

Lancashire County Council

Role Profile - Operational Context Form

Post title: School Business Support Officer 4					
Directorate: CYP Schools			Location:	Morecambe Road School	
Establishment or team:		Office/Admin Team		Post number:	FG1
Grade:	Grade 6	Staff responsibility:	No	Essential Car user:	No

Scope of Work – appropriate for this post:

With guidance, but with significant responsibility and autonomy, be responsible for co-ordinating, monitoring and organising administrative/clerical or financial systems and procedures for the school. This could include responsibility for the training and development of staff, dealing with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities or financial processes.

Accountabilities/Responsibilities – appropriate for this post:

- Oversee and assist in the development and implementation of financial procedures and oversee financial transactions/activity within the school (e.g. orders, invoicing, banking and cash and accounting entries)
- Development, management and ongoing monitoring of all management information and finance systems
- Responsible for producing annual and statutory returns
- Under direction, manage procurement within the school, including compliance to contractual conditions
- Supervision of other support staff including allocation and checking of work, induction, demonstration of duties and training and development.
- Production of regular management information, including financial data and assist in the production of reports for the senior leadership team.
- Undertake monitoring of monthly expenditure,
- Reconcile accounts

Individuals in this role may also:

- Assist with funding/grant submissions
- Manage stocks of supplies and consumables
- Maximise funding for the school through identifying income streams (e.g. Extended Services partnerships).
- Monitor budgets and report any issues to school management
- Attendance at School Management Team as a member and at Governors Meetings presenting reports as necessary.
- Contribute to marketing and promotion of the school
- Manage lettings and the use of premises and associated income.

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 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.

This is a generic job description for Grade 6. Refer to the school's job responsibility sheet for more details on this specific admin role.

Prepared by:	Fiona Gill	Date:	18.2.2025
---------------------	------------	--------------	-----------