

ASCENT ACADEMIES TRUST
PERSON SPECIFICATION
BUSINESS SUPPORT STAFF – GRADE F

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	5 x GCSE A*- C or equivalent, including Maths and English	Application Certificate	D1	Qualifications at A Level or above	Application Certificate
	E2	Evidence of continued commitment to personal professional development	Application Interview			
Experience & Knowledge	E3	Proven experience of leading and managing other staff in a range of situations	Application Reference Interview	D2	Experience of using a SIMS database	Application Interview
	E4	Experience of using a variety of computer packages in a working environment, including computerised finance systems	Application Interview	D3	Knowledge of a range of examination requirements, including the conduct of external examinations	Application Interview
	E5	Significant experience in managing a busy office environment, including managing staff workloads	Application Interview			
Skills	E6	Ability to communicate at all levels both verbally and written	Application Reference Interview			
	E7	Highly developed organisational skills managing time well to meet competing priorities	Application Reference Interview			
	E8	Ability to apply knowledge and skills across a range of settings	Application Interview			
	E9	Ability to deal with high pressured situations, possessing strategies for dealing with such situations	Application Reference Interview			

Personal Attributes	E10	Self motivated and be able to work on your own initiative	Application Reference Interview			
	E11	Demonstrate effective decision making skills including the ability to make quick decisions when under pressure and be willing to accept responsibility for decisions	Application Interview			
Special Requirements	E12	Ability to work flexibly to meet the demands of the post	Application Interview	D4	Ability to travel between sites independently	Application Interview
	E13	Suitable to work with children/young people	Application Disclosure			
	E14	A willingness and ability to work across the Trust as required	Application Interview			