



# AIM HIGH ACADEMY TRUST

## BUSINESS SUPPORT OFFICER

### PERSON SPECIFICATION

**Term Time only (39 weeks)**



|                               | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DESIRABLE                                                                                                                                                    | METHOD OF ASSESSMENT                                                                     |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Qualifications and training   | <ul style="list-style-type: none"> <li>Good standard of general education.</li> <li>English and maths GCSE.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Safeguarding training</li> </ul>                                                                                      | <ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul> |
| Experience                    | <ul style="list-style-type: none"> <li>Evidence of finance administration experience to support the day-to-day operation of an establishment / company.</li> <li>Working as part of a team.</li> <li>Experience of IT packages including, Word and Excel.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Handling complaints and concerns from parents and other key stakeholders.</li> <li>Working within a school</li> </ul> | <ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>    |
| Knowledge/ Skills             | <ul style="list-style-type: none"> <li>Excellent communication skills, both written and verbal including presenting financial analyses.</li> <li>Excellent attention to detail.</li> <li>Knowledge and understanding of safeguarding procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>SIMS</li> <li>Use calendar management systems</li> </ul>                                                              | <ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>    |
| Personal Qualities & Attitude | <ul style="list-style-type: none"> <li>High standards of professionalism and confidentiality.</li> <li>A diplomatic and patient approach.</li> <li>Able to prioritise own workload and that of the team in order to meet deadlines.</li> <li>Able to follow direction and work in collaboration with the Senior Leadership Team.</li> <li>Able to work flexibly, adopt a 'hands on approach' and respond to unplanned situations.</li> <li>Willingness to seek specialist advice and the awareness of who to contact.</li> <li>Efficient and meticulous in organisation.</li> <li>Able to demonstrate initiative, be proactive and offer a solution-oriented approach.</li> </ul> |                                                                                                                                                              | <ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>          |