



Olive School

Nurturing Today's Young People | Inspiring Tomorrow's Leaders

The Olive School, Hackney

JOB DESCRIPTION

Job Title:	Business Support Officer		
School Base:	The Olive School Hackney		
Reports to:	Senior Business Support (Office Manager)	Scale:	S3 14-17
Staff Responsibility for:		Salary:	£20,254-£21,245 (£18,739-£19,656 pro rata)
		Term:	Fixed Term TTO plus 4 weeks
Additional:	As assigned		

MAIN PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

Main Tasks

1. Utilise MS Word, Excel, Explorer and Outlook as required including advanced applications (mail merge/tables/spreadsheets/databases/use of software packages for creative requirements (e.g. promotional leaflets, prospectus)
2. Utilise administrative equipment such as franking machine, photocopier, facsimile machine and laminator as required.
3. Undertake training on, and utilise, SIMS Modules effectively.
4. Sort and distribute mail and correspondence to and from staff in a timely manner.
5. Respond to staff, pupils, parent and other stakeholder queries in a timely and professional manner.
6. Provide administrative support to the organisation and arrangement of trips and school events.
7. Provide a responsive and effective reprographics service for the school.
8. Efficiently process the administration of paperwork relating to the annual performance management process and CPD requests by staff.
9. Processing of appointment/termination and regular personnel and payroll documentation etc
10. Preparation and processing of all paperwork for CRB documentation, identity checks, qualification checks, references and referee checks, liaising closely with the Senior Administrator.
11. To be first point of contact re teacher absences/associated record keeping
12. Take notes as adhoc meetings as required by the school
13. Undertake reception duties including answering telephone and responding to standard queries and dealing with visitors where appropriate.

14. Accessing e-mails and internet and updating school portal and Virtual Learning Environment as required
15. Produce Daily notes, both paper copies and on the VLE, from the Weekly Briefing.
16. Maintain manual and computerised records using Management Information Systems if required.
17. Undertake and follow specified admin procedures and processes in a professional manner.
18. Participate in training and professional development opportunities as required to fulfil role.
19. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns in accordance with school procedures.
20. Undertake other activities related to administrative support for the school, as directed by the Senior Administrator.

General

1. Work within school policies and procedures.
2. Contribute to the provision of an effective environment for learning.
3. Support the promotion of positive relationships for parents and outside agencies.
4. Attend skill training and participate in personal/performance development as required.
5. Take care of own and other people's health and safety.
6. Be aware of the confidential nature of issues.

This Job Description will be reviewed where required and it may be subject to modification or amendment at any time after consultation between the post holder and Principal.

GRADE: TS3

HOURS: 36

This appointment is with the Governing Body of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Tauheedul Contract'.