

# Lancashire County Council

Person specification form		
<b>Post title:</b> School Business Support	<b>Grade:</b> 5 points 6 - 11	
<b>Directorate:</b> Children and Young People	<b>Post number:</b>	
<b>Establishment or team:</b> Caton 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)
<b>Qualifications</b> Mathematics and English GCSE grade 5 or above	E	AF
<b>Experience</b> Working in an office – preferably a school  Administrative/clerical work  Experience of dealing with people	D  E  E	AF  AF,I  AF, I
<b>Knowledge, skills and abilities</b> Effective communication  Team work  Excellent IT skills  High level of confidentiality	E  E  E  E	AF,I  AF,I  AF, I, R  AF, I, R
<b>Other</b> (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Satisfactory attendance record/commitment to regular attendance at work	E  E E E	I  I I R

**Prepared by:** G Bowskill

**Date:** 12.05.2025

**Note: We will always consider your references before confirming a job offer in writing.**