

Person Specification



Moss Side Primary School

Grade: 5

Post Title: Business Support Officer 3

Directorate: Children and Young
People (LCC)

Responsible to: Bursar/Headteacher

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 Good academic qualifications (min grade C GCSE including maths and English or equivalent)	E	AF
Experience Experience in working in an office environment (preferably within a school) Experience in school database system i.e. SIMS Experience in school financial system i.e. FMS Experience with on-line payment system	D D D D	AF, I AF, I AF, I AF, I
Knowledge, skills and abilities Enthusiasm for working in schools Ability to communicate effectively with staff, children, parents, governors, visitors, community and relevant external agencies in a variety of formats A hardworking and committed attitude Ability to relate well to children and adults Ability to work independently and as part of a team Ability to follow instructions and learn from experience Knowledge of school policy and procedures Ability to plan, organise, prioritise work and meet tight deadlines, ensuring the smooth running and professional practice of the school office Ability to carry out a wide range of administrative tasks Flexible attitude to work Knowledge of the concept of confidentiality	E E E E E E D E E E E	AF, I AF, I, T AF, I AF, I AF, I AF, I AF, I AF, I AF, I, T AF, I AF, I
Special requirements Correctly filled in form (spelling, grammar, punctuation and presentation) Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety Commitment to attendance at work Commitment to undertake in-service development	E E E E E E	AF I I I I I
Prepared by: A.Wright	Date: 20.08.2025	

Note: We will always consider your references before confirming a job offer in writing.
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Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Community Focus

We put our community at the heart of all that we do. We expect our employees to have a full understanding of the needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.