

Lancashire County Council

Role Profile - Operational Context Form

Post title: School Business Support Officer 3					
Directorate: CYP Schools			Location:	St Cecilia's RC High School	
Establishment or team:		Education		Post number:	
Grade:	Grade 5	Staff responsibility:	None	Essential Car user:	N/A

Scope of Work – appropriate for this post:

Working independently on a varied range of tasks which may require the use of some analysis and judgement to complete including, but not limited to, being responsible for co-ordinating, monitoring and organising administrative/clerical or financial systems and procedures for the school. There may be a requirement to provide support and guidance to other members of staff and be able to deal with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities or financial processes.

Accountabilities/Responsibilities – appropriate for this post:

Administrative

- Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher
- Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail 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
- Production of regular management information, including financial data and assist in the production of reports for the Senior Leadership Team

General Duties

1. Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.
2. To work within school policies and procedures.
3. To contribute to the provision of an effective environment for learning.
4. To support the promotion of positive relationships with parents and outside agencies.
5. To attend skill training and participate in personal/performance development as required.
6. To take care for their own and other people's health and safety.
7. To be aware of the confidential nature of issues

Additional Information:			
Prepared by:	St Cecilia's RC High School	Date:	24/06/2024

Prepared by:	B Clarke	Date:	24/06/2024
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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 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.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those 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. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

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.