Job Description

| **Job Title:** | Business Support Administrator |
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| **Location** | St Mary’s Catholic College |
| **Responsible To:** | People Business Support Lead |
| **Salary Grade:**  **Contract:** | Band D, scale point 6-7 £20,043-£20,444 FTE (£9,102 - £9,284 actual)  Permanent - 18 hours per week, 41 weeks per year (term time + 3 weeks)  Annual leave to be taken in non-term time. |

| **Key Purpose of Job**  Provide administrative support for the delivery of effective business support services in the running of the school. |
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| **Key Responsibilities of the Post**   * To undertake all aspects of general administrative tasks in the support of delivering a business support service to the school, under the direction of the School Business Support Lead * Providing administrative support for Exams and Admissions as required * To undertake administrative support to the team, providing cover and additional capacity during busy and peak periods, under the direction of the School Business Support Lead * Assisting with reprographics tasks, providing support for cover and during busy peak periods * Maintaining manual and computerised records/management information systems * To operate relevant IT equipment and software packages e.g. Word, Excel, databases and internet * Attending and participating in relevant meetings as required * Participating in training and other learning activities and performance development as required   **Whole School Duties**   * Reception cover as required * Whole school administration * Exams administration |
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| **Supervision / Line Management Responsibilities of the post**   * None |
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| **Working Environment & Conditions of the post**  Normal office environment |
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| **Other Duties** To undertake additional duties as required, commensurate with the level of the jobTo contribute to the effective working of the HFCMAT  1. Maintain positive, professional relationships with students, parents/carers and teachers  To participate in induction training, staff review processes and professional development opportunitiesAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice  1. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles 2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled 3. The post-holder is expected to familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures 4. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based 5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. |
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Person Specification

| **Area** | **Job requirements** | **Essential/Desirable** | **Evidence** |
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| A. Qualifications and Professional Development | GCSE English and Maths (grade C or above) or equivalent  Willingness to identify and take part in relevant self- development opportunities  Administration qualification | E  E  D | A, C  A, C, I  A, C |
| B. Experience | Experience of administration in a school environment  Experience of Data Protection and GDPR processes and requirements  Experience of working in an environment where due regard for confidentiality and discretion is paramount | D  D  E | A, I, R  A, I, R  A, I, R |
| C. Knowledge/ Skills | Understanding of Safeguarding, Keeping Children Safe in Education and the Data Protection Act  The ability to undertake operational and administrative tasks.  The ability to adapt to both varying tasks and those of a routine nature.  The ability to absorb information readily and speedily and work under pressure  A good team player with good interpersonal skills and the ability to work effectively as part of a growing organisation  The ability to respond effectively and build good relationships with pupils and parents  Good level of written and verbal skills  Ability to exercise discretion and maintain confidentiality  Good organisational skills with the ability to multitask  Ability to use initiative and work independently  Good IT skills in particular Excel, Word and email | D  E  E  E  E  E  E  E  E  E  E | A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I |
| D. Other Conditions | Satisfactory pre-employment checks including DBS | E | C |

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference