similar role covering a broad range of support tasks and procedures. 	Application Form Interview
Knowledge and understanding of: <ul style="list-style-type: none"> Microsoft Office applications and Microsoft Teams. Equal opportunities and diversity in all aspects of work. 	Interview/Test
Ability to: <ul style="list-style-type: none"> Deliver workload tasks within deadlines and timelines. To take accurate notes and minutes. Demonstrate excellent keyboard skills. Demonstrate due care and attention to detail. Plan and prioritise work whilst working to deadlines. Communicate effectively using spoken and written language skills: Maintain confidentiality at all times. Meet the travel requirements of the post. Work outside of normal working hours on occasion to meet the needs of the service. 	Interview/Test