

# Lancashire County Council

## Role Profile – Staff Cover Administration plus additional administration duties

<b>Post title:</b> School Business Support Officer 2					
<b>Directorate:</b> CYP Schools			<b>Location:</b>	Penwortham	
<b>Establishment or team:</b>		All Hallows Catholic High School		<b>Post number:</b>	
<b>Grade:</b>	Grade 4	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No

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

Under supervision maintain, update and extract information from systems and database and provide general administrative/clerical/financial support for the school. This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents and staff or call for the use of higher level text processing/spreadsheet/IT skills or audio typing that involves the use of a range of software packages.

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

1. To arrange cover for teaching staff under the supervision of a Cover Manager
2. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc.
3. Routine financial administration, including petty cash, postage, banking etc.
4. Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, examinations etc including related financial administration.
5. Administering work experience arrangements.
6. Production of regular management information, including financial data and assist in the production of reports for the senior leadership team
7. Monitoring of monthly budgets and advising senior staff on variances.
8. Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
9. Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher
10. First point of contact regarding teacher absences or contact with supply agency.
11. Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock.
12. General welfare support, where required, including the responsibility for pursuing pupil absence with parents including recording and monitoring of absence and production of reports.

## General

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

## Additional supporting information – specific to this post.

### Indicative knowledge, skills and experience

- General experience of working in a finance role.

<b>Prepared by:</b>	EPR Team	<b>Date:</b>	10/08/2011
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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.

