

Lancashire County Council

Role Profile - Operational Context Form

Post title: School Business Support Officer 4 – HR Focus					
Directorate: CYP Schools			Location:	N/A	
Establishment or team:		Sir John Thursby Community College		Post number:	N/A
Grade:	Grade 6	Staff responsibility:	Yes	Essential Car user:	N/A
<p>Scope of Work – appropriate for this post:</p> <p>With guidance, but with significant responsibility and autonomy, be responsible for co-ordinating, monitoring and organising administrative/clerical or financial 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 and HR processes.</p>					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <ul style="list-style-type: none"> • Oversee and assist in the day to day operations of the HR functions of the school, maintaining a high standard of accuracy and attention to detail • Develop, manage and maintain all HR management information and related systems, records and procedures including the Single Central Record • Responsible for producing reports and statutory returns eg. school workforce census • Develop, manage and implement HR processes; administer recruitment and induction of staff, DBS checks, payroll submissions, absence records, additional payments/claims, course bookings, OCH referrals, leavers etc. • Supervision of other support staff including allocation and checking of work, induction, demonstration of duties and training and development. • Undertake monitoring of HR related expenditure <p>Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p> <p>Individuals in this role may also:</p> <ul style="list-style-type: none"> • Assist School Business Manager in strategic HR related planning • Contribute to marketing and promotion of the school • Provide detailed reports and recommendations to the School Business Manager • Support the headteacher with HR related matters including minute taking and seeking guidance from specialist authorities as required. 					
Prepared by:			T Collinge	Date:	May 2022

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.

