# Application Pack

Business Support Assistant x2



# Our school at a glance

## Kind Hearts. Ambitious Minds. Striving for Excellence

**Pupils on roll: 424**
We are a two-form entry, split-site school
Conduit St Site: Years 2-6
Wilkes St Site: Nursery - Year 1

Hodge Clough is a school on a journey, and together we are building something special: a school that sets high standards and a place where every pupil is known, supported and challenged to achieve their full potential. The team here are committed to this journey, and we are committed to investing in our team.



PSQM
Primary Science Quality Mark
PSQM
Valid 2024 – 2027

Nationally accredited by Elklan and OCN London
Communication Friendly Early Years
August 2024 - August 2027

# Vision & Values

Our strategic vision is rooted in the belief that every child can achieve great things when given the right support, challenge and opportunity, and that children must be placed firmly at the **HEART** of every decision we make.

At Hodge Clough, our motto is “Kind Hearts, Ambitious Minds, Striving for Excellence”. Our core value of Pride, alongside our other values of Happiness, Excellence, Attitude, Respect and Togetherness (HEART) shape the culture of the school and articulate the standards we expect for, and from, every member of our community.

We aim to create a school filled with warmth, kindness and ambition, where children feel happy, valued, safe and inspired to learn. We foster positive attitudes, high expectations and a commitment to personal excellence, ensuring pupils develop confidence, resilience and a deep belief in their own potential.

Through respect, empathy and togetherness, we build a strong sense of community in which every child belongs, every voice is heard and every success is celebrated. Our vision provides a clear moral purpose and strategic direction: to ensure that every child thrives academically, socially and emotionally and leaves Hodge Clough proud of who they are and what they can achieve.

# Job Description

## Business Support Assistant x2

**School**: Hodge Clough Primary School

**Grade** 3, **SCP** 7–11

**Responsible to**: School Business Manager, under the overall direction of the Headteacher

**Responsible for**: No line management responsibility

## Job purpose

Under the direction of senior staff, provide an effective clerical, administrative and financial support service to the school, including reception, pupil records, attendance, nursery funding and admissions.

## Appointment details

**Hours and working pattern**: One post at 35 hours per week (Wilkes St) and another at 36.15 hours per week (at Conduit St). Both term time only.
**Contract**: Permanent

**Closing date**: 3rd December 2026 at 9am

**Start date**: As soon as possible **Interview date**: 7th December 2026

# Job Description

## Administration and ICT

1. Prepare correspondence, reports, presentations, prospectuses and other school documents, including confidential material, using appropriate ICT and desktop publishing tools.

2. Provide general clerical support, including copying, scanning, filing, email, routine forms and the sorting and distribution of mail.

3. Arrange meetings, prepare agendas and papers, book rooms and take accurate notes or minutes as required.

4. Maintain and update school information systems, databases and spreadsheets; produce accurate statistical reports and prepare census and other statutory returns for checking and approval by senior staff.

5. Support year-end routines and provide practical guidance to colleagues on the use of school information systems.

6. Coordinate administrative arrangements for trips, clubs, tuition, transport, external visitors, school events and lettings, maintaining relevant calendars and bookings.

7. Arrange supply cover as directed by the Headteacher or School Business Manager.

# Job Description

## Finance and physical resources

8. Undertake routine bookkeeping and cash handling, including recording, banking and balancing income and expenditure for school funds, petty cash, trips, meals, photographs and other school activities; prepare statements for budget holders as required..

9. Process orders, invoices and financial reconciliations using the school's systems and agreed financial procedures.

10. Monitor, order, catalogue and distribute stationery, consumables and other requested resources; administer school sales such as uniform or snacks where required.

11. Maintain inventories and records for school equipment, including the secure storage and recorded issue and return of devices and keys.

## Reception and customer service

12. Provide a welcoming and professional reception service, dealing courteously with telephone, email and face-to-face enquiries from parents, carers, pupils, staff and external agencies; record messages and refer matters appropriately.

13. Operate visitor procedures, including signing in and out, identity checks, badges and escorting visitors where required, in accordance with school safeguarding and security arrangements.

14. A willingness to cover Breakfast Club.

# Job Description

## Attendance and pupil records

14. Maintain accurate pupil records, registers, contact details and timetable information; obtain updates from families and liaise with other schools to support the secure transfer of pupil information.

15. Undertake first-day absence calls, record responses and promptly refer unexplained absence or welfare concerns to the designated member of staff.

16. Produce attendance reports and percentages and provide administrative support for attendance monitoring and follow-up as directed.

## Nursery funding and admissions

17. Administer nursery funding systems and processes, including eligibility checks, supporting documentation, accurate records and timely submissions; follow up discrepancies with families and the relevant funding team.

18. Coordinate nursery applications, waiting lists, offers and admissions records, and support Reception admissions in liaison with the local authority and school leaders.

19. Provide clear and timely information to parents and carers about nursery funding, eligibility, attendance options and Nursery and Reception admissions, referring complex queries or decisions to the appropriate colleague or local authority team.

# Job Description

## Welfare and medical support

20. Provide pupil first aid and welfare support, including care for unwell pupils and liaison with parents and staff, within training and school procedures.

21. Administer and record medicines as authorised and trained, support arrangements for pupils with asthma, allergies or other medical needs, and maintain medical records and first aid supplies.

## HR support

22. Maintain staff contact information and personnel records securely and provide routine HR administration as directed by the School Business Manager.

23. Update the single central record and administer DBS and other recruitment checks under the direction of the responsible senior colleague, referring omissions or concerns promptly.

24. Coordinate volunteer administration, including records, required checks and arrangements for induction with relevant staff.

## Contacts

Pupils, staff, parents and carers, governors, visitors, contractors, local authority teams, suppliers and other external agencies.

# Job Description

## Standard duties

1. Promote inclusion, equality and diversity and uphold the school's ethos and values in all dealings with children and adults.

2. Follow school policies, procedures and codes of practice, including those relating to safeguarding, confidentiality, data protection, ICT, finance, customer care and health and safety.

3. Remain vigilant to safeguarding and welfare concerns and report them promptly through the school's agreed procedures.

4. Take reasonable care of personal and others' health and safety, report hazards and contribute to the security of the school.

5. Participate in relevant meetings, training and professional development, using feedback to improve individual and team performance.

6. Undertake other reasonable duties commensurate with the grade and nature of the post, as directed by the Headteacher or School Business Manager.

## Special conditions

Appointment is subject to satisfactory pre-employment checks, including an enhanced DBS check and any other checks appropriate to the role. Occasional work outside normal hours may be required by prior arrangement to support school functions.

## Document review

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

# Person Specification

Business Support Assistant • Grade 3, SCP 6–11

| Area | Essential criteria | Desirable criteria | How assessed |
|---|---|---|---|
| Education and qualifications | Literacy and numeracy skills equivalent to Level 2.<br><br>Willingness to undertake relevant training, including first aid. | Level 2 qualification in business administration or a relevant ICT qualification.<br><br>Current first aid qualification. | AF / I |
| Experience | Experience of a range of office administration and clerical duties.<br><br>Experience of word processing, spreadsheets, databases and email.<br><br>Experience of reception work and providing courteous customer service.<br><br>Experience of cash handling and routine financial procedures.<br><br>Experience of working effectively with colleagues and following agreed procedures. | Experience in a school or education office.<br><br>Experience of school management information and finance systems.<br><br>Experience of pupil records, attendance administration or statutory returns.<br><br>Experience of nursery funding and admissions administration.<br><br>Experience of HR records, recruitment checks or volunteer administration. | AF / I |

AF = Application form  I = Interview  T = Practical task, where used

# Person Specification

Business Support Assistant • Grade 3, SCP 6–11

| Area | Essential criteria | Desirable criteria | How assessed |
|---|---|---|---|
| Communication | Clear, accurate written and verbal communication, including correspondence, messages and meeting notes.<br><br>Ability to deal sensitively and professionally with children, families, visitors and colleagues, including during difficult conversations. | Experience of preparing publications or information for families. | AF / I / T |
| Skills and abilities | Organise and prioritise work, meet deadlines and respond calmly to interruptions.<br><br>Maintain accurate records, check information and identify discrepancies.<br><br>Use initiative within agreed procedures and recognise when to seek advice or refer concerns.<br><br>Handle confidential information securely and exercise discretion.<br><br>Learn new systems and explain routine procedures clearly to others. | Ability to produce statistical summaries and reports from school systems. | AF / I / T |

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# Person Specification

Business Support Assistant • Grade 3, SCP 6–11

| Area | Essential criteria | Desirable criteria | How assessed |
|---|---|---|---|
| Knowledge | Understanding of confidentiality and data protection in an office setting.<br><br>Understanding of the importance of safeguarding children and following reporting procedures.<br><br>Knowledge of nursery funding and admissions procedures, or the ability and willingness to learn and administer these accurately.<br><br>Awareness of equality, inclusion and the need to treat people respectfully. | Knowledge of school attendance procedures, census requirements and pupil information transfers.<br><br>Familiarity with the single central record and recruitment-check administration.<br><br>Knowledge of school medical and first aid procedures. | AF / I |
| Personal approach | Reliable, approachable and professional.<br><br>Commitment to teamwork, high standards of service and the school's ethos and values.<br><br>Willingness to learn, respond to feedback and adapt to changing priorities. | — | AF / I |
| Work circumstances | Ability to meet the working requirements of the post, with reasonable adjustments where appropriate.<br><br>Willingness to support occasional school functions outside normal hours by prior arrangement. | — | I |

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# Working at Hodge Clough

## About you

We are seeking a positive, organised and approachable Business Support Assistant to join our school office team. You will provide a welcoming first point of contact for families and visitors and support the smooth running of the school.

You will bring office administration and ICT experience, accurate record keeping and a professional approach to confidential information. The role includes finance, attendance, pupil records, nursery funding and admissions, welfare and HR administration.

## In return, we offer

A welcoming, caring school community built on our shared values of Pride, Happiness, Excellence, Attitude, Respect and Togetherness.

A commitment to professional development, ensuring staff are supported, challenged and empowered to strive for personal and professional excellence.

A friendly and collaborative staff team who work together with honesty, empathy and ambition to secure the best outcomes for all children.

# How to apply

## Applications

Download the application form from Greater Jobs. Return the completed form and supporting documents to info@hodgecloughprimary.oldham.sch.uk by 3 December at 9am

We welcome visits before application. Please telephone 0161 770 5790 to arrange a visit.

## References

We will contact shortlisted candidates' referees before interview unless otherwise instructed. If your last position was in a school, please provide the headteacher's details.

Please provide business email addresses for referees. We cannot accept personal email addresses or generic references addressed "To whom it may concern".

## Safeguarding and equal opportunities

Hodge Clough Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment is subject to satisfactory pre-employment checks, including an enhanced DBS check and other checks appropriate to the role.

We are an Equal Opportunities Employer and welcome applications from underrepresented groups and ethnic minorities.

## After you apply

We appreciate the time and effort involved in applying. If you have not received a response within two weeks of the closing date, please assume that you have not been successful on this occasion.