# 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 | D  D | | AF, I  AF / 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 school  Ability to work both independently and as part of a team  Excellent communication and inter-personal skills | E  E  E | | AF / I / R  AF, I, R  AF, 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.** | | | |