

# Lancashire County Council

<b>Person specification form</b>		
<b>Post title:</b> Business Support Officer	<b>Grade:</b> 5	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b> St Anne's and St Joseph's RC Primary School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b> Maths and English GCSE Grade C or equivalent	E	AF/I
<b>Experience</b> Experience of working in a school office environment Financial experience including inputting orders and invoices Experience of using SIMS Knowledge of PS Financials & Microsoft 365	E D E D	AF/I AF/I AF/I AF/I
<b>Knowledge, skills and abilities</b> Excellent clerical, literacy, numeracy and IT skills Ability to plan, organise, prioritise work and meet tight deadlines ensuring the smooth running and professional practice of the school office Ability to relate well to children and adults Ability to communicate effectively with staff, parents and visitors Ability to work as a highly effective member of the whole school team Ability to maintain a high level of confidentiality Ability to be flexible and willing to learn Polite and courteous manner and smart appearance	E E E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<b>Other</b> (including special requirements)  1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety	E E E	I I I
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

