

Business Support Officer Person Specification

Education/Qualifications	Essential	Desirable
Minimum of 5 GCSEs (A*-C Grade) or equivalent office experience/vocational qualifications	Y	
ECDL		Y
Working knowledge of MS Office	Y	
Experience & Knowledge		
Experience in an administrative or secretarial field	Y	
Experience in an education setting		Y
Experience of working with changing priorities and proven ability to handle a range of situations	Y	
Skills		
Good interpersonal skills	Y	
A flexible and adaptable approach to work, with a willingness to take on new ideas and experiences	Y	
Ability to support and demonstrate commitment to the vision for the further development and improvement of the Trust	Y	
Ability to support the MAT Central Team in the management of change and improvement in pursuit of strategic objectives	Y	
Excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative	Y	
Ability to develop and maintain efficient record keeping systems	Y	
Excellent written and oral communication skills	Y	
Ability to communicate with and build relationships with a wide range of stakeholders, including other employees within the MAT and beyond	Y	
Other Factors		
Ability to work flexibly according to the demands of the post		Y
Able to fulfil the travel requirements of the post		Y
Commitment to support the Trust's agenda for safeguarding and equality and diversity	Y	