

## Role profile

<b>Post title:</b> School Business Support Officer					
<b>Directorate:</b> CYP Schools			<b>Location:</b>	Burnley	
<b>Establishment or team:</b>		Blessed Trinity RC College		<b>Post number:</b>	
<b>Grade:</b>	Grade 5	<b>Staff responsibility:</b>	NA	<b>Essential Car user:</b>	NA
<p><b>Scope of Work – appropriate for this post:</b></p> <p>Under supervision maintain, update and extract information from systems and database and provide general administrative/clerical/financial support for the school.</p>					
<p><b>Accountabilities/Responsibilities – appropriate for this post:</b></p> <p><b>Provide routine clerical/administrative support including:</b></p> <ol style="list-style-type: none"> <li>1. Provide general clerical and administrative support, including parental communications, word processing, minute taking, filing routine correspondence, distributing mail, basic reprographics.</li> <li>2. Maintaining and updating manual and computerised records including, for example free school meals, school trips, registers, data on SIMS.</li> <li>3. Undertake reception duties including answering telephone and responding to routine queries, including, dealing with pupils, staff and visitors.</li> <li>4. Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries.</li> <li>5. Supervision of other support staff including allocation and checking of work, induction, demonstration of duties and training and development.</li> <li>6. General welfare support, where required, including liaison with staff and parents.</li> <li>7. Undertake office supervision responsibilities.</li> </ol> <p><b>General</b></p> <ol style="list-style-type: none"> <li>1. To work within school policies and procedures.</li> <li>2. To contribute to the provision of an effective environment for learning.</li> <li>3. To support the promotion of positive relationships with parents and outside agencies.</li> <li>4. To attend skill training and participate in personal/performance development as required.</li> <li>5. To take care for their own and other people's health and safety.</li> <li>6. To be aware of the confidential nature of issues.</li> </ol>					

**Additional supporting information – specific to this post.**

**Prepared by:**

EPR TEAM

**Date:**

10/08/2011