



Business Administrator
Evelyn Street Primary Adademy
PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS/TRAINING/KNOWLEDGE		
• 3 GCSE or equivalent in English and Maths (level C or above)	✓	
• Training in school based systems		✓
• Communicate effectively with a range of people including staff, pupils, parents and visitors	✓	
• Training and extensive experience in Windows Outlook, Excel and Word	✓	
• Willingness to undertake continuing professional development	✓	
• A minimum of 2 years experience in a busy school office		✓
EXPERIENCE.SKILLS		
• Excellent communication skills and warmth of personality	✓	
• Knowledge of data protection issues and GDPR	✓	
• Ability to work confidentially and flexibly with sensitivity and tact	✓	
• Experience of event organisation and coordination		✓
• Experience of income accounting		✓
• Ability to liaise with other agencies	✓	
COMPETENCIES		
• Extremely organised, reliable with a meticulous attention to detail	✓	
• Committed to safeguarding and promoting the welfare of children and young people	✓	
• Patient, enthusiastic, energetic and self motivating	✓	
• Able to prioritise and delegate	✓	
• Accessible, responsive and accountable	✓	
• Resilient and respond well to pressure, deadlines, interruptions and conflicting demands	✓	
• Able to self-evaluate in order to manage, promote and implement change	✓	
• Be discreet and acutely aware of the need for confidentiality	✓	
• Ability to maintain a healthy work/life balance	✓	