



Furness Primary Federation

Federation Business Support Officer

Purpose of the Role

To provide high-quality business, administrative, HR, financial and governance support across the Furness Primary Federation. The postholder will ensure efficient systems, accurate data management, effective communication, and compliant processes that enable the smooth running of the Federation and its schools.

Key Responsibilities

1. Governance, Communication & Meeting Management

- Liaison with Federation headteachers, staff and governors.
- Organise, coordinate and minute Federation meetings, panels and working groups.
- Prepare agendas, papers and records of actions and decisions.

2. Administrative Systems & Data Management

- Manage cloud-based Federation file storage.
- Maintain staff, pupil and governor data across the Federation.
- Support schools with MIS data returns and compliance submissions.
- Ensure all data is managed in line with GDPR.

3. HR, Safer Recruitment & Workforce Administration

- Support recruitment processes including advertising, communication and interview coordination.
- Complete safer recruitment documentation and DBS checks.
- Maintain personnel files, contracts and the Single Central Record.

4. Finance, Procurement & Resource Management

- Process invoices, track expenditure and assist with reconciliation.
- Support procurement of services and ensure best value.
- Prepare financial summaries and support monitoring of budgets and grants.

5. Strategic & Operational Project Support

- Support cross-school timetabling of shared staff.
- Organise Federation events and training days.
- Assist with bid writing and grant funding applications.
- Support Federation-wide development projects.

6. Compliance & Policy Support

- Maintain compliance records and support statutory returns.
- Assist with policy implementation and quality assurance processes.
- Ensure safeguarding, financial and HR processes are followed where applicable.

Qualifications, Experience & Skills

- Experience in business administration, finance or HR.
- Strong communication and organisational skills.
- High-level ICT capability including cloud systems and spreadsheets.
- Knowledge of GDPR, safeguarding and safer recruitment.
- Ability to work independently and across multiple sites.