

## **ORMSKIRK SCHOOL**



### **Job Description: Business Support Officer**

<b>Role:</b>	School Business Support Officer 2
<b>Grade:</b>	Grade 4 (Spinal Column Points 4-6)
<b>Salary:</b>	£18,933 - £19,698 pro-rata (pay review pending)
<b>Responsible to:</b>	Office Manager
<b>Hours:</b>	Monday to Thursday 8.30am – 4.30pm, 8.30am – 4.00pm Friday 37 hours per week, term time only plus 5 days to be determined by business need.

#### **Purpose of Post**

To work within a staff team providing routine clerical, administrative support to the school office, under the direction and instruction of the Office Manager.

#### **Responsibilities of the post:**

- Together with the Office team provide a welcoming first point of call at the School reception, dealing with enquiries from pupils, visitors, staff members and parents, both in person and over the telephone.
- To deal with queries and provide information and advice about the school and school activities for parent, pupils and visitors in person, by telephone and by e-mail.
- To ensure that all visitors to the school are received professionally, courteously and with sensitivity and confidence, using initiative as required.
- Alongside colleagues maintain the appearance of the School's front of house which includes, general office, parent meeting rooms, foyers, medical room and entrance ensuring a smart, professional and positive image is presented to all visitors.
- To maintain office supplies and first aid equipment, reordering as necessary, including the processing of orders, check of incoming deliveries, arranging for payment of invoices and the distribution and storage of stock.

#### **Finance**

- To administer the iPads for All Scheme liaising with parents and pupils

#### **First Aid/Health & Safety**

- To carry out first aid for pupils feeling unwell in School as necessary in a sympathetic and efficient manner, liaising with parents/carers/emergency services as and when necessary.
- To assist the Office Manager with administration processes relating to Pupil Risk Assessments, uploading to SIMS pupil records, circulating relevant information as required and diarising reviews.
- To assist in the administration of all first related tasks within the office team.
- To keep and monitor and administer all medicines in school and ensure all relevant documentation is in place, signed by parents.

**Provide routine clerical/administrative support including but not exhaustive:**

- To organise the administration tasks required to support presentation evenings, careers events and other school events which may include attendance outside of normal working hours.
- Provide administrative assistance to the school's nominated Careers Officer and for preparation of annual Careers Evening, including production of letters to contacts, contacting possible exhibitors and appointment making.
- Provide general clerical and administrative support, including producing a variety of word processing documents, excel spreadsheets, minute taking, filing routine correspondence, distributing mail, basic reprographics.
- Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers etc including related data input using SIMS and School Comms systems.
- To maintain and update student records.
- General welfare support, where required, including liaison with staff and parents.
- To be willing to undertake fire warden duties and training as directed by the Senior Leadership Team.

To provide any other general administrative services needed by the Senior Leadership Team as requested.

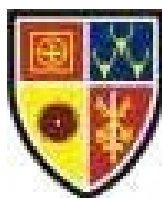
To undertake a variety of shared general school administrative jobs when staff absence necessitates.

**General**

- 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 attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

*The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Governors of Ormskirk School will expect to revise the job description from time to time and will consult post holders at the appropriate time.*

*Ormskirk School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Criminal Records Bureau (CRB) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.*



PERSON SPECIFICATION FORM		
<b>Job Title: Business Support Officer 2</b>	<b>Grade: 4</b>	
<b>Directorate for Children and Young People</b>	<b>Post Number:</b>	
<b>Establishment/Team:</b> Ormskirk School		
<b>Requirements (on the basis of the Job Description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: Application Form (AF) or Interview (I) or Test</b>
<b>Qualifications</b> Minimum of 4 GCSEs at Grade C or above (inc. Maths & English) or equivalent	E	AF
<b>Experience</b>		
Experience of working in education/school environment	D	AF
Experience in working on reception / front of house	D	AF
Experience of general administrative work	E	AF/Interview/Test
Confident and competent at using ICT and MS Office Software	E	AF/Interview/Test
Experience of financial administration	D	AF
Experience of working in a relevant classroom/service environment	D	AF
<b>Knowledge/skills/abilities</b>		
Knowledge of SIMS Educational Management Information System	D	AF
Knowledge and understanding of general administrative procedures	E	AF/Interview
Ability to communicate effectively and appropriately at all levels	E	AF/Interview
Well-developed communication skills – both oral and written	E	AF/Interview
Able to work professionally under pressure	E	Interview/Test
Excellent awareness of confidentiality	E	Interview
High level of commitment	E	Interview/Ref
Time management skills	E	Interview/Ref
Excellent organisational skill	E	Interview/Ref
Willingness to work flexibly with people	E	AF/Interview/Ref
Ability to work as part of a team/organise own workload	E	AF/Interview/Ref
Flexible attitude to work	E	AF/Interview/Ref
Ability to relate well to children	E	AF/I
Ability to supervise and assist pupils	E	AF/I
First Aid certificate or willingness to undertake training	E	AF/I
<b>Other</b>		

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 and actively promote them in others	E	I
<b>Note:</b> We will always consider references before confirming an offer in writing		