

**Streethay Primary School**  
A SHAW EDUCATION TRUST ACADEMY

**Head of School: Mr Stuart Taylor**

*Yoxall Way, Streethay, Yoxall, Lichfield WS13*  
T: 01782 742910 [www.streethayprimary.org.uk](http://www.streethayprimary.org.uk) e: [info@streethay.shaw-education.org.uk](mailto:info@streethay.shaw-education.org.uk)

---

**Position:** Business Support Officer

**Actual Salary:** Grade 4 (SCP 13 -16) £14,704.36 (pay award pending)

**Required:** September 2019

**Hours:** 8am – 4pm (37 hours per week with unpaid lunch breaks)

**Weeks Worked:** Term Time Only (38 weeks per year worked & paid 44.088 weeks)

Streethay is a new primary free school in Lichfield that will provide a first-class education for local children through high-quality teaching, experienced leadership, and a belief in excellence by all and for all – with no exceptions. The school is a new 210-place primary free school due to open in September 2019 for Nursery, Reception and Years 1 and 2, with one class per year group and the aim of growing year-on-year up to Year 6.

As a **free school**, the government funds Streethay but it is not run by the local council. This means that the Shaw Education Trust, which manages it, has more control over how it operates – from setting its curriculum to managing staff recruitment.

We are searching for an experienced and dedicated Business Support Officer who will be integral to the school and its children. You will be a welcoming and professional individual able to converse with children, parents, visitors and colleagues and have excellent experience of administrative, financial and organisational processes within a school or similar setting. You will assist with the planning and development of support services and will work collaboratively in school and across the wider Trust.

This is a very wide-ranging role where variety takes precedence. You will be crucial to a small, professional team and will act as the first point of contact for all incoming calls, emails and visitors to the school, but must also be able to work on initiative. You will need to be extremely organised and have the ability to be flexible and reprioritise where necessary. You will maintain the school register of pupils, attending and taking notes at meetings and making sure that financial records and administration is accurate and maintained. Experience of financial administration procedures are necessary, as you will be responsible for maintaining stock, dealing with petty cash and raising relevant purchase orders. Working within the school will require a high level of confidentiality and professionalism. For full details of the role and responsibilities then please review the Job Description and Person Specification for this role.

### **Qualifications**

You will be educated to NVQ3 Level in an appropriate related subject (e.g. BTEC National/ONC or relevant financial/administration qualifications) **and** have some similar experience.

The school is committed to the safeguarding and wellbeing of students and expects all staff to share this commitment. **The successful candidate will be required to undergo appropriate child protection screening including a DBS check.**

An Executive Leadership Team steeped in school leadership and improvement experience leads the Trust: [www.shaw-education.org.uk](http://www.shaw-education.org.uk). They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

**Closing Date: 5 pm 14<sup>th</sup> June 2019**

**Interviews: Week commencing 24<sup>th</sup> June 2019**

**Please forward completed application forms to [recruitment@shaw-education.org.uk](mailto:recruitment@shaw-education.org.uk) or FAO of Mrs S Smith, Human Resource Manager, The Kidsgrove High School Gloucester Road, Kidsgrove, Stoke on Trent, Staffs ST7 4DL**