

# Lancashire County Council

## Role Profile

<b>Post title:</b> Business Support Apprentice					
<b>Directorate:</b> CYP			<b>Location:</b>	Schools	
<b>Establishment or team:</b>		Ryelands Primary & Nursery School		<b>Post number:</b>	
<b>Grade:</b>		<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<b>Purpose of the role (job statement)</b>  Under direction/instruction to provide administrative support to the school and contribute to the delivery of an effective ICT support service throughout the school. To respond to the Schools identified needs, ensure continuity of service and achieve planned reporting objectives and deadlines.					
<b>Accountabilities/Responsibilities – appropriate for this post:</b>  Key duties: <ol style="list-style-type: none"> <li>1. Provide general clerical and administrative support</li> <li>2. Routine financial administration, including petty cash, postage, banking etc</li> <li>3. Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers etc including related data input.</li> <li>4. Undertake reception duties including answering telephone and responding to routine queries.</li> <li>5. Maintaining stock and ordering supplies, check of incoming deliveries</li> <li>6. Ensure dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day</li> <li>7. General welfare support, where required, including liaison with staff and parents</li> </ol>					
<b>General</b> <ol style="list-style-type: none"> <li>1. To work within school policies and procedures.</li> <li>2. To contribute to the provision of an effective environment for learning.</li> <li>3. To support the promotion of positive relationships with parents and outside agencies.</li> <li>4. To attend skill training and participate in personal/performance development as required.</li> <li>5. To take care for their own and other people's health and safety.</li> <li>6. To be aware of the confidential nature of issues.</li> </ol>					
<b>Prepared by:</b> Bev Jenkins			<b>Date:</b> 13 <sup>th</sup> May 2025		

**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.