Lancashire County Council

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| **Person specification form** |
| **Post title:** School Business Support Officer 2  | **Grade: 4** |
| **Directorate:** Children and Young People | **Post number:**       |
| **Establishment or team:** Ashton Community Science College  |
| **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 and Maths) or equivalent | E | AF |
| NVQ level 2 Business administration or equivalent | D | AF |
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| **Experience** |  |  |
| Experience of School administration systems - SIMS  | D | AF/I |
| Experience of Receptionist / general admin duties | D | AF/I |
| Experience of Microsoft Office  | E | AF/I/T |
| Preparation of data reports, letters/documents | E | AF/I/T |
| Working in a school office environmentWorking in a HR setting, payroll or recruitment | DD | AF/I/TAF/I |
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| **Knowledge, skills and abilities** |  |  |
| Good organisational skills | E | AF/I |
| Ability to prioritise tasks and use time effectively | E | AF/I/T |
| 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 |
| Good Level of IT SkillsHigh Level of numerical and literacy skillsTo work efficiently, take initiative and be adaptable to new changes and procedures | EEE | AF/I/TAF/IAF/I |
| **Other** (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
 | EEE | AF/IAF/IAF/I |
| **Prepared by:** | Pamela Cummins | **Date:** | 17.07.2025 |
| **Note: We will always consider your references before confirming a job offer in writing**. |