



Business Support Officer



“A great school
at the heart of
the Ormskirk
community”





Ormskirk School & Sixth Form College

Dear Applicant,

Thank you for showing an interest in Ormskirk School, part of the Endeavour Learning Trust family.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

Our School

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to aim high and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

We value and celebrate the many and varied achievements of all; recognising the exciting and limitless potential that students have and encouraging them to fulfil this in a caring, disciplined and inspiring environment.

Our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever-changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the Trust and our wider networks and partnerships

Our commitment is to make Ormskirk School and Sixth Form College a place where excellence and high expectations are recognised as the norm: a school to which everyone is proud to belong.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mrs LA Gwinnett
Executive Head

Advert – Business Support Officer

Ormskirk School are looking to appoint a permanent, full time, term time only Business Support Officer to work within our school providing routine clerical, administrative and financial support in the school office, under the direction and instruction of the Assistant Business Manager.

Post Title:	Business Support Officer
Salary:	Grade 4 SCP 4-6 £18,933 to £19,698 Pro Rata £16,096 to £16,746
Hours of Work:	37 Hours per week - Full Time, Term Time only plus 5 inset
Base:	Ormskirk School, Wigan Road, Ormskirk, L39 2AT

The successful applicant will be an enthusiastic, positive, flexible and motivated individual with personal drive. You will be a self-starter, who can work with minimal supervision; proactive, with the ability to see what needs to be done and to prioritise work accordingly. You will have strong analytical skills and a meticulous attention to detail. You will have the ability to build strong working relationships with colleagues.

We are looking for a person who is suitably qualified and competent at using ICT and MS Office Software. Experience of working within a finance school environment is desirable but not essential.

The School can offer you:

- A caring and supportive school environment
- Delightful children who are keen to learn
- A modern, well-resourced school
- A fantastic local government pension scheme
- Encouragement of continued professional development

To apply for this vacancy please complete a support staff application form which is available on the vacancies page of our website.

If you require any further information about this role please contact our Central HR Team at vacancies@endeavourlearning.org or on 01772 817904 ext. 1051

Applications should be submitted by 9am on 4th January 2022

Interviews are to be held w/c 10th January 2022

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Ormskirk School reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role.

Due to the high volume of applications received by Ormskirk School we are unable to provide individual feedback on applications.

This post is subject to an enhanced DBS check

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Job Description – Business Support Officer

JOB DESCRIPTION	
Job Title	Business Support Officer
Grade	Grade 4 SCP 4-6
Salary	£18,933 to £19,698
Pro Rata	£16,096 to £16,746
Location	Ormskirk School, Wigan Road, Ormskirk L39 2AT
Hours Per Week	37 hours per week. Monday to Thursdays 8:30am to 4:30pm Fridays 8:30am to 4:00pm
Weeks Per Year	Term time only plus 5 inset days
Contract	Permanent
Responsible to	Assistant Business Manager
Job Purpose	
To work within a staff team providing routine clerical, administrative, word processing and financial support to the school office, under the direction and instruction of the Assistant Business Manager.	
Main Activities	
<ul style="list-style-type: none"> • Provide general clerical and administrative support within the finance and office team, including word processing, filing routine correspondence, distributing mail, basic reprographics. • Routine financial administration: <ul style="list-style-type: none"> ○ Receipting and banking for general school income; ○ Daily checking of online payment system distributing relevant information to budget holders; ○ Collate all purchase invoices and ensure budget holders have signed off appropriately; • Maintaining and updating manual and computerised records using SIMS FMS for inputting invoices against purchase orders; processing invoicing for general school income; processing invoicing and income. • Responding to routine finance queries both by telephone from parents/suppliers and face to face with members of staff. • Administration of unofficial School fund accounts using financial software packages. • Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, arranging for payment of invoices and the distribution and storage of stock. • General welfare support, where required, including liaison with staff and parents. 	
<ul style="list-style-type: none"> • To work within school policies and procedures. • To contribute to the provision of an effective environment for learning. • To support the promotion of positive relationships with parents and outside agencies. • To be aware of the confidential nature of issues. • To participate in arrangements for professional self-development • Responsible for health and safety both for self and others throughout the school and adhere to the school's health & safety policy and procedures • To participate in meetings with colleagues appropriate to duties • Any other reasonable duties as requested by the Headteacher 	
NOTE: In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.	

Person Specification – Business Support Officer

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
4 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5	E	AF
EXPERIENCE		
The successful candidate will have:		
Successful experience of clerical administrative work	E	AF/I/T
Successful experience of financial administration	E	AF/I/T
Experience of previous work in a school environment	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Confident and competent at using ICT and MS Office Software	E	AF/Interview/Test
Knowledge of FMS and SIMS	D	AF
Knowledge of financial/accounting procedures	E	AF/Interview/Test
Knowledge and understanding of general administrative procedures	E	AF/Interview/Test
Well-developed communication skills (both oral and written) at all levels	E	AF/Interview/Test
Able to work professionally under pressure	E	AF/Interview/Test
Excellent organisational & motivational skills	E	AF/Interview/Test
Excellent awareness of confidentiality	E	Interview
First Aid certificate or willingness to undertake training	E	AF/Interview
OTHER		
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Commitment to attendance and punctuality at work	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Attend training courses as and when required	E	I
Display the LCC values and behaviours at all times	E	I
Commitment to equality and diversity	E	I
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I

Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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