

**Christ the Sower Ecumenical Primary School – Role Profile**

Role Title:  **School Business Support Officer**

Accountable to: **School Business Manager**

JE Ref: **CS03**

Grade: **D**

**Purpose of job**

To provide general clerical/administrative support to the school under the direction of the Head Teacher or other designated person.

**Key Objectives**

|  |  |
| --- | --- |
| 1 | General administrative support to include photocopying, filing, faxing, emailing, reprographics work and word processing. This could be directly supporting the Head Teacher.  |
| 2 | Data input onto manual and computerised records/management information systems |
| 3 | Reception duties, acting as first point of contact in response to telephone and face-to-face enquiries, signing in visitors etc and administering first aid/medication where necessary. |
| 4 | Open, sort and distribute incoming mail and post outgoing mail. Receive incoming goods and check against orders as required. Arrange orderly and secure storage of supplies |
| 5 | Assist with the arrangements for extracurricular school activities such as school photographs, school trips etc (EVOLVE). |
| 6 | Undertake and manage bookings for school lettings and school newsletter production. |
| 7 | To assist in the compilation, maintenance and analysis of registers |
| 8 | To handle cash, in line with the school’s finance policy, which may include collecting money from pupils, parents/carers |
| 9 | Handle all admissions enquiries, providing good quality information and recommendations for the admission authority (governing body), and preparing and completing appeals paperwork for the Diocese of Oxford. Liaise between LA admissions team, the Headteacher and Chair of Governors to regulate admissions fairly |

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties*

**Scope**

* May handle small amounts of cash (e.g. dinner money, school visits etc.) in line with School’s Finance Policy
* No formal supervisory responsibility but may demonstrate administrative duties to new or less experienced staff.
* Work is normally carried out in an office environment.

**Work Profile**

* Carries out administrative tasks which do not vary significantly from day to day.
* Exchange of factual information with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers.
* Contact with pupils is generally incidental to the main job duties but post holders may assist with the temporary care of sick pupils.
* 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.
* Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.
* To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
* Participate in training and other learning activities and performance development as required
* Contribute to the overall ethos/work/aims of the school
* Attend relevant meetings
* To maintain confidentiality

**Other information**

Christ the Sower Ecumenical Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School’s safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Service check.**



**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Skills and Knowledge** | **Level** | **Assess by;** |
| ***A****ttainable* | *Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time* |  |  | ***A*** | ***A****Application****I****Interview****T****Testing****R****Reference* |
| ***D****esirable* | *Applications will be preferred from candidates with the denoted qualifications or experience* |  | ***D*** |  |
| ***E****ssential* | *Applicants without the denoted qualifications or experience will not be considered for this role* | ***E*** |  |
| **Qualifications** | Recognised qualification in an admin related discipline to NVQ 2 level |  | **X** |  |  |
| **Skills / Experience** | General administrative experience |  | **X** |  |  |
| Proficiency in standard IT applications, particularly word processing and spreadsheets  | **X** |  |  | **I** |
| **Competencies** | **Level** | **Assess by;** |
| ***A****wareness* | *Demonstrable aptitude and ability to develop in the particular work area* |  |  | ***A*** | ***A****Application****I****Interview****T****Testing****R****Reference* |
| ***S****ignificant* | *Clear competence in the work element sufficient for all role requirements*  |  | ***S*** |
| ***E****xtensive* | *Sufficient expertise in the work element to lead and mentor others, and influence policy and practice* | ***E*** |  |
| **Planning and organising work**  | Working to instructions and to well-established routines with regular daily and weekly deadlines. |  | **X** |  | **I,R** |
| **Planning capacity and resources** | Understanding of team objectives and working co-operatively to achieve aims. |  | **X** |  | **I,R** |
| **Influencing and interpersonal skills** | Exchanging generally factual information with a range of recipients such as colleagues, parents, pupils and external suppliers  |  | **X** |  | **I,R** |
| **Using initiative**  | Noting procedural deficiencies or problems and advising senior staff.  |  | **X** |  | **I,R** |
| **Working independently** | Dealing with day to day issues independently wherever possible. |  | **X** |  | **I,R** |
| **Managing people**  | Ensuring others contribute to team tasks or small projects in an appropriate and timely manner. |  | **X** |  | **I,R** |
| **Managing resources** | Ensuring office and general school supplies are held at the required stock level |  | **X** |  | **I,R** |
| Assisting with financial management procedures including cash handling |  | **X** |  | **I,R** |
| **Managing risk** | Awareness of general health and safety risks in an office/school environment. |  | **X** |  | **I,R** |
| **Managing oneself** | Awareness of opportunities for personal development. |  | **X** |  | **I,R** |