

Lancashire County Council

Person specification form		
Job title: School Business Support Officer 4	Grade: 6	
Directorate: Children and Young People	Post number: FG1	
Establishment or team: Morecambe Road School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
GCSE Maths and English (Grade C or above) or equivalent	E	AF/I
IT qualification	D	AF/I
GCSE or equivalent in 2 other subjects	E	AF/I
Experience		
Experience of an administrative role within a school	D	AF/I
Previous use of IT office applications	D	AF/I
Previous administration/office experience	E	AF/I
Knowledge, skills and abilities		
Ability to work sensitively and confidentially	E	AF/I
Skills to work under pressure and re-prioritise work	E	AF/I
Ability to work as a team member	E	AF/I
Good communication skills	E	AF/I
Ability to work under own initiative	E	AF/I
Other (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
Prepared by: F Gill		Date: 18.2.25
Note: We will always consider your references before confirming a job offer in writing.		