

JOB DESCRIPTION



Job Title:	Business Support Officer (Central Team)
Responsible to:	Executive Business Manager
Line Manager:	Executive Business Manager
Grade:	G4
Hours:	37 hours – Term Time plus 2 Weeks
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	To provide front of house service to visitors, staff and learners in accordance with Safeguarding protocols. To provide admin and support, under the direction of the Executive Business Manager, to support the efficient administration and organisation of the federation's central team. To manage the administration of Aspire events and conferences including all hospitality arrangements. To provide cover when required for other Business Support Officers across the federation sites. The post holder will be required to work across all the Federated Sites. These are located: Hindley Green, Wigan Bryn, Wigan Abram, Wigan Leigh, Wigan

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

Main Areas of Responsibility:

Main Responsibilities

Manage the Aspire Conference Room diary/calendar of events, completing all booking documentation and liaising with relevant parties.

Provide suitable hospitality and resources for all events/meetings/conferences within the Aspire conference rooms.

Provide a professional front of house service to visitors, staff, parents and learners. In line with the federation ethos and values.

Responsible for the reception area and conference areas, ensuring they are kept to a high standard ready for all events/meetings/conferences.

Order supplies and equipment as required.

Provide administration support to the federation's central team, e.g. Data & Accreditation Manager, Finance Officer, HR Manager, Compliance Officer and Executive Business Manager.

Procedures and Processes

To adhere to the safeguarding policy.

To maintain and update manual and computer records/returns and management information systems and to input & extract data/information in order to produce relevant reports as requested.

Administration and Finance Tasks

To undertake a range of administrative, financial and IT based tasks.

To take notes/minutes of meetings if required.

To maintain stationary and consumables for the central team offices, to include ordering equipment as required.

To arrange and schedule visits to the schools from outside agencies as required.

To deal with and respond to enquiries from staff, pupils, parents and outside agencies

Occasional Responsibilities

To provide cover when required for other Business Support Officers across the federation.

To be flexible on starting/finishing times in response to events taking place.

This will include the following responsibilities:

Complete daily attendance registers for learners in line with safeguarding and legal requirements, dealing with any related queries.

Administer the whole school meal process.

Process parental communications via the school's management information system (currently Arbor).

Organise and co-ordinate supply cover as directed by senior staff.

Deal with and respond to enquiries from staff, learners, parents and outside agencies.

Undertake administrative duties including letters, reports, word processing and a range of IT based tasks.

All Employees have the Responsibility to:

Ensure any documentation produced is to a high standard and is in line with the Aspire brand style.

Be aware and comply with all policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person, completing all relevant documentation.

Participate in training and other learning activities as required.

Participate in the Aspire Federation Performance Management process.

Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

To represent the Federation at events as appropriate.

To support and promote the Federation ethos.

To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

To undertake any other reasonable duties at the request of the Executive Business Manager.

The post holder may be required to work across any of the Federated School sites.

Signatures/Authorisation

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Executive Headteacher: _____ Date _____

Signed Executive Business Manager: _____ Date _____

PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by:
Qualifications/ Training	2 X GCSE's in English & Maths Grade C or above or equivalent level of qualification NVQ level 3 in Business Administration or relevant equivalent qualification or a willingness to work towards	Willingness to obtain basic first aid certificate	Application Form Interview Certificates References
Experience	Experience of using various IT packages i.e. Word/ Excel/ Access Experience of undertaking a range of administration tasks Experience of general financial procedures Experience of using internet, sending/receiving email	Previous experience of working with children of a relevant age Previous experience of working in a school environment	Application Form Interview References Training
Knowledge/ Understanding	Knowledge of office procedures Understanding of a range or general financial processes	Knowledge of school related office procedures Knowledge of working within a school setting or learning resource facility	Application Form Interview
Personal Skills, Abilities and Competencies	Ability to deliver polite, courteous and efficient customer service Good communication skills to deal with adults and children Ability to use initiative to respond to and resolve problems Organisational skills to provide administrative support to meetings and other events i.e. taking minutes Ability to prioritise own tasks and those of others Good negotiating and team working skills		Application Form Interview References
Legal Issues	Legally entitled to work in the UK		Application Form Interview ID