

SCHOOL BUSINESS SUPPORT OFFICER 2
Ref: 201046

Required from September 2026

Closing Date: 9:00am on Friday 5th June 2026

Completed application form to be emailed to:

applications@balshaws.org.uk

(Please ensure you quote the vacancy applied for in the subject line.)

Proposed dates:

Shortlisting: w/c 8th June

Interview: tbc

SCHOOL BUSINESS SUPPORT OFFICER 2

37 hours per week, term time only

Grade 4 SCP 4-6 (£25,185 - £25,989) - please note the salary quoted is full time equivalent and will be paid on a pro-rata basis.

Required from September 2026

SCHOOL BACKGROUND:

Balshaw's enjoys the privilege of being one of the most successful schools in the county and the most over-subscribed school in South Ribble. We believe that this is deservedly so.

As a school rooted firmly in the Christian ethos, each student in our care matters deeply to us. However, as an authority controlled school we do not operate any entry criteria and the school is available to students of all abilities, interests and aptitudes. Nevertheless, in following the school motto: (*non sibi sed aliis*) 'not for self, but for others' we aim to create students whose actions reflect the love of Christ as we develop them into full and well-rounded young adults ready to make valuable contributions to our society.

Balshaw's has a proud history of academic excellence for students dating back to 1782. The school adds significant value to its students from their starting points in Year 7 to the time when they leave in Year 11. Many will go on to study at Runshaw College, which was originally the Sixth Form of Balshaw's, and others will take up apprenticeships or employment.

Equally important to us is the richness of opportunity available to students at Balshaw's. Set in 21 acres of beautiful land, Balshaw's staff provide extra-curricular opportunities that other schools could only hope for. The huge range of clubs and activities have taken many of our students on to careers in sport and media with a number of well-known alumni.

THE ROLE:

The Office:

As you might expect, the school office at Balshaw's is a very busy working environment. We are lucky to have an outstanding administration team at Balshaw's with a wide range of backgrounds and skills who work closely together to support each other and the wider staff in ensuring that the huge range of processes that are involved in the day-to-day administration allow the school to function smoothly and efficiently. This role's working pattern would be 7:30am – 3:30pm Monday – Thursday and 7:30am – 3.00pm on Friday with a 30 minute unpaid lunch break.

What do they do?

The school office is the 'shop window' of the school where visitors are met and where phone calls are taken. This is perhaps the most visible task to an outsider, but the office is the heart of our data input and processing, organisation of cover and staff sickness, liaison with parents, dealing with first aid, social media presence through website and Twitter, financial processes, statutory returns, admissions and open evenings to name just a few. These processes rely on the outstanding initiative, communication skills, discretion, confidence and organisational excellence that we have within our Office Administrative Team.

What skills do I need?

The skills of the successful applicant will determine how they will be able to contribute to the team. The Office Manager oversees the running and organisation of the Office Admin team as well as arranging cover. Within the team there is support for the Examinations Officer, the website, financial processing, MIS management and data organisation, communications with parents, organisation of the Library and the school archives, Governor liaison as well as all of the myriad of administrative tasks. Therefore, the key skills that are needed for the successful candidate are superb communication and organisation, flexibility and a strong sense of team spirit. With this foundation, all other skills can be developed.

Who would the role suit?

Staff that work in the office have come from the banking sector, NHS training and management, academia as well as through the apprenticeship route, so we welcome applications from experienced people considering a change in career direction or someone looking to start a career in office administration as part of a dynamic team in an outstanding school.

The closing date is 9:00am on Friday 5th June 2026.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

Please note that in line with Keeping Children Safe in Education 2026 an online search will be carried out as part of our due diligence on shortlisted candidates.

Lancashire County Council

Role Profile

Post title – School Business Support Officer 2	
GRADE:	Grade 4 SCP 4-6
CAR USER:	N/A
LOCATION:	Balshaw’s Church of England High School
RESPONSIBLE TO:	Office Manager
STAFF RESPONSIBLE FOR:	N/A
Scope of Work – appropriate for this post	
Under supervision maintain, update and extract information from systems and database and provide general administrative/clerical/financial support for the school. This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents and staff or call for the use of higher level text processing/spreadsheet/IT skills or audio typing that involves the use of a range of software packages.	
Accountabilities/Responsibilities – appropriate for this post may include:	
<ul style="list-style-type: none"> • Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc. • Organise cover for teaching and learning support staff. • First point of contact regarding teacher absences or contact with supply agency. • Routine financial administration, including petty cash, postage, banking etc. • Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, examinations etc including related financial administration. • Administering work experience arrangements. • Production of regular management information, including financial data and assist in the production of reports for the senior leadership team • Monitoring of monthly budgets and advising senior staff on variances. • Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher • Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock. • General welfare support, where required, including the responsibility for pursuing pupil absence with parents including recording and monitoring of absence and production of reports. 	
General	
<ul style="list-style-type: none"> • Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary. • To work within school policies and procedures. • To contribute to the provision of an effective environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To attend skill training and participate in personal/performance development as required. • To take care for their own and other people's health and safety. • To be aware of the confidential nature of issues. 	
Additional supporting information – specific to this post.	

Indicative knowledge, skills and experience

- General experience of working in a finance role.

Prepared by:

EPR Team

Date:

10/08/2011

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

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 help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced DBS check.

Diversity and Equality

As a school we are passionate about diversity and recognise that as individuals we all bring something unique to the role regardless of age, gender, race, beliefs or disabilities which is why we treat all of our people equally, without compromise.

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.

Person Specification Form

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p>Qualifications</p> <p>Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy.</p>	E	AP, I
<p>Experience</p> <p>Experience of working in an office</p> <p>Experience of working in a school</p> <p>Experience of dealing directly with customers/clients/parents</p> <p>Experience of Administrative work</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>AP, I</p> <p>AP, I</p> <p>AP, I</p> <p>AP, I</p>
<p>Knowledge/skills/abilities</p> <p>Ability to relate well to people</p> <p>Ability to work as part of a team</p> <p>Excellent communication skills</p> <p>Ability to relate well to parents/carers</p> <p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of the concept of confidentiality</p> <p>First Aid Certificate</p> <p>Administrative skills</p> <p>Knowledge of SIMS</p> <p>Flexible attitude to work</p> <p>High levels of literacy, spelling, punctuation and grammar</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>AP, I, R</p> <p>AP, I, R</p> <p>AP, I, R</p> <p>AP, I</p> <p>AP, I</p> <p>AP, I</p> <p>AP, I</p> <p>AP, I</p> <p>AP, I</p> <p>AP, I</p> <p>AP, I</p>
<p>Other</p> <p>Commitment to undertake in-service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p>	<p>E</p> <p>E</p>	<p>AP, I</p> <p>AP, I</p>

SUMMARY

It is said at Balshaw's that "Once a Balshavian, always a Balshavian." This is very true – a number of staff are previously students of the school and there is a very small turnover of staff either through retirement or promotion. We hope that when you visit our school you will get a strong sense of the Christian family values that underpin what we do.

Balshaw's is more than a school – it is a family. This post offers you the opportunity to become part of the Balshaw's family where you will be able to make a difference to the lives of the young people who are our future

Lighting the path to excellence through Christian vision and values.

Gospel values of love, forgiveness, friendship, kindness, truth, patience, respect and humility are the foundation for decisions made in the Balshaw's family. Our aim: to develop students of faith and no faith, who reflect Christ's love within the wider community.

OFSTED (2023)

- Students are proud to attend their school.
- Leaders are ambitious for all pupils, including those with special educational needs.
- Teachers have high standards for students' academic achievement and their behaviour.
- The atmosphere around school is calm and respectful.
- Pupils benefit from the opportunities for their wider development.
- Pupils behave well around the school and in lessons.
- Safeguarding is effective.

SIAMS (2019)

- 'Religious Education is both inspirational and challenging.'
- 'Strongly held values infuse the school community.'
- 'Collective worship is exemplary.'
- 'The senior leadership team provide inspirational and caring leadership.'
- 'The quality and range of their [pupils'] theological thinking is impressive.'

APPLICATION

All applications should be on the Lancashire County Council application form and can be obtained from the school website www.balshaws.org.uk. **Completed forms should also be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position.

Applications should be marked for the attention of Mr S Haycocks, Headteacher and emailed to applications@balshaws.org.uk by **9:00am on Friday 5th June 2026.**

Please ensure you quote the vacancy applied for in the subject line. Applications sent to other email addresses will not be accepted.

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date.

Thank you for your interest in this position.