

Lancashire County Council

Role profile - Operational Context Form

Post title: School Business Support Officer 1

Directorate: CYP Schools

Location:

All Hallows High School,
Penwortham, Preston

Grade:

Grade 3

**Staff
responsibility:**

Office
Manager

**Essential Car
user:**

Scope of Work – appropriate for this post:

Under direction/instruction to provide routine clerical/administrative/word processing/financial support to the school.

Accountabilities/Responsibilities – appropriate for this post:

Provide routine clerical/administrative support including:

1. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail, basic reprographics.
2. Routine financial administration, including petty cash, postage, banking etc.
3. Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers etc including related data input.
4. Undertake reception duties including answering telephone and responding to routine queries.
5. Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, arranging for payment of invoices and the distribution and storage of stock.
6. General welfare support, where required, including liaison with staff and parents.

General

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

Additional supporting information – specific to this post.

Specific Duties

1. To provide clerical and administrative support for heads of subject/curriculum areas across the school
2. To administer the school's reprographics provision, both for departments and for whole-school events
3. To provide clerical and administrative services on behalf of the school's Educational Visits Co-ordinator to ensure that Educational Visit Leaders are appropriately supported in the administration of visits
4. To support heads of subject/curriculum areas in maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, arranging for payment of invoices and the distribution and storage of stock.

Prepared by:

Mr C Horrocks

Date:

5/11/2019