**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**. | | |