

School:	Silverdale School
----------------	-------------------

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:	

Essential

- Strong proficiency in literacy and numeracy.
- Excellent interpersonal skills.
- Knowledge of Safeguarding procedures internally and externally.

- Ability to work effectively and efficiently across administrative, clerical and financial functions.
- Ability to follow an agreed workplan and to be flexible with change.
- Strong attention to detail and ability to apply this in a busy environment.

Desirable

- At least Level 2 qualifications in English and Maths.
- Knowledge of working in a school office.
- Knowledge of MIS systems.
- Experience of audit, including financial end of year procedures.

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 person specification 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 person specification from time to time and will consult with the postholder at the appropriate time.

Date person specification prepared/revised: May 2026

Prepared/revised by: Management Committee, Silverdale Federation

Agreed person specification signed by holder: