

Business Support Manager

Before completing your application please read the Person Specification and Job Description. In supporting your application you should demonstrate how your qualifications, skills and experience match the requirements of the role.

	Essential	Desirable
Qualifications		
5 GCSE passes or equivalent which must include Maths and English A-C	√	
Degree educated		√
Experience		
Significant experience of assisting and supporting at high level within an organisation	√	
First class organisational skills including the ability to prioritise work, balance conflicting priorities and monitor progress	√	
Has experience of carrying out research	√	
Has experience of project management	√	
Strong IT experience including high level of proficiency in Word, PowerPoint, Excel and Outlook	√	
Can demonstrate excellent written communication skills with a high attention to detail	√	
Experience of information compliance (freedom of information act, GDPR) governance, company secretary role		√
Experience of the education sector		√
Skills & Abilities		
Excellent interpersonal skills both written and oral and confidence with people at every level	√	
High level of concentration, attention to detail and accuracy	√	
Can work in a logical and methodical manner with an analytical eye for detail	√	
Responds positively to change, ambiguity, adversity and pressure	√	
Team player who is proactive, energetic, will take initiative and keen to make things happen	√	
Maintains confidentiality at all times	√	
Personal Qualities		
Calm under pressure	√	
Highest level of professionalism, discretion and diplomacy		
Friendly and professional who can act as an ambassador for the Trust	√	
Potential and desire to develop the role	√	
Safeguarding		
Display commitment to safeguarding and promoting the welfare of children and young people	√	
Demonstrate the ability to form and maintain appropriate relationships and personal boundaries with children	√	