



# Holy Spirit Catholic Primary School

## EMPLOYEE SPECIFICATION Business Support Officer Grade 5

ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1 RELEVANT EXPERIENCE	1.1	Previous experience of applications & systems such as Microsoft Office & other administrative work	Application Form / Interview	A
	1.2	Experience of working with computerised records, spreadsheets & database packages		A
	1.3	Previous experience of working in a school environment		B
2 EDUCATION & TRAINING ATTAINMENTS	2.1	Numeracy & Literacy skills to be able to undertake accurate calculations and produce reports and documents for the Head Teacher,	Application Form / Interview	A
	2.2	RSA level 2, NVQ level 2, or equivalent qualification in word processing, or ability to produce work to that standard		A
3 GENERAL & SPECIAL KNOWLEDGE	3.1	Understanding of and commitment to the importance of Equal Opportunities Policy and how it relates to the duties of the post.	Application Form / Interview	A
	3.2	Understanding of basic principles of Customer Care		A
	3.3	Appreciation of the need to maintain the strictest confidentiality about matters concerning the school.		A
4 SKILLS & ABILITIES	4.1	Ability to process documents & reports using Microsoft Word, Excel etc.	Application Form / Interview	B
	4.2	Ability to communicate effectively with colleagues, pupils and visitors to the school both verbally & in writing		A



		4.3	Experience of using Parent Pay system and Integris G2 database	B
		4.4	Ability to contribute to the effective working of a team and as an individual.	A
		4.5	Ability to produce accurate work whilst working to tight deadlines.	A
		4.6	Ability to work effectively and flexibly and respond positively to the demands of a varied workload	A
5	ANY ADDITIONAL FACTORS	5.1	Committed to safeguarding & promoting the welfare of children	A
		5.2	Commitment to ongoing personal training & development	
			Application Form / Interview	

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the 'Rank' column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment & Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the 'Selection Process', this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	SS/BS05/Fin/SPEC
ES Prepared/Amended	JAN 2010
Refers to Estab(s)	