

Lancashire County Council

Role profile - Operational Context Form

Post title: School Business Support Officer					
Directorate: CYP Schools				Location:	Halsall St Cuthbert's CE Primary School
Establishment or team:		CYP		Post number:	
Grade:	Grade 3 - 5	Staff responsibility:	N/A	Essential Car user:	N/A

Scope of Work – appropriate for this post:

The post holder will be required to provide routine clerical/administrative/word processing and financial support to the school.

The postholder will need a high level of IT skills and understand a range of school-based software packages such as SIMs, Oracle Fusion and Finance 6.

Accountabilities/Responsibilities – appropriate for this post:

Provide routine clerical/administrative support including:

1. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail, basic reprographics.
2. Routine financial administration, including petty cash, postage, banking, completion of returns, reconcile accounts etc.
3. Budget preparation in conjunction with LCC Finance Officer and completion of schools financial value standard (SFVS).
4. Maintaining and updating manual and computerised records including, for example, producing reports, records of free school meals, school trips, registers etc including related data input.
5. Provide HR administrative support, including distributing extra duty/HLTA claim forms and entering on Oracle Fusion to ensure payment is made in a timely manner.
6. Undertake reception duties including answering telephone, responding to routine queries and liaising with outside agencies. Access email, internet, School Portal and ClassDojo as required.
7. Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, arranging for payment of invoices and the distribution and storage of stock.
8. General welfare support, where required, including liaison with staff and parents.
9. Monitoring pupil attendance – production of reports, liaison with headteacher, contact parents, monitor school absence.
10. Maintain and update Single Central Records (a mandatory safeguarding requirement) with visitor, contractor and supply agency staff details.
11. Complete school census and annual school workforce census.
12. Attend and participate in relevant meetings as may be reasonably directed.

General

1. To work within all school policies and procedures.
2. To contribute to the provision of an effective environment for learning.
3. To support the promotion of positive relationships with parents and outside agencies.
4. To attend skill training and participate in personal/performance development as required.
5. To take care for their own and other people's health and safety.
6. To be aware of and respect the confidential nature of issues at all times.
7. To work professionally alongside children from age 3-11: talk to them, demonstrate our values, display good level of spoken English and be a positive, happy person for the children.
8. To be a welcoming presence for all visitors, making appropriate checks and signing visitors in, ensuring compliance with the schools Safeguarding protocols at all times.
9. To undertake other similar duties/responsibilities as required and appropriate to the grade.

Prepared by:	Kate Hampson, Deputy Headteacher	Date:	15/01/2024
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