

Lancashire County Council

Role Profile - Operational Context Form

Post title: School Business Support Officer 3					
Directorate: CYP Schools			Location:	Moss Side Primary School	
Establishment or team:		Administration Staff		Post number:	
Grade:	Grade 5	Staff responsibility:	N/A	Essential Car user:	N/A

Scope of Work – appropriate for this post:

Working independently on a varied range of tasks which may require the use of some analysis and judgement to complete including, but not limited to, being responsible for co-ordinating, monitoring and organising administrative/clerical or financial systems and procedures for the school. There may be a requirement to provide support and guidance to other members of staff and be able to deal with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities or financial processes.

Accountabilities/Responsibilities – appropriate for this post:

Administrative/Teacher/Pupil Support

- Responsible for school administrative activities including administration of financial processes and administration relating to school facilities including lettings and income.
- Assisting in budget planning, monitoring and evaluation and provision of regular reports to school management
- Contributing to the planning, development and delivery of support services and procedures.
- Maintenance of manual and computerised records
- Supervision of other support staff including allocation and checking of work, induction, demonstration of duties.
- 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
- Management of resources within an agreed budget including regular audit.

- Assist in school marketing and promotion.
- Assist as appropriate in relation to recruitment and selection to support posts in school.
- Assist in securing sponsorship/funding.

General Duties

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

Attendance Duties

Key duties:

1. Responsible for the school's electronic attendance database, including maintenance and monitoring of the attendance records/absences in line with legislation and regulations
2. Undertake first day contact of parents / carers
3. Liaise with other staff regarding persistent absentees: follow through incomplete registrations and reasons for absence
4. Produce lists, information and run reports relating to attendance data, as requested
5. Produce annual returns for central and local government.

Individuals in this role may also:

1. Act as first point of contact for pupils who arrive late at school

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Experience of working in a finance role.

Prepared by:	EPR Team (attendance duty included by A.Wright)	Date:	10/08/2011 (attendance duty added 20/8/25)
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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.

Community Focus

We put our community's 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.