#  Lancashire County Council

 **St. James’ CE Primary School**

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| **Person specification form**  |
| **Post title:** School Business Support Officer 5 | **Grade:** Grade 7 |
| **Directorate:** Children and Young People | **Post number:**   |
| **Establishment or team:**  St. James’ CE Primary 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 & English A-C | E | AF |
| Business and administration qualification (NVQ and above) | D | AF, I |
| CSBM (Certificate of School Business Management) | D | AF |
| **Experience** Experience in working in a school environment | D | AF, I |
| Experience of working in an administrative/financial role | E | AF, I |
| Experience in working in an office environment | E | AF, I |
| Experience in schools financial systems i.e.FMS | D | AF, I |
| Experience with on-line payment systems i.e SCOPAY | D | AF, I |
| Experience of Microsoft IT software packages | E | AF, I |
| Experience of the maintenance of management information systems i.e Arbor / Sims | D | AF, I |
| Experience of monitoring and leading whole school attendance Experience of developing the SCR in schools for safeguarding  | DD | AF, IAF / I |
| **Knowledge, skills and abilities** To be ‘Committed to excellence; inspired by Christ’ at all times as the primary contact with visitors / families with the schoolAbility to work both independently and as part of a teamExcellent communication and inter-personal skills | EEE | AF / I / RAF, I, RAF, I, R |
| Ability to be flexible and to adapt to the changing needs of the school | E | AF, I, R |
| Knowledge of school policy and procedures | D | AF, I |
| Effective communication with a range of children, families, staff, governors and visitors to school | E | AF, I, R |
| Ability to work using own initiative | E | AF, I, R, T |
| Ability to work to tight deadlines | E | AF, I, R |
| Ability to establish and maintain confidential and sensitive relationships with parents, staff and pupils | E | AF, I, R |
| Liaison with external agencies and promoting school through adding to website content and news articles | E | AF, I |
| Good sense of humour | 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 |
| 5. Commitment to sustaining regular attendance at work  | E | R |
| 6. Commitment to the inclusion of all children  | E | I |
| **Note: We will always consider your references before confirming a job offer in writing. All appointments are subject to criminal background clearance.** |