



## Job Description

<b>Post Title:</b>	Business Support Officer
<b>Reporting to:</b>	School Support Manager / Headteacher
<b>Responsible for:</b>	-
<b>Terms:</b>	<b>Grade 3, SCP 4 - 6</b> 15 hours per week, 39 weeks per year (term time plus 1 weeks) 11:00 – 14:00 – Mon, Tue, Wed, Thurs and Fri

### Main Purpose

To effectively support the business functions within the school.

### General Responsibilities

All school staff are expected to:

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Work towards and support the school's strategic vision and the objectives
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection
- Adhere to the staff code of conduct / staff handbook
- Undertake performance management, training and other professional development opportunities
- The postholder will deal with changing and conflicting deadlines and frequent interruptions to work
- The job holder will be expected to seek advice and escalate more complex issues to senior members of staff.
- The post holder will need to use discretion as to when to escalate
- The need for flexibility, shared accountability and team working is required
- The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

### Specific Responsibilities

- Administration and communication relating to Detentions After School (DAS)
- Administration of ParentPay
- Purchase order processing
- Issue accurate and timely statutory and non-statutory correspondence, reports and other documentation, as required
- Reception duties
- Administration of meeting rooms and minibus bookings
- Maintain accurate computer and manual records, ensuring confidentiality



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- Making and receiving telephone calls, answering queries or referring to appropriate staff members as required
- Accurate use of IT systems including relevant school software packages. (Training will be provided as necessary)
- General administrative duties required to support the business functions of the wider school
- Support with the provision of whole school reprographic support, when required
- Assist receiving and responding to the school's enquiry email account in a professional and timely manner
- Support with the organisation of events
- Provide assistance creating and adding content to the school's social media pages, website and media screen, as requested
- Administer general First Aid
- Attend team meetings

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description, but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

## Person Specification

### Essential experience, skills and personal qualities:

- Knowledge/experience of Microsoft Office (Outlook, Word & Excel)
- Excellent communication skills, both oral and written
- Strong attention to detail
- Ability to prioritise
- Ability to multi-task
- Initiative and ability to work without direct supervision
- Flexible, helpful nature and be able to be to deal with visitors and students in a calm and efficient manner
- A team player who is happy to go beyond their own responsibilities to help others at busy times

### Desired experience, while not essential, the following would be an advantage

- School experience and knowledge of school processes
- Previous experience of SIMS