

Lancashire County Council

Role profile - Operational Context Form

Post title: School Business Support Officer					
Directorate: CYP Schools			Location:		
Establishment or team:		Christ the King Catholic High School		Post number:	
Grade:	Dependent on experience	Staff responsibility:	No	Essential Car user:	

Scope of Work – appropriate for this post:
 Under direction/instruction to provide a variety of 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.

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