

FEDERATION VACANCY

Federation Business Support Worker (FBSW)

Temporary appointment – One Year initially due to funding
(with potential to extend)

The Opportunity

We are seeking to employ a Federation Business Support Worker to work across our Federation schools. The Business Support Worker will 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.

Hours & Pay Salary (20 hours per week, BS11 pro rata)

- 20 hours per week (term time only) Start date: 1st September 2026
 - Flexible arrangement: the days and times of these hours will be flexible to meet the needs of the Federation. They will include some hours working from home and other hours in meetings with stakeholders of the Federation.
-

About the Role

Purpose and objectives

- *Provide consistent administrative support across all schools.*
- *Coordinate Federation meetings, ensuring professional agendas, minutes and actions.*
- *Maintain shared cloud-based systems and ensure GDPR-compliant data management.*
- *Coordinate recruitment, DBS checks and any necessary HR administration.*
- *Support procurement and financial processes across schools.*
- *Provide a single, reliable point of contact for Federation-wide projects.*
- *Increase efficiency, consistency and value for money across the Federation.*

This role would suit someone who has experience in business administration, finance or HR. The Federation Business Support Worker would have strong communication and organisational skills with a high-level ICT capability including cloud systems and spreadsheets. They would need to have knowledge of GDPR, safeguarding and safer recruitment along with the ability to work independently and across multiple sites. A full driving licence and access to a car is essential, as the role involves working across schools.

How to Apply

To apply, please complete the application form along with a covering letter outlining:

- Your current role (if applicable) and any relevant experience which you feel contributes to your suitability to the post.
- **Closing date: 12 o'clock Friday 29th May 2026**
- **Shortlisting will take place on: 01/06/26. Interviews will be held on Monday 8th June 2026**
- **Previous applicants will have their application carried forward to this shortlisting.**
- Please send your completed applications to: lyndafpc@gmail.com (Lynda Woodburn, Executive Officer, Furness Primary Federation)