



## Christ Church Charnock Richard Church of England Primary School

*“Inspired to learn, grow and flourish within our Christian family”*

**Post title:** School Business Support Officer 5

Grade 7

### Accountabilities/Responsibilities

#### Key duties:

1. To undertake all business and financial management transactions relating to school resources, and prepare reports to Headteacher as required.(e.g. orders ,invoicing, banking and cash and accounting entries)
2. To monitor and administer the school budget providing reports to the Headteacher as required
3. Undertake monitoring of monthly expenditure, reconcile accounts.
4. To manage the schools administrative function through planning, developing, designing and monitoring administrative systems and procedures.
5. To manage a small number of staff as directed, including actioning appraisals, recruitment and selection.
6. To assist the Headteacher and governing body with income generation activities and in promoting and marketing the school, including lettings.
7. To arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies.
8. To manage the administration of human resources processes.
9. To assist in the procurement process, including securing appropriate service contracts, licences and insurance.
10. Monitor attendance producing relevant termly reports.
11. To support the implementation of the school's health and safety policies as directed.

Your duties should be discharged in such a manner as to maintain the vision, principles and values of this Christian School

**Prepared by:**

Helen Brooks

**Date:**

December 2024

#### 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.

#### Safeguarding Commitment

Christ Church is committed to safeguarding and promoting the welfare of children, and expects its entire staff to share this commitment. All post holders will be required to have an enhanced Disclosure from the **Disclosure & Barring Service (DBS)**.