



“Together We Achieve”

Person Specification for School Business Assistant (Grade 5)

Qualifications and Training

Criteria	Essential	Desirable
GCSEs (or equivalent) in English and Maths (Grade C/4 or above)	✓	
NVQ Level 2 or equivalent in Business Administration or related field	✓	
Evidence of continued professional development		✓
Relevant training in financial or school systems (e.g., SAP, RM Finance, SIMS)		✓

Experience

Criteria	Essential	Desirable
Experience of working in an administrative or financial role	✓	
Experience of working in a school or educational setting		✓
Experience of using financial systems for processing orders, invoices, and budget monitoring	✓	
Experience of handling confidential information	✓	

Knowledge and Skills

Criteria	Essential	Desirable
Proficient in Microsoft Office (Word, Excel, Outlook)	✓	
Knowledge of school MIS systems (e.g., SIMS, Arbor)		✓
Understanding of GDPR and data protection principles	✓	
Ability to manage multiple tasks and meet deadlines	✓	
Strong written and verbal communication skills	✓	
Ability to maintain accurate records and produce reports	✓	
Awareness of safeguarding and child protection procedures	✓	

Headteacher: Mr B Wray
Deputy Headteacher: Mrs J Jilavu

Swanwick Primary School
South Street
Swanwick
Alfreton
DE55 1BZ

Tel: 01773 602268

Email:

info@swanwick.derbyshire.sch.uk





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Personal Attributes

Criteria	Essential	Desirable
Professional, approachable, and customer-focused	✓	
Ability to work independently and as part of a team	✓	
High level of accuracy and attention to detail	✓	
Flexible and adaptable to changing priorities	✓	
Commitment to confidentiality and integrity	✓	

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