

Person Lancashire County Council

Person specification form		
Post title: School Business Officer	Grade: 5	
Directorate: Children and Young People	Post number:	
Establishment or team: Chadwick High 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		
5 GCSEs at Grade C or above (including English Language Or Maths) or equivalent	E	AF
NVQ Level 2 in Business administration or equivalent	E	AF
Experience		
Experience of School Administration Systems – SIMS.net	D	AF, I
Experience of Microsoft Office (Advanced Excel, Word)	E	AF, I/T
Preparation of letters/documents	E	AF, I/T
Working in a school environment	D	AF, I
Knowledge, skills and abilities		
Good organisational skills;	E	AF/I
Ability to prioritise tasks and use time effectively;	E	AF/I
Ability to communicate well with staff, parents and governors;	E	AF/I
Ability to work on own initiative and as part of a team;	E	AF/I
Ability to maintain confidentiality;	E	AF/I
High level of IT skills in particular Excel spreadsheets and databases;	E	AF/I/T
To act in a courteous and polite manner when dealing with children, staff, parents and other stakeholders	E	AF/I
To work efficiently, and be adaptable to new changes and procedures.	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
Note: We will always consider your references before confirming a job offer in writing.		