

# Lancashire County Council

Person specification form		
<b>Post title:</b> School Business Support Officer 3	<b>Grade:</b> 5	
<b>Directorate:</b> Children and Young People	<b>Post number:</b> 1	
<b>Establishment:</b> Ribchester St. Wilfrid's C of E Primary School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), task (T), or other (give details)
<b>Qualifications</b>		
5 GCSE's at Grade C/4 or above (including English and Maths)	E	AF,I
NVQ level 2 or above	E	AF
First Aid Certificate	D	AF
<b>Experience</b>		
Working in a school	D	AF/I
Experience of using SIMS packages/ SIMS Finance 6	D	AF/I
Experience of working within customer service	E	AF/I
Knowledge of HR and payroll systems	E	AF,I
<b>Knowledge, skills and abilities</b>		
Excellent word processing skills	E	AF,I, T
Excellent personal & communication skills	E	I
High level of numerical & literacy skills	E	AF,I, T
High level of ICT skills	E	AF,I, T
Ability to work as a part of a team.	E	AF,I
Have a positive and enthusiastic attitude to work.	E	AF,I
An ability to work under pressure and meet deadlines	E	AF,I
An ability to plan, prioritise and implement tasks within a set timescale.	E	AF,I, T
To act in a courteous and polite manner when dealing with children, staff, parents and outside agencies	E	AF,I
To work efficiently, take initiative and be adaptable to new changes	E	AF,I
The ability to maintain confidentiality	E	I
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
<b>Prepared by:</b> Mrs Angela Cottam		<b>Date:</b> 20/03/2024
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		