

# Lancashire County Council

## Role Profile - Operational Context Form

<b>Post title:</b> School Business Support Officer					
<b>Directorate:</b>			<b>Location:</b>	All Hallows Catholic High School Office	
<b>Establishment or team:</b>		Office		<b>Post number:</b>	
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>	Yes	<b>Essential Car user:</b>	N

### Scope of Work – appropriate for this post:

With guidance, but with significant responsibility and autonomy, be responsible for co-ordinating, monitoring and organising administrative/clerical systems and procedures for the school. This could include responsibility for the training and development of staff, dealing with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities.

### Accountabilities/Responsibilities – appropriate for this post:

- Oversee and assist in the development and implementation of administration procedures to oversee the smooth running of the school office.
- Development, management and ongoing monitoring of all management information and administration systems
- Responsible for producing annual and statutory returns
- Under direction, manage Human Resources systems within the school, including compliance to contractual conditions
- Supervision of other support staff including allocation and checking of work, induction, demonstration of duties and training and development.
- Production of regular management information, including school data and assist in the production of reports for the senior leadership team.
- Undertake monitoring and quality assurance systems including line management and appraisal of office staff.
- Liaise with parents and appropriate outside agencies to effectively complete administration tasks.

Individuals in this role may also:

- Assist with data submissions
- Manage stocks of supplies and consumables
- Develop new initiatives which help support effective administration
- Monitor systems and report any issues to school management
- Attendance at School Management Team meetings and produce reports for Governors Meetings.
- Contribute to marketing and promotion of the school
- Oversee and contribute to the cover and supply systems (for teachers) that exist in school.

<b>Prepared by:</b>	A M Cooper	<b>Date:</b>	21/05/2025
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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.

#### **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.

<b>Prepared by:</b>		<b>Date:</b>	
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