

Lancashire County Council

Role profile - Operational Context Form

Post title: School Business Support Officer 1					
Directorate: CYP Schools			Location:	St George's, and on occasion Mossy Lea.	
Establishment or team:		School office		Post number:	
Grade:	Grade 3	Staff responsibility:		Essential Car user:	
<p>Scope of Work – appropriate for this post:</p> <p>Under direction/instruction to provide routine clerical/administrative/word processing/financial support to the school.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Provide routine clerical/administrative support including:</p> <ol style="list-style-type: none"> 1. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail, basic reprographics. 2. Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers etc including related data input. 3. Undertake reception duties including answering telephone and responding to routine queries. 4. 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. 5. General welfare support, where required, including liaison with staff and parents. <p>General</p> <ol style="list-style-type: none"> 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.

Prepared by: EPR Team	Date: 10/08/2011
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Person Specification

Post Title: School Business Support Officer 1 / Part-Time Office Administrator
 School: St George's CE Primary School, Chorley

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good general standard of education (GCSE English & Maths Grade C / 4 or above) • Competent in Microsoft Office (Word, Excel, Outlook) and confident using digital platforms 	<ul style="list-style-type: none"> • Recognised safeguarding training • Practising Christian with commitment to the school's Christian ethos
Experience	<ul style="list-style-type: none"> • Experience of working in an office or administrative environment • Experience of handling confidential information • Experience of communicating effectively with adults and children 	<ul style="list-style-type: none"> • Experience of working in a school office environment • Experience using school management software (SIMS)
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Good organisational and time-management skills • Ability to maintain accurate records and data entry • Ability to work independently and as part of a team • Calm, professional manner when dealing with queries • Commitment to safeguarding and confidentiality 	<ul style="list-style-type: none"> • Understanding of school systems, safeguarding procedures, and GDPR • Awareness of the ethos and values of a Church of England school
Personal Attributes	<ul style="list-style-type: none"> • Reliable, trustworthy, and discreet • Friendly and approachable with a positive outlook • Flexible and willing to adapt to changing demands • Able to prioritise and meet deadlines • Committed to supporting the aims and values of the school • Sympathetic to and supportive of the Christian distinctiveness of the school 	<ul style="list-style-type: none"> • Keen to contribute to the wider life of the school community
Other	<ul style="list-style-type: none"> • Enhanced DBS check required • Suitable references confirming fitness to work with children 	<ul style="list-style-type: none"> • Own transport for travel between sites (St George's and Mossy Lea) if needed