

JOB DESCRIPTION

Job Title:	Business Support Officer
Responsible to:	School Business Manager
Line Manager:	Business Support Manager
Grade:	G4
Hours:	22.5 hours – Term Time plus 2 weeks
Conditions of Employment:	The appointment is subject to references, enhanced DBS and medical clearance
Job Purpose:	To provide admin and support services under the direction of the Business Support Manager to support the efficient administration and organisation of the school.
	Although initially based at one specific site, the post holder may be required to work across all the Federated Sites.

The Governors and the Executive Principal 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 Principal 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:

Legislation and Policy

To ensure pupil absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries.

To adhere to the safeguarding policy.

Procedures and Processes

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

The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.

To maintain and update manual and computer records/returns management information systems.

Administer the whole school meal processes.

To manage the conference room booking procedures and ensure a professional and efficient hospitality provision.

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

Administration and Finance

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

To take notes/minutes of meetings as required.

To maintain stationary and consumables for the whole school to include ordering equipment as required

To undertake reception duties and to respond to general enquiries from staff, visitors and parents

To maintain and collate registers, pupil reports and any other information as required

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

To manage, input & extract data/information for analysis in order to produce detailed reports as requested including annual/EHCP reviews.

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

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 Principal: _____ Date _____

Signed Head of School (Oakfield): _____ Date _____

Signed Executive Business Manager: _____ Date _____

PERSON SPECIFICATION

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

Legal Issues	Legally entitled to work in the UK		Application Form Interview ID
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