

Business Support Assistant

To start as soon as possible

Full time, 37 hours per week, 38 weeks a year

Full time equivalent salary range: per annum: £24,702 - £27,334 (pay award pending)

Actual salary range for working 38 weeks a year: £20,656 - £22,856

Additional paid duties for break time supervision are also available

This is a fantastic opportunity to join our front of school reception team. Reporting to the HR, Cover and Office Manager, you will administer our educational visits and trips across the school, assist with events and provide administrative support to school leaders.

You will be articulate and able to deal sensitively with a variety of situations with teachers, pupils, parents and a variety of other professionals. The ability to be clear and assertive whilst remaining calm, composed, tactful and flexible will be essential. The key responsibilities will be for the administration, organisation and smooth running of all trips and educational visits that take place in school.

The postholder will have excellent communication skills and the ability to work under pressure as part of a team. You will have excellent Microsoft Office skills, particularly Microsoft Word and Excel. Knowledge of SIMS and Parentpay would be particularly useful but not essential as training will be provided. The postholder will be required to wear a uniform and this will be provided by the school.

You will be joining us at a very exciting time. Our sixth form has recently opened. This brings with it numerous opportunities for continued development. The successful candidate will have access to a range of CPD opportunities and qualifications.

In return for everything you can bring, we can offer you:

- The opportunity to be part of our supportive and inclusive Light Hall family;
- Opportunities for further development in your role and progression;
- Induction, training and ongoing CPD opportunities to further support your development;
- A range of staff benefits including local government pension with generous employer contribution;
- Free employee wellbeing services such as free physiotherapy and chiropractor sessions, GP consultations for staff and their children 24 hours a day, 7 days a week worldwide and flu jabs.

You can find out more about this role by:

- visiting our school website www.lighthall.co.uk to download a candidate pack and application form.
- visiting the school – to arrange a visit, please contact Anna Williams, HR, Cover and Office Manager on 0121 746 5060 or email awilliams@lighthall.co.uk

Closing date: **9.00am on Monday 23 September 2024** (we reserve the right to close this advert earlier if we receive sufficient applications for the role. Therefore, please submit your application as early as possible).

We look forward to hearing from you.

Light Hall School is committed to safeguarding the welfare of all children and young people and expects its staff to share this commitment. An enhanced DBS check is required for all successful candidates.



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