**Lancashire County Council**

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| **Person Specification Form** |
| **Post title:** School Business Support Officer  | **Grade: 6** |
| **Directorate:** Children and Young People | **Post number:**  |
| **Establishment or team:** Clayton Brook Primary School |
| **Requirements****(based on the job description)** | **Essential (E)****or****desirable (D)** | **To be identified by: application form (AF),****interview (I),****test (T), reference (R) or****other (give details)** |
| **Qualifications*** GCSE Maths & English minimum grade C or equivalent
* Working at or towards the Certificate of School Business Management (CSBM) or equivalent qualification.
 | **E****D** | **AF** |
| **Experience*** Knowledge and experience of admin and office systems eg SIMS
* Experience of Microsoft IT software packages Experience of working in an office environment
* Working with other school systems e.g. Parentapp, Oracle Fusion, Lancashire Portal
* Experience in working in a school office environment
 | **D****E****D****D** | **AF/I****AF/I****AF/I****AF/I** |
| **Knowledge, skills and abilities*** Knowledge of FMS (raising orders, invoicing and reports)
* The ability to carry out monthly budget reconciliations through FMS
* The ability to work collaboratively within a team
* Excellent communication and IT skills
 | **D****D****E****E** | **AF/I****AF/I****AF/I****AF/I** |
| **Other*** Commitment to safeguarding and protecting the welfare of children and young people
* Commitment to equality and diversity
* Commitment to health and safety
* Satisfactory attendance record/commitment to regular attendance at work
 | **E****E****E****E** | **I****I****I****R** |
| **Prepared by: P.Farina** | **Date: 24/6/24** |
| **Note: We will always consider your references before confirming a job offer in writing**. |