

## **REVIEW OF OFFICE ROLES AND RESPONSIBILITIES – February 2025**

### **DUTIES AND TASKS FOR THE SCHOOL BUSINESS SUPPORT OFFICER**

This list of duties is specific to the office staff at Morecambe Road School. The LCC Job description for a School Business Support Officer Grade 6 is also applicable.

#### **1. Management and Organisation of the Annual Review System**

- Setting up the annual programme of Review meetings.
- Requesting, collating and distributing Advices from and to all contributors.
- Typing of Review Summaries and distributing.
- Attaching Review documents to the SIMS pupil record

#### **2. Pupil Attendance**

- Printing attendance reports as requested.
- Updates to registers on receipt of parent notices re pupil absences

#### **3. Pupils**

- New pupil starters including issue and record of admission papers, consent form issue and dietary
- Checking FSM details of pupils and updating FSM record on SIMS
- Updates and entries of pupil records on SIMS including creation of UPNs
- Management of pupil files in Office, filing and updating
- Pupil data census checks including pupil data sheet
- Import re incoming and creation re outgoing of Pupil CTFs
- Upkeep and maintenance of Pupil 999 file
- Pupil end of year reports
- Paperwork and documents regarding exclusion of pupils
- Class trip letters
- Organise and arrange WPVs and admissions
- Pupil holiday letters
- Management of leaver pupil files
- Copy and distribute as relevant pupil letters from SEND and other professionals. File original in pupil file

#### **4. Pupil Transport Arrangements**

- Upkeep and maintenance of pupil transport arrangements, informing all groups re short and long term changes
- Administration and updates to Escort details

#### **5. Telephone and Reception ( To cover Receptionist absence)**

- Answering telephone
- Receiving visitors – checking SCR and issuing Inventory badge plus lanyard
- Recording and distributing messages

#### **6. Other Admin Duties**

- Issue of School Term Dates to Stakeholders and on Website
- General information letters
- Updates of School Attendance Electronic Diary
- Updates to Whole School Electronic Diary
- Issue of account balances on request from Parent Pay to stakeholders
- Scanning of archiving documents and data applicable to role

A job instruction folder of the main duties above is to be produced and kept up to date. This can be used by other staff as a reference to tasks that have to be undertaken in view of absences.

All other duties as delegated by the School Business Manager and to ensure the smooth running of the administration services.

**Working times are within the hours of 8am and 4.30pm with 7.5 hours worked Monday until Thursday and 7 hours on Fridays. Daily Start and Finish Times can be discussed with candidates at the interview.**