

Furness Primary Federation

Person Specification Federation Business Support Officer

Qualifications & Training	
<p>Essential:</p> <ul style="list-style-type: none"> - Good standard of general education (GCSE English & Maths or equivalent) - Administrative, business or finance-related training/qualification - Safer Recruitment training (or willingness to undertake) 	<p>Desirable:</p> <ul style="list-style-type: none"> - HR, school business management or finance qualification - GDPR/Data Protection training

Experience	
<p>Essential:</p> <ul style="list-style-type: none"> - Experience providing business or administrative support in a busy environment - Experience managing confidential information - Minute-taking experience - Financial administration including invoices, procurement and reconciliation - HR administration including recruitment support and personnel files - Experience managing digital filing systems - Experience working across multiple teams or sites 	<p>Desirable:</p> <ul style="list-style-type: none"> - Experience in a school, MAT or education setting - Governance support experience - Experience writing or contributing to funding bids

Knowledge & Understanding

Essential:

- Knowledge of safeguarding and safer recruitment expectations
- Understanding of GDPR and data protection
- Knowledge of financial processes and procurement
- Understanding of confidentiality and compliance

Desirable:

- Knowledge of school governance and statutory requirements
- Understanding of school workforce structures

Skills & Competencies

Essential:

- Excellent written and verbal communication
- High-level ICT skills including cloud systems and spreadsheets
- Strong organisational and time management skills
- Accurate minute-taking
- Ability to work independently
- Strong interpersonal skills

Desirable:

Personal Qualities

Essential:

- Professional, reliable and discreet
- Calm under pressure
- Flexible and able to travel across federation schools
- Solution-focused with a proactive attitude
- Commitment to equality, inclusion and safeguarding

Desirable: