

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Business Support Assistant</b>
<b>Location:</b>	<b>Streethay Primary School, Lichfield</b>
<b>Pay Point:</b>	<b>Grade 4</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment – Term Time Only</b>
<b>Responsible to:</b>	<b>Head of School</b>

### **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 complex financial administration procedures.
- Assist with the planning, monitoring and evaluation of budget.
- Undertake the administration of Payroll systems.
- Monitor expenditure within an agreed budget.

### **Support Organisational Management**

- Oversee manual and computerised record/information systems. E.g. Sims,
  - Analyse and evaluate data and information in order to produce reports/information/data as required.
- 
- Undertake typing and word-processing tasks with occasional 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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to NVQ Level 3 (A Level / Ordinary National Certificate or appropriate equivalent) <b>OR</b> relevant experience.</li> </ul>	
<b>Knowledge/skills</b>	<ul style="list-style-type: none"> <li>Experience of development, management and operation of administrative systems.</li> <li>Supervisory experience.</li> <li>Financial systems and processes.</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Child focused.</li> <li>Has a welcoming professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>An active listener who is able to build trust</li> <li>Committed to the need of the pupils, parents and other stakeholders and challenge barriers to providing a good service.</li> <li>Demonstrates a positive and respectful attitude</li> <li>Is committed to quality of service provision to all callers to the school and colleagues.</li> <li>Is responsive to change.</li> <li>Can action decisions responsively and professionally.</li> <li>Can demonstrate emotional resilience when working with conflict and challenging behaviours.</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Enhanced DBS and Children's Barred List clearance.</li> <li>Motivation to work in an environment with children and young people &amp; vulnerable adults.</li> <li>Ability to form personal boundaries in an environment with young people and vulnerable adults.</li> </ul>	