

Lancashire County Council

Person specification form

Post title: School Business Support Officer 2 HR Administrator		Grade: 4	
Directorate: Children and Young People		Post number: 1	
Establishment or team: Peel Park Primary School			
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R) or other	
Qualifications 3 GCSE's or equivalent C or above to include English and Maths NVQ level 2 Business and Administration qualification (or above) First Aid training	E E D	AF/I AF AF	
Experience Experience of working in a busy school office environment Knowledge of a range of administrative support tasks and office related/school procedures and systems. Experience dealing with all aspects of HR administration Experience of reception duties, answering phones, dealing with visitors, post etc. Experience using Arbor/SIMS (or similar MIS systems) Ability to communicate effectively with school staff, pupils, parents/carers and other stakeholders Experience of basic financial duties	E E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I	
Knowledge, skills and abilities Proficient knowledge of Microsoft ICT software packages Good communication skills (oral and written) Ability to work as part of a team and excellent interpersonal skills Excellent organisational and administrative skills Flexible attitude to work Ability to fulfil reception duties including: <ul style="list-style-type: none"> - A polite and professional phone manner - Ability to take and relay accurate messages. - Providing a positive first point of contact for pupils, parents, guardians, visitors, staff and other outside agencies 	E E E E E E	AF/I AF/I AF/I AF/I 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 4. Satisfactory attendance record/commitment to regular attendance at work	E E E E	I I I R	
Prepared by: Mrs D Mackey – School Business Manager		Date: 08/10/25	
Note: We will always consider your references before confirming a job offer in writing.			