

JOB DESCRIPTION

Job Title:	Business Support Assistant
Location:	Primary Academy Kidsgrove
Pay Point:	Grade 4 (£17,391 - £18,319) pro rata
Conditions of Service:	Support Contract of Employment – Term Time Only
Responsible to:	Head of School

Main Purpose

Under the guidance of senior staff, to be responsible for undertaking administrative, financial and organisational processes within the school, and to assist with the planning and development of support services.

Support to Pupils, Parents and the Community

- Deal with routine and non-routine reception/visitor etc. matters.
- Deal with all calls to school in a professional and friendly manner
- Organise school trips/events etc.
- Manage uniform/snack/other 'shops' within the school.
- Provide advice and guidance to staff, pupils and others.

Support to Other Staff

- Contribute to the organisation of support service systems/procedures/policies.
- Supervise, train and develop staff as appropriate.
- Allocate work as appropriate to role to any volunteer helpers.
- Provide personal, administrative and organisational support to other staff.
- Provide administrative and organisational support to the Governing Body.

Support Financial Management

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake demanding and occasionally financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Undertake the administration of Payroll systems.
- Manage expenditure within an agreed budget.

Support Organisational Management

- Manage manual and computerised record/information systems.

- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and intricate and occasionally complex IT based tasks.
- Operate relevant equipment/ ICT packages.
- Undertake research and obtain information to inform decisions.
- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.
- Undertake routine and complicated administration procedures.
- Supervision of Pupils

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the trust's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to NVQ Level 3 (A Level / Ordinary National Certificate or appropriate equivalent) OR relevant experience. 	
Knowledge/skills	<ul style="list-style-type: none"> • Experience of development, management and operation of administrative systems. • Supervisory experience. • Financial acumen. 	
Personal Attributes	<ul style="list-style-type: none"> • Child focused • Has a friendly, professional and respectful approach which demonstrates support and shows mutual respect. • Open and honest • Active listener • Committed to the need of the pupils, parents and other stakeholders and challenge barriers to providing a good service • Demonstrates a “can do” attitude • Is committed to quality of service provision • Is adaptable to change • Acts with pace and urgency and is enthusiastic and decisive. • Emotional resilience in working with challenging behaviours. 	
Safeguarding	<ul style="list-style-type: none"> • Enhanced DBS and Children’s Barred List clearance. • Motivation to work in an environment with children and young people & vulnerable adults. • Ability to form personal boundaries in an environment with young people and vulnerable adults. 	