

Kidsgrove Primary School – Kidsgrove

Business Support Assistant

Start date as soon as possible

Hours: Full time, 37 hrs per week, Term Time Only + 5 Inset Days (39 weeks total per year)

Salary: SET Grade 4 SCP 13 – 16, £18,933 - £19,698 (FTE salary per annum) £16,429 - £17,093 pro rata salary per annum.

We are looking to appoint to the permanent role of Business Support Officer for our Kidsgrove Primary School. Applications are invited from candidates who hold an NVQ Level 3 qualification in Business/Administration or equivalent appropriate qualification/and or experience and who want to make a real difference to the lives of our outstanding children.

Kidsgrove Primary School is an innovative and rapidly improving school based in Kidsgrove where all learners are empowered to be the best they can be. We believe every pupil has the potential to be extraordinary. The Executive Headteacher ensures that every day is a magical day of learning. This is to ensure the learning suits every child's needs to ensure they make rapid gains not only as learners across the curriculum but as individuals prepared for the modern world we live in. It is our duty and privilege as a school to make a difference every day to every child.

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

Your main responsibilities will be to:

- Deal with routine and non-routine reception/visitor etc. matters, ensuring a positive experience and quality of service delivery.
- Take and deal with all calls to school in a professional and timely manner, directing callers to the appropriate person/department.
- Responsible for the organisation of school trips/events etc., following appropriate school and Trust procedures.
- Responsible for the uniform or other 'shops' within the school ensuring appropriate financial guidelines are adhered to.
- Provide advice and guidance to staff, pupils and others in relation to school operations matters.
- Contribute to the organisation of support service systems/procedures/policies on behalf of the Principal.

We require you to

- Have a professional and respectful approach, which demonstrates support and shows mutual respect.
- Be able to demonstrate active listening skills.
- Able to take responsibility and accountability.
- Committed to the needs of the pupils, parents and other stakeholders.
- Demonstrate a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.

The aim of our provision is to encourage and foster a love for learning, whilst being nationally leading in digital transformation. We believe that this is the key to current and pupils' future academic success. We are part of Shaw Education Trust - who further support in our child-centered approach and high expectations to make Kidsgrove a national leading school. We are committed and excited to ensure our pupils achieve all of their aspirations and dreams as lifelong learners. If you too, share this aspiration, then we would be delighted to receive an application from you.

The Shaw Education Trust offer the following benefits with your employment:

- An excellent Local Government Pension Scheme / Teachers Pension
- Generous holiday entitlement from your first day of employment (28 days holiday rising to 30 days after 5 years' service + Paid Bank Holidays)
- Access to health and wellbeing support via Occupational Health
- Cycle to work scheme
- Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

Kidsgrove Primary School is dedicated to the safeguarding and wellbeing of students; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.

Please click on the following link to refer to SET [Safeguarding and Child Protection Policy](#)

Please see the job description and person specification for additional and detailed information and please send all application forms to recruitment@shaw-education.org.uk.

In accordance with our safer recruitment policy CV's are not an accepted form of application from candidates or agencies.

Shaw Education Trust is committed to safeguarding and promoting the welfare of children. This position is subject to an enhanced DBS check. All applicants will be considered on the basis of suitability for the post regardless of age, sex, race or disability.

Closing Date: 09th December 2021 at 12 midday

Interview Date: To Be Confirmed