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| **POST** **TITLE:** | School Business Support Officer |
| **GRADE:** | 3 |
| **LOCATION:** | St John the Baptist RC Primary School, Burnley |
| **RESPONSIBLE TO:** | School’s Business Manager |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder**  Under the direction / instruction of the School Business Manager, provide routine administrative/word processing/financial support to the school. | |
| **Hours of work:** 8.30am – 3.15pm Monday to Friday (31.25hpw) term-time only | |
| **Main Activities:**   * Providing general administration support, including word processing, updating social media, filing routine correspondence, email correspondence, distributing mail and basic reprographics. * Undertake reception duties including answering the telephone and responding to routine queries. * Working along side the attendance champion to manage pupils’ attendance * Producing and designing documents. * Generating routine reports as required by the School Business Manager or the Senior Leadership Team * Maintaining stock and ordering supplies, including the processing of orders and checking incoming deliveries. * General welfare support where required, including the undertaking of a lunchtime duty, supervising and supporting pupils during the lunchtime break. * Building and maintaining professional relationships with colleagues and contacts, both internal and external. * Working as an effective team member to support and achieve business objectives   **General**   * At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessments; * To fully participate in the school’s appraisal scheme where appropriate; * The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held. | |
| **Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.** | |

# 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 help us to apply our general statement of health and safety policy.

# Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.