

THE WOODLANDS ACADEMY

PERSON SPECIFICATION

JOB TITLE: BUSINESS SUPPORT ASSISTANT

CRITERIA	ESSENTIAL	DESIREABLE	ASSESSMENT
<p>Qualifications & Training Minimum 4 GCSE (A-C) (English & Maths essential) or equivalent.</p> <p>Computer skills including Word processing, email, spreadsheets & databases</p>	<p>✓</p> <p>✓</p>		Application Form Interview
<p>Experience Min 2 years general administrative experience</p> <p>School or educational environment</p> <p>General office systems and equipment</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	Application Form Interview
<p>Skills & Knowledge Ability to work to deadlines</p> <p>Able to develop constructive relationships with a wide range of individuals, groups, agencies and organisations</p> <p>Good verbal & communication skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>		Application Form Interview Reference
<p>Personal Qualities</p> <p>Self Motivated</p> <p>Well organised</p> <p>Enthusiastic</p> <p>Innovative</p> <p>Team Worker</p> <p>Cheerful under pressure</p> <p>Flexible</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		Application Form Interview Reference
<p>Other Requirements</p> <p>High level of confidentiality</p>	<p>✓</p>		Application Form Interview