

EMPLOYEE SPECIFICATION

SERVICE AREA: Children & Young People Service

SECTION: Kirklees Supply Service

POST TITLE: Business Support Officer (Supply)

GRADE: 5

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Previous experience of word processing and other administrative work.	Application Form / Interview	A
		1.2	Experience of working with computerised records, spreadsheets, and database packages.		A
		1.3	Previous experience of working in a school environment.		B
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Numeracy and literacy skills to the level necessary to undertake basic calculations, petty cash transactions and to produce basic reports and documents.	Application Form / Interview	A
		2.2	RSA level 2, NVQ level 2, or equivalent qualification in word processing, or ability to produce work to that standard.		A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Understanding of and commitment to the importance of Equal Opportunities Policy, and how it relates to the duties of the post.	Application Form / Interview	A
		3.2	Understanding of basic principles of Customer Care.		A
		3.3	Appreciation of the need to maintain the strictest confidentiality about matters concerning the school.		A

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to produce documents and reports using a computerised word processing package.	Application Form / Interview	B
		4.2	Ability to communicate effectively with colleagues, pupils and visitors to the school both verbally and in writing.		A
		4.3	Ability to contribute to the effective working of a team and as an individual.		A
		4.4	Ability to produce accurate work whilst working to tight deadlines.		A
		4.5	Ability to work effectively and flexibly and respond positively to the demands of a varied workload.		A
5.	ANY ADDITIONAL FACTORS	5.1	Committed to safeguarding and promoting the welfare of children.	Application Form / Interview	A
		5.2	Commitment to ongoing personal training and development.		

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	SS/BS05/Fin/SPEC
ES Prepared/Amended	JAN 2010
Refers to Estab(s)	