

# Halsall St Cuthbert's C E Primary School

Person specification form		
<b>Job title:</b> School Business Support Officer	<b>Grade:</b> 3 - 5	
<b>Directorate:</b> Children and Young People - Schools		
<b>Establishment or team:</b> Halsall St Cuthbert's C E Primary School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), reference (R) or interview (I)
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Relevant professional qualification in Business Management or IT e.g. ECDL, CSBM</li> </ul>	<b>D</b>	<b>AF</b>
<ul style="list-style-type: none"> <li>4 GCSEs (or equivalent) incl Maths &amp; English Grade C or above</li> </ul>	<b>E</b>	<b>AF</b>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of working within a school office environment</li> </ul>	<b>D</b>	<b>AF</b>
<ul style="list-style-type: none"> <li>Experience of relevant financial management, managing budgets, financial reporting, procurement and fixed assets</li> </ul>	<b>E</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Experience of regular use of ICT systems preferably Microsoft Office applications, for word-processing, spreadsheets and school MIS maintenance and office email systems.</li> </ul>	<b>D</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Experience of providing general reception, clerical and administrative support and dealing with confidential information.</li> </ul>	<b>E</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Experience of maintaining stock, ordering supplies efficiently and distribution of said stock.</li> </ul>	<b>E</b>	<b>AF</b>
<ul style="list-style-type: none"> <li>Experience of general school office duties, for example; free school meals, school trips, attendance registers, staff absences and cover and examinations.</li> </ul>	<b>D</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Experience of servicing and supporting Committees/Governing Body</li> </ul>	<b>D</b>	<b>AF/I</b>
<b>Knowledge, skills and abilities</b>		
<ul style="list-style-type: none"> <li>Ability to deliver services and systems applicable for effective school management</li> </ul>	<b>D</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Demonstrate excellent communications skills at all levels and the ability to create a welcoming and supportive environment to visitors, colleagues and pupils.</li> </ul>	<b>E</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Ability to promote positive relationships with the wider school community</li> </ul>	<b>E</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Ability to work to deadlines and plan and organise own workload.</li> </ul>	<b>E</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Ability to work as part of a multi professional team and work independently as required.</li> </ul>	<b>E</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Experience in the use of IT based management information, SIMS and Finance 6 systems</li> </ul>	<b>D</b>	<b>AF</b>
<ul style="list-style-type: none"> <li>Ability to maintain strict confidentiality at all times</li> </ul>	<b>E</b>	<b>AF/I</b>
<ul style="list-style-type: none"> <li>Commitment to safeguarding &amp; protecting the welfare of children &amp; young people</li> </ul>	<b>E</b>	<b>AF/I</b>

Personal Qualities			
• Highly developed interpersonal skills		E	I
• Committed to the development and ethos of the school		E	I
• Able to work under pressure		E	I
• Flexible, approachable and able to work as part of the whole school team		E	I
• Resilient, reliable and enthusiastic		E	I
• Committed to own professional development		E	I
Other			
• Commitment to safeguarding and protecting the welfare of children and young people		E	I
• Commitment to sustaining regular attendance at work		E	R
• Commitment to equality and diversity		E	I
• Commitment to health and safety		E	I
• Flexibility with regard to working hours as attendance at occasional Governor meetings out of normal school hours may be required		D	AF/I
<b>Prepared by:</b>	Kate Hampson	<b>Date:</b>	15.1.24
<b>Note: We will always consider your references before confirming a job offer in writing.</b>			

### Application form and letter

The Form should be fully completed, signed and free from error. Your letter should be clear, concise and related to the specific post and no longer than 2 sides of A4 paper font size 12.

Halsall St Cuthbert's C.E. Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.