

**LATHOM**  
HIGH SCHOOL

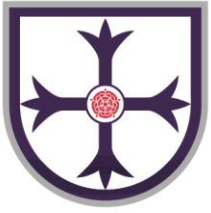
October 2024



# BUSINESS SUPPORT OFFICER RECRUITMENT



Work hard,  
be kind



**LATHOM**  
HIGH SCHOOL

Glenburn Road, Skelmersdale,  
Lancashire WN8 6JN

Tel: 01695 725653

Headteacher: Mr P. W. Livesley (BA Hons)



Dear Colleague

### **Business Support Officer**

I am thrilled to write to you as Headteacher at Lathom. Having held the post of Deputy Headteacher at our school for the past nine years and Headteacher for a very short time so far, I am delighted that our governing body is able to offer this exciting opportunity. Lathom is an extremely special place to work and the successful candidate will be joining a staff body consisting of professionals who are totally committed to ensuring that we provide the very best Quality of Education at all times. Working together we are able to ensure that our students are fully prepared for their life after Lathom and that they are able to stand ahead of their peers when applying for Further and Higher Education and when entering the world of work. Almost all of our students live in the town of Skelmersdale and we seek leaders and staff who will value our relationship with the community highly and who recognise the importance of partnership, determination and ambition. As an accredited trauma responsive employer and educational provider, we value every member of the staff team and are determined to support well-being so that colleagues can thrive and know that they are important and integral to our success.

Our governors, staff and students are PROUD of everything that we have achieved together. Lathom was recognised by Ofsted as 'Good' in all areas in the June 2022 inspection and, crucially, has been recognised by parents and the local community leading it to being significantly oversubscribed in both 2023 and 2024. We are determined to continue the journey of development towards recognition as an 'Outstanding' school, always focused on serving our community and preparing our students for future successes.

This post is advertised to bring additional capacity to our front office team as our school grows. You will join a committed team of professionals who have a strong focus on developing positive relationships and who are determined to provide support so that the very best Quality of Education is available for all students. We are looking for someone who is both inspirational and passionate about providing excellent learning opportunities for all within a school environment committed to achievement and belonging through a trauma informed lens. As you read about Lathom, I trust that you will be encouraged to discover more to gain a real understanding of how we operate and how the school's values underpin our daily practice and that this, in turn, will be the motivation for your application.

Yours faithfully

Paul W Livesley  
Headteacher

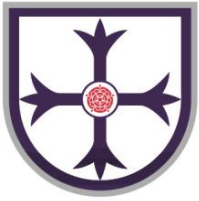
Email: [enquiries@lathom.lancs.sch.uk](mailto:enquiries@lathom.lancs.sch.uk)

[www.lathomhighschool.org](http://www.lathomhighschool.org)

@lathomHS

LathomHighSchool





## Welcome from Mrs Linda Bennett, our Chair of Governors

Dear Colleague

### Business Support Officer

Thank you for your interest in the position of Business Support Officer at Lathom High School. I am extremely **PROUD** and privileged to be Chair of the Governing Body, particularly at this exciting time of change and significant development under our recently appointed Headteacher, Mr Paul Livesley.

Our school has been on a journey that has seen us grow and develop, achieving 'Good' in all areas of the framework at our Ofsted inspection in June 2022 for the first time in our school's history. We know that working closely with our students and fully understanding them is vitally important to support them during their time at Lathom and to prepare them for their 'Life after Lathom'. This role provides an opportunity to have discernible impact in this area of school life, which crosses over all aspects of the curriculum and school life.

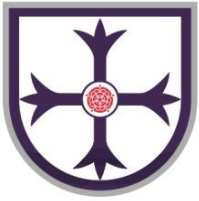
We have worked to provide an overview of this exciting opportunity to have a real impact on the lives of the young people of Skelmersdale and hope that we have given an indication of the scope and range of opportunities and possibilities that the post offers. At Lathom you will work alongside an enthusiastic, knowledgeable, caring and committed leadership team, excellent teachers, dedicated support staff and engaging students with a thirst for learning and a keen eye on their futures. There is more we can do to capitalise on these excellent conditions to provide a truly superb Quality of Education for our young people and we are determined to deliver this.

I hope that you will feel encouraged and inspired to apply to join us on our journey.

Kind Regards

Linda Bennett  
**Chair of Governors**





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Lancashire WN8 6JN

Tel: 01695 725653

Headteacher: Mr P. W. Livesley (BA Hons)



**Job title:** Business Support Officer  
**Salary:** Grade 5 (scp 6 – 11)  
**Contract:** Full Time (Term time + 1 week)  
**Start:** ASAP

We have an exciting opportunity for a dynamic individual to join the administration team at Lathom High School. The post will involve working under the direction of the school operations manager.

The successful candidate will support with general clerical and administrative duties including welcoming students, parents and visitors, dealing with telephone enquiries, maintaining student records, using the school's IT systems for maintaining school dinners, trips, income, online payments and communicating with parents.

Applicants will require a prior knowledge of SIMS a good working knowledge of Microsoft Excel and will be competent in a range of IT skills.

The successful candidate must be able to work as part of a team but also able to prioritise their workload, using their own initiative to solve problems, be adaptable to any future changes necessary to meet the needs of the school. As first point of contact, you must have excellent communication skills, be smart and always have a professional and positive attitude. We are keen to appoint somebody who has high expectations of themselves, with the ability to work under pressure whilst ensuring accuracy is a priority in all work undertaken.

At Lathom we continually drive forward standards and are passionate about maximising the potential in all of our staff and young people. Our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both to work and to learn. We place great value on the fulfilment and well-being of our colleagues; our successes to date are in no small part down to their hard work, commitment and determination, and our growing student roll enables us to provide opportunities for both personal and career development. The word PROUD is at the heart of everything we do at Lathom. Our school was inspected by Ofsted in June 2022 and is now judged to be **GOOD** in all areas. This is testament to the vision, dedication and commitment which has been shown by the staff team and governors and the hard work from the students themselves. We are so PROUD of this outcome and the comments made in the report:

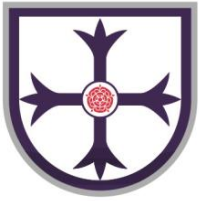
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- ✓ *Pupils enjoy attending school and appreciate the caring and friendly atmosphere*
- ✓ *Pupils feel safe*
- ✓ *Pupils are courteous and respectful*
- ✓ *Staff have high expectations of pupils' learning and behaviour*
- ✓ *Classrooms are calm places to learn*
- ✓ *Reading is promoted well across the school*
- ✓ *Pupils show positive attitudes to learning*
- ✓ *Learning is rarely disrupted*
- ✓ *Staff are proud to work at the school*

Closing date: 12 noon Monday 4 November

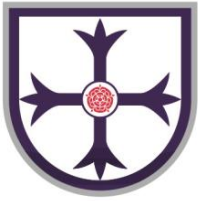
Interview Date: TBC

To apply for this position please complete an application form and submit a letter of application describing in some detail your relevant experience and achievements relevant to this position. Please include any other information you feel would be helpful including all those related to the list of essential experiences, skills etc for the post set out in the Person Specification. Your letter of application should be no more than 2 sides of A4 and no smaller than font size 11.

Return your completed application form and letter of application to:

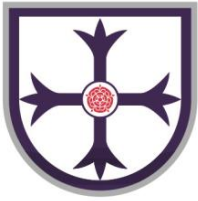
[c.brooke@lathom.lancs.sch.uk](mailto:c.brooke@lathom.lancs.sch.uk)

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/db](http://www.gov.uk/db)s or alternatively a copy is available on request.



|  |   |                        |                  |                            |  |
|--|---|------------------------|------------------|----------------------------|--|
| <b>Post title:</b> School Business Support Officer   |   |                        |                  |                            |  |
| <b>Directorate:</b> CYP Schools  |   |                        | <b>Location:</b> | Skelmersdale, WN8 6JN      |  |
| <b>Establishment or team:</b>  |   | Lathom High School     |                  | <b>Post number:</b>        |  |
| <b>Grade:</b>  | 5, scp 6-11<br>£23,893 - £25,979<br>pro rata<br>Full time<br>Term time + 1 week | <b>Responsible to:</b> | Office Manager   | <b>Essential Car user:</b> |  |
| <b>Scope of Work – appropriate for this post:</b><br>To provide general clerical and administrative support to the whole school  |   |                        |                  |                            |  |
| <b>Accountabilities/Responsibilities – appropriate for this post may include:</b>  |   |                        |                  |                            |  |
| <ol style="list-style-type: none"> <li>Covering the Reception desk including answering the telephone and responding to routine queries.</li> <li>Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, basic reprographics.</li> <li>Maintaining and updating manual and computerised records including, student absence, records of free school meals, school trips, registers, examinations etc including related financial administration.</li> <li>Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher</li> <li>Maintaining stock and ordering supplies of equipment and First Aid supplies</li> <li>Contact point for admissions including recording of basic data on SIMS</li> <li>Ability to use SIMS and Synergy</li> </ol> |   |                        |                  |                            |  |
| <b>General</b>   |   |                        |                  |                            |  |
| <ol style="list-style-type: none"> <li>To work within school policies and procedures.</li> <li>To contribute to the provision of an effective environment for learning.</li> <li>To support the promotion of positive relationships with parents and outside agencies.</li> <li>To attend skill training and participate in personal/performance development as required.</li> <li>To take care for their own and other people's health and safety.</li> <li>To be aware of the confidential nature of issues.</li> </ol>  |   |                        |                  |                            |  |



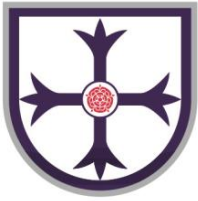


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| <b>Prepared by:</b> | C.Brooke | <b>Date:</b> | 11/03/2024 |
|---------------------|----------|--------------|------------|

### Person Specification

| Requirements<br>(on the basis of the Job Description)   | Essential (E)<br>Or<br>Desirable (D) | To be identified<br>by: Application<br>Form (A),<br>Interview (I) |
|---|--------------------------------------|---|
| <b>Qualifications</b>   |                                      |   |
| GCSE passes at Grade C/ 4 or equivalent in Maths and English  | E                                    | A/I   |
| A recognised administration qualification<br>(NVQ Level 3 or equivalent in Business Administration)                     | D                                    | A/I   |
| <b>Experience</b>   |                                      |   |
| Previous relevant experience in clerical and/or general office work   | E                                    | A/I   |
| Previous experience in dealing with members of the public either<br>face-to-face or on the telephone                    | D                                    | A/I   |
| Must be able to use Microsoft Office packages, including word and<br>excel  | E                                    | A/I   |
| Previous experience of working in a school office   | E                                    | A/I   |
| Previous experience of SIMS   | E                                    | A/I   |
| Previous experience of minute taking  | D                                    | A/I   |
| <b>Knowledge/skills/abilities</b>   |                                      |   |
| Excellent written and oral communication skills   | E                                    | A/I   |
| Able to adapt and cover a wide range of varied tasks  | E                                    | A/I   |
| Able to plan and organise effectively using initiative and time<br>management skills                                    | E                                    | A/I/Reference   |
| Able to work under pressure and prioritise in order to meet<br>deadlines whilst giving attention to detail and accuracy | E                                    | A/I/Reference   |
| Able to keep information confidential, understanding the sensitive<br>nature of the post                                | E                                    | A/I/Reference   |

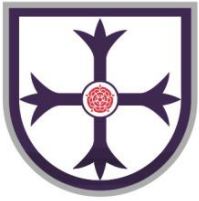




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|---|---|---------------|
| Willingness to undertake further training as appropriate                  | E | A/I           |
| Competent user of Information and Communication Technology (ICT).         | E | A/I           |
| Enthusiastic and flexible   | E | I/Reference   |
| Able to form and maintain positive relationships with adults and children | E | I/Reference   |
| Be flexible, patient, calm and tactful                                    | E | I/Reference   |
| Capable of working effectively as a member of a team                      | E | A/I/Reference |
| <b>Others</b>   |   |               |
| Commitment to safeguarding and protecting the welfare of children         | E | I             |
| Commitment to health & safety   | E | I             |
| Commitment to equality and diversity                                      | E | I             |







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