

Lancashire County Council

Role Profile - Operational Context Form

Post title: Business Support Officer/Human Resources Administrator					
Directorate: CYP			Location:	Schools	
Establishment or team:		Peel Park Primary School		Post number:	
Grade:	Grade 4	Staff responsibility:	No	Essential Car user:	n/a
Scope of Work – appropriate for this post: To be responsible for HR administration in the school, including management of personnel records, the administration of staff recruitment and payroll administration.					
Accountabilities/Responsibilities – appropriate for this post: Key duties: <ol style="list-style-type: none"> 1. Administer the recruitment of school staff, including advertisements, invitation to interview letters, reference requests, pre-employment checks, processing of DBS clearances and Occupational Health pre-placements. 2. Issuing and amendment of contracts under direction from School Business Manager. 3. Arranging staff induction and probation meetings following procedures. 4. Administering staff information relating to payroll within the school 5. Maintain accurate and up-to-date staff records ensuring compliance with the Data Protection Act 6. Record and monitor staff absences monthly to payroll. 7. Record staff CPD, appraisal matters, staff training and performance records 8. Produce and analyse personnel data, including provision of reports for the senior leadership team and external agencies. 9. First point of contact regarding teacher absences or contact with supply agencies. 10. Administering of work experience arrangements. Individuals in this role may also: <ol style="list-style-type: none"> 1. Undertake other administrative support duties, such as reception duties, answering the phone, filing, word processing, maintenance of pupil records and assisting with pupil welfare (such as sickness/injury). 2. Help with financial admin – from petty cash and banking to budget monitoring 3. Act as one of our welcoming first point of contact for parents, visitors and staff. 					
Additional supporting information – specific to this post. Indicative knowledge, skills and experience <ul style="list-style-type: none"> • Knowledge of HR and associated procedures and an awareness of employment law. • Working at or towards national occupational standards (NOS) for human resources and knowledge / skills equivalent to current national qualifications level 3. 					
Prepared by:		Peel Park Primary School		Date:	08/10/2025

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.

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.

Grade Profile
Level Four – Operative / Support (Grade 4)

Level Four Purpose To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
Scope of Work Role holders will undertake a range of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.
Accountabilities/Responsibilities Role holders may be required to: <ul style="list-style-type: none">▪ Plan and organise straightforward tasks; or▪ Exchange varied information with members of the public; or▪ Carefully use very expensive equipment; or▪ Handle and process considerable amounts of information; or▪ Instruct, and check the work of, others; or▪ Provide general information, advice and guidance on established internal procedures.
Skills, knowledge and experience <ul style="list-style-type: none">▪ Previous relevant experience or the ability to demonstrate the competence to carry out of the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
Performance Measures <ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines.