

# Lancashire County Council

| <b>Person specification form</b>   |                                      |  |
|--|--------------------------------------|--|
| <b>Job title:</b> School Business Support Officer  | <b>Grade:</b> 3                      |  |
| <b>Directorate:</b> Children and Young People  | <b>Post number:</b>                  |  |
| <b>Establishment or team:</b> Bacup Nursery School   |                                      |  |
| Requirements<br>(based on the job description)   | Essential (E)<br>or<br>desirable (D) | To be identified<br>by: application<br>form (AF),<br>interview (I),<br>test (T), or<br>other (give<br>details) |
| <b>Qualifications</b>  |                                      |  |
| Maths GCSE GRADE A-C   | E                                    | AF   |
| English GCSE GRADE A-C   | E                                    | AF   |
| <b>Experience</b>  |                                      |  |
| Competent in Microsoft Office  | E                                    | AF/I   |
| Competent in admin tasks i.e. drafting newsletters,<br>.....                                   | E                                    | AF/I   |
| Worked in a busy office environment  |                                      | AF/I   |
| <b>Knowledge, skills and abilities</b>   |                                      |  |
| Excellent organisational skills  | E                                    | AF/I   |
| Approachable & welcoming as the front face of nursery school                                   | E                                    | AF/I   |
| Reliable   | E                                    | AF/I   |
| Works effectively in a staff team  | E                                    | AF/I   |
| Use own initiative and manage own workload   | E                                    | AF/I   |
| Ability to follow directions and instructions effectively                                      | E                                    | AF/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  |
| 4. Commitment to attendance at work  | E                                    | I  |
| <b>Prepared by:</b> Andrea Cooper  |                                      | <b>Date:</b> 4/6/24  |
| <b>Note: We will always consider your references before confirming a job offer in writing.</b> |                                      |  |