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 |
|  | |  | |  |
| **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 environment  Working in a HR setting, payroll or recruitment | | D  D | | AF/I/T  AF/I |
|  | |  | |  |
| **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 Skills  High Level of numerical and literacy skills  To work efficiently, take initiative and be adaptable to new changes and procedures | | E  E  E | | AF/I/T  AF/I  AF/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 | | E  E  E | | AF/I  AF/I  AF/I |
| **Prepared by:** | Pamela Cummins | **Date:** | | 17.07.2025 |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | | |