STAR ACADEMIES

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

JOB DESCRIPTION

Job Title:	Business Support Officer – Student Welfare		
Base:	Olive School, Blackburn		
Reports to:	Business Manager	**Scale:**	S3 (SCP 14-17)
Staff Responsibility for:	-	**Salary:**	£17,681 - £18,672 pro-rata
Additional:	-	**Term:**	Permanent Full Time Term Time + 4 weeks

JOB PURPOSE SUMMARY:

To provide effective administrative and clerical support to the school that assists the school in its primary function of teaching and learning.

JOB PURPOSE:

1. Provide administrative and clerical support to the resource and business functions of the school and its estate.
2. Provide administrative and clerical support for all aspects of business services, including Finance and Student Welfare.
3. To be responsible for the exemplary maintenance of student records.
4. Provide a receptionist service for the school.
5. Support links with the community, families and local environment.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Student Welfare Administration

a. Support the effective monitoring of attendance through inputting of daily absence data, preparation of weekly reports for staff and liaising with parents to query and authorise absences.
b. Undertake training on, utilise and maintain SIMS Attendance and Behaviour modules effectively.
c. Efficiently process the administration of extended leave absence requests from parents.
d. Undertake the administration of admission applications and admission appeals including recording data and liaising with other schools.
e. Process the administration of free school lunches for students.
f. Administer first aid to students & support the welfare of students who are ill or require medical attention.
g. Administer work experience arrangements.
h. Provide administrative support in organising safety procedures, including fire drills.
i. Assist staff in contacting parents and students where necessary, and liaising with staff on

outcomes.

2. Financial Administration

a. Support the processing of the financial transactions within the financial systems of the School.

b. Support the receipt and processing of monies from students.

3. School Administration

a. Provide administrative support to the organisation and arrangement of trips and school events.

b. Provide a responsive and effective reprographics service for the school.

c. Undertake minuting of meetings as required by the school.

d. Access emails and website; updating the school portal and Virtual Learning Environment as required.

e. Sort and distribute mail and correspondence to and from staff in a timely manner.

f. Utilise administrative equipment such as the franking machine, photocopier and laminator as required.

g. Maintain manual and computerised records using Management Information Systems if required.

h. Undertake and follow specified administrative procedures and processes in a professional manner.

i. Participate in training and professional development opportunities as required to fulfil the role.

4. Facilities and Estate Management

a. Be aware of and comply with policies and procedures relating to health and safety, security and reporting all concerns in accordance to school procedures.

b. Support the safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.

c. Support the administration of Health and Safety issues associated with the premises, ensuring compliance with relevant legislation and Trust requirements.

5. Relationships and Communication

a. Undertake reception duties including answering telephone and responding to standard queries and dealing with visitors where appropriate.

b. Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.

6. Other responsibilities

a. Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

b. Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

c. Contribute to the wider life of the Trust and the Star community.

d. Carry out any such duties as may be reasonably required by the Trust.

7. Records management

a. All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with the Trust. 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 'Star Contract'.

STAR ACADEMIES

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

PERSON SPECIFICATION

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
QUALIFICATIONS				
1.	5 A*-Cs at GCSE including English and Maths.	**E**	✓	
2.	A-Levels or equivalent qualification in school or business administration	**D**	✓	
3.	Evidence of Continuous Professional Development.	**E**	✓	
EXPERIENCE				
4.	Experience of working in an administrative setting.	**E**	✓	✓
5.	Experience of student administration.	**D**	✓	✓
6.	Experience of using a financial system.	**D**	✓	✓
7.	Experience of working in an educational setting.	**D**	✓	✓
8.	Experience of using SIMs or other Management Information Systems.	**D**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases.	**E**	✓	✓
10.	Ability to converse in a number of community languages.	**D**	✓	✓
11.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	**E**	✓	✓
12.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	**E**	✓	✓
13.	Ability to maintain positive relationships with students, staff, parents and members of the community.	**E**	✓	✓

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview/ Task**
14.	Strong verbal and written communication skills.	**E**	✓	✓
PERSONAL QUALITIES				
15.	A passionate belief in the school's mission statement.	**E**	✓	✓
16.	Strong team working skills.	**E**	✓	✓
17.	Highest levels of professional and personal integrity.	**E**	✓	✓
18.	Excellent interpersonal skills.	**E**	✓	✓
19.	Personal resilience, persistence and perseverance.	**E**	✓	✓
20.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	**E**	✓	✓
21.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	**E**	✓	✓
22.	A strong commitment to the Trust value of 'Service'.	**E**	✓	✓
23.	A strong commitment to the Trust value of 'Teamwork'.	**E**	✓	✓
24.	A strong commitment to the Trust value of 'Ambition'.	**E**	✓	✓
25.	A strong commitment to the Trust value of 'Respect'.	**E**	✓	✓
26.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	**E**	✓	✓
27.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	**E**	✓	✓