

Lancashire County Council

Person specification form		
Job title: School Business Support Officer 5	Grade: 7	
Directorate: Children and Young People - Schools	Post number:	
Establishment or team: Christ Church Charnock Richard C of E Primary School		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), task (T) or other (give details)
Qualifications		
Maths and English GCSE or equivalent Grade C or above	E	AF
Business and administration qualification (NVQ and above)	D	AF/I
CSBM (Certification of School Business Management)	D	AF/I
Experience		
Experience of working in an office environment	E	AF/I
Experience of Microsoft IT software packages	E	AF/I
Experience of working in a school environment	D	AF/I
Experience in schools financial systems i.e. SIMs/FMS	D	AF/I
Experience of SIMS and Scopay	D	AF/I
Experience of implementation of the school's health and safety policies as directed	D	AF/I
Knowledge, skills and abilities		
Ability to work as part of a team and independently	E	AF/I
Excellent written and verbal communication skills	E	AF/I
Must be self motivating and able to demonstrate an ability to achieve specific goals	E	AF/I
To deal sensitively and confidentially with members of staff, parents and children	E	AF/I
Ability to work with accuracy and attention to detail	E	AF/I
Ability to prioritise workload efficiently, particularly working to deadlines	E	AF/I/T
Knowledge of school policy and procedures	D	AF/I
Ability to liaise with outside agencies – H.R and Payroll, Premise Management and Catering	E	AF/I

Ability to effectively communicate with a range of stakeholders including children, families, staff, governors and visitors to school	E	AF/I
Ability to liaise with external agencies in regard to marketing and promoting a school through website content and news articles	D	AF/I/
Other (including special requirements) <ul style="list-style-type: none"> 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to undertake in –service development 3. Commitment to equality and diversity 4. Commitment to health and safety 5. Commitment to sustaining regular attendance at work/satisfactory attendance record 	E E E E E	I AF I I R
Prepared by: Mrs Helen Brooks – Head Teacher		Date: 19/12/2024
Note: We will always consider your references before confirming a job offer in writing.		