

Lancashire County Council

Role profile - Operational Context Form

Post title: School Business Support Officer 1					
Directorate: CYP Schools			Location:	Penwortham	
Establishment or team:		All Hallows Catholic High School		Post number:	
Grade:	Grade 3	Staff responsibility:	Office Manager	Essential Car user:	
<p>Scope of Work – appropriate for this post:</p> <p>Under direction/instruction to provide routine clerical/administrative/word processing/support to the school.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <p><u>General Receptionist Duties</u></p> <p>Welcoming visitors to the school.</p> <p>Answering the telephone.</p> <p>General administrative duties as required.</p> <p>To support the school's first aid leader.</p> <p><u>Data collation</u></p> <p>Liaise with the member of staff responsible for SIMS, Assessment Manager and the Reporting System to assist with the input of key school data.</p> <p><u>Reprographics and Placing School Orders</u></p> <p>To work with the Administrative Assistant with responsibility for reprographics to assist teaching colleagues with the printing of resources, educational visit information and school orders</p> <p><u>Attendance Administration (only in the absence of the member of staff responsible for this duty)</u></p> <ol style="list-style-type: none"> 1. Inputting data. 2. Analysing the registers twice daily. Ensuring registers are completed fully each day. 3. Liaising with Attendance Improvement Worker. 4. Undertaking any additional duties as directed by the Headteacher. 					

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.

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none">• Have English and Maths GCSEs.• Be first aid trained or will commit to undertaking training.	<ul style="list-style-type: none">• Safeguarding training.• Data protection training.
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none">• Working as part of a team.	<ul style="list-style-type: none">• Working within a school environment.• Handling confidential information.• Working in an administration role.
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none">• Demonstrate excellent verbal and written communication skills.• Demonstrate an understanding of their statutory	<ul style="list-style-type: none">• Demonstrate a working knowledge of how to manage the reputation of the school and engage

<p>Knowledge and skills (continued)</p>	<p>requirements concerning safeguarding, equal opportunities, health and safety and data protection.</p> <ul style="list-style-type: none"> • Use financial computer databases effectively and independently. • Prioritise their workload and complete all tasks required of them. • Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions. • Demonstrate an organised and effective approach to handling a demanding workload and the development of their own learning. 	<p>with the school community.</p> <ul style="list-style-type: none"> • Use Microsoft Excel effectively and independently. 	
<p>Personal qualities</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • The desire to develop a career in administrative work. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Dedicated to their professional development and achieving the desired qualifications. • Able to plan and take control of situations. • Capable of handling a demanding workload and successfully prioritising work and learning. • A good team player, with the ability to also work using their initiative. • Able to ask for guidance where needed. 		
<p>Prepared by:</p>	<p>C Horrocks</p>	<p>Date:</p>	<p>07/10/2021</p>

