

Lancashire County Council

Person specification form		
Job title: Business support officer 1	Grade: 3	
Directorate: Children and Young People - Schools	Post number:	
Establishment or team: St Joseph's Catholic 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 (give details)
Qualifications		
GCSE's in Maths and English Grade C or above	E	AF
Experience		
Working in a busy school/office	E	AF
Use of management information systems preferably SIMS	D	AF
Customer client facing	E	AF
Use of email and telephone to communicate	E	AF
Knowledge, skills and abilities		
Has good interpersonal and communication skills	E	AF
Is well organised and can work to deadlines	E	AF
Has good literacy and numeracy skills	E	AF
Is proficient in the use of Microsoft office applications	E	AF
Can multitask and prioritise workload	E	AF
Work well under pressure	E	AF
Ensure confidentiality is maintained		
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to undertake in –service development	E	AF
3. Commitment to equality and diversity	E	I
4. Commitment to health and safety	E	I
5. Commitment to sustaining regular attendance at work/satisfactory attendance record	E	R
Prepared by: Vicki Gleeson Date: 11/09/2026		
Note: We will always consider your references before confirming a job offer in writing.		