



IFtL Job Role

Role Title: **School Business Support L1**

Accountable to: **Business Manager**

Grade: **C**

Purpose of job

To provide clerical/administrative support to the school under the direction of the Head Teacher or other designated person.

Key Objectives

The specific range of tasks and responsibilities will be dependent upon the size and operating procedures of the school and may include any combination of the following;

- General administrative support to include photocopying, filing, emailing, and word processing.
- Undertake typing and word-processing and other IT based tasks using relevant equipment/ ICT , experience across all Microsoft Office
- Reception duties, acting as first point of contact in response to telephone and face-to-face enquiries, signing in visitors etc.
- School Website updates
- Open, sort and distribute incoming mail and post outgoing mail. Receive incoming goods and check against orders as required. Arrange orderly and secure storage of supplies
- Assist with the arrangements for extracurricular school activities such as school photographs, school trips etc.
- Liaise with parents / carers / staff etc. as directed regarding issues relating to pupils, including determining the cause of absences.
- Administration for School meals and the wraparound provision
- To handle cash, in line with the school's finance policy, which may include collecting money from pupils, parents/carers

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties

Scope

- School Administration
- Website Administration
- Extended services Administration to include School meals and Wraparound
- No formal supervisory responsibility but may demonstrate administrative duties to new or less experienced staff.
- Work is normally carried out in an office environment.

Work Profile

- Carries out administrative tasks which do not vary significantly from day to day.
- Exchange of factual information with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers.
- Contact with pupils is generally incidental to the main job duties but post holders may assist with the temporary care of sick pupils.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge		Level		Assess by;	
<u>A</u> ttainable Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time				A Application I Interview T Testing R Reference	
Desirable Applications will be preferred from candidates with the denoted qualifications					
Essential Applicants without the denoted qualifications or experience will not be considered for this role					
Qualifications	Recognised qualification in administration discipline to NVQ Level 2		X		
Skills / Experience	General Administrative experience		X		
	Proficiency in standard IT applications, particularly excel		X		I
Competencies		Level		Assess by;	
<u>A</u> wareness Demonstrable aptitude and ability to develop in the particular work area				A Application I Interview T Testing R Reference	
<u>S</u> ignificant Clear competence in the work element sufficient for all role requirements					
<u>E</u> xtensive Sufficient expertise in the work element to lead and mentor others, and influence policy and practice					
Planning and organising work	Aawareness of deadlines and other requirements in relation to specific work streams, working to instructions and well-established routines with regular daily and weekly deadlines.		X		I, R
Planning capacity and Resources	Understanding of team objectives and working co-operatively to achieve aims.		x		I, R
Influencing and interpersonal skills	exchanging a wide range of generally information with an equally wide range of recipients such as colleagues, parents, pupils and external suppliers.		X		I, R
	Influencing skills with colleagues, governors and others in relation to introducing change		X		I, R
Using initiative	Noting procedural deficiencies or problems and advising senior staff		X		I, R
Working independently	Dealing with day-to-day issues independently wherever possible		X		I, R
Managing people	Ensuring others contribute to team tasks or small projects in an appropriate and timely manner.				I, R
	Office and general school supplies		X		I, R
Managing resources	School Administration Procedures		X		I, R
	Awareness of child protection guidelines as they impact upon the non-teaching functions within the school. General health and safety throughout the school.		X		I, R
Managing oneself	Awareness of personal development opportunities.		X		I, R