

School:	Silverdale
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job details

Job title:	Business Support Officer
Grade:	2B
Location of work:	Salford, Greater Manchester: Based in Swinton with travel across Broadwalk and Clifton as determined by Assistant Business Manager and School Business Manager.
Directly responsible to:	Assistant Business Manager
Primary purpose of the job:	To provide direct clerical support and general office duties that support the smooth running of the school, including for staff, pupils and parents. To support the Assistant Business Manager in duties related to financial procedures, including end of year procedures. To support the Assistant Business Manager in occasional duties such as inputting of data around census, collation of information on MIS and audits. To support the Assistant Business Manager in the operational aspects of examinations where appropriate.
Other responsibilities	As determined by the Assistant Business Manager or as reasonably directed by the Headteacher. To undertake fire warden training and act as a designated fire warden during
Hours of duty:	Full time: Term Time + 1 weeks
Post ref no:	

Main duties and responsibilities/accountabilities

- To be the face of the school for all visitors and callers, ensuring that a positive experience is experienced either face to face, via telephone or email.
- To ensure that all safeguarding procedures are followed and adhered to with external visitors as determined by Silverdale Safeguarding and Child Protection Policy.
- Ensuring that all communication to members of staff is undertaken in a timely manner and

logged appropriately as per operational procedures across the school, including holding responsibility for school email, internal and outgoing post and distribution of external messages (as directed by Assistant Business Manager).

- Ensure that the pupil database is current and is updated, including transfer of files, making changes as instructed by Assistant Business Manager or Headteacher.
- Ensure that the school website is current and maintained.
- Support in occasional duties around census, end of year reconciliation and audits.
- Provide clerical/administrative support to staff as part of an operational workplan, including, but not limited to, photocopying, archiving, filing and correspondence.
- Provide administrative support to the Assistant Business Manager in relation to financial procedures, including, but not limited to processing of income and expenditure, collection of monies and reconciliation of receipts.
- Manage deliveries and stock to the school as per operational procedures determined by Assistant Business Manager.
- Provide administrative support to the Assistant Business Manager around internal and external examinations.

Other duties and accountabilities

- To be prepared to work cross-site if required and as is reasonable, for example, in the case of planned and unplanned staff absence.
- To undertake fire warden training and act as part of the wider fire warden team as determined by the School Business Manager.

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

To undertake any other such duties that are reasonably commensurate with the level of this post and as reasonably directed by the Headteacher.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised:

May 2026

Prepared/revised by:

Management Committee, Silverdale Federation

Agreed job description signed by holder: