

Aveley Primary School
SCHOOL BUSINESS SUPPORT ASSISTANT – PERSON SPECIFICATION

Factors	Essential	Desirable
Qualifications	Excellent command of written and spoken English Equivalent experience in a similar role	
Training	Evidence of continuing professional development	
Experience	Managing change projects Managing Teams Managing HR	Experience of working within an educational environment
Knowledge and Skills	Able to deliver services and systems applicable for effective school management Knowledge of Arbor and other platforms and spreadsheets Able to deliver value for money initiatives Able to understand national and regional education services and deliver appropriate strategies High level IT skills including Word, Excel and with the ability to train and develop others Knowledge and thorough understanding of the Freedom of Information and Data Protection legislation and of confidentiality issues	Understanding of educational enterprise issues Understanding of promoting positive relationships within the wider school community

Personal Qualities	<p>Able to demonstrate a confident and professional attitude</p> <p>Highly developed interpersonal skills including influencing skills</p> <p>Willingness to constructively challenge the work of self and others to continually improve own and team performance</p> <p>Able to work with attention to detail and have the ability to prioritise and delegate workloads in order to meet strict deadlines</p> <p>Flexible, hardworking and committed and responsive to change</p> <p>Team leader and team player</p>	
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