

Batley Multi Academy Trust - Job Description

Trust/School Post:	Healey Junior, Infant and Nursery School
Department:	Office
Post:	Business Support Officer
Grade:	6
Accountable to:	Finance and Operations Manager/Headteacher
Responsible for:	N/A
Purpose of Job	
<p>There are a variety of administrative, financial and business support duties that will be required when undertaking the role. The role will require you to handle information of a sensitive and confidential nature.</p> <p>The position includes providing a wide range of administrative support to the academy and for learners and their families. The successful candidate will be flexible in their approach and work collaboratively with colleagues to ensure the effective delivery of the service and work closely with the Business Support team and Attendance lead.</p>	
Responsibilities	
<p>General school support and administration:</p> <ul style="list-style-type: none"> • To provide an effective, flexible and responsive administrative/business support service to the Finance and Operations Manager/Head Teacher/Leadership Team. • To ensure telephone/visitor enquiries are responded to sensitively and resolved appropriately and to deal with customers, visitors and queries in a professional, calm and timely manner. • To provide a friendly, professional and customer focused reception service to all visitors and callers, including providing detailed advice and taking action where appropriate. • To ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately and accurately. • To ensure documents are produced and formatted to academy standards and within deadlines. • To provide an administrative service to SLT as required by generating data reports. • To be proficient in Microsoft packages including Word, excel, PowerPoint to assist the wider admin function. • To aid other staff within the Business Support Team/Academy and act as the senior business support officer whilst the Finance and Operations Manager is away from the office 	

- To provide general finance support by processing orders and invoices.
- Assist in other finance processes as directed by the Finance and Operations Manager, e.g. banking.
- Work collaboratively with attendance lead, and safeguarding team to analyse data and identify any factors impacting learner attendance

Systems and Equipment

- To ensure office equipment is used proficiently, considering health and safety requirements and copyright legislation.
- To ensure that effective and appropriate systems are developed, implemented, maintained and monitored when supporting the Trust's practices and procedures.
- To be responsible for the effective stock management including assisting other employees in the use of these systems.
- To effectively navigate and use a wide variety of systems independently with little supervision.
- To accurately record financial information on Planergy purchasing software

Management Information

- To provide accurate statistical and management information and reports in an appropriate and accessible format
- To ensure that issues relevant to the Business Support Team/Head Teacher are researched and information communicated to the Business Support Team/Head Teacher.
- To be responsible for all tasks in relation to ordering and control of stationery and stock

General

- Act with integrity, honesty and professional competence and understand the importance of confidentiality.
- Have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
- Carry out your duties with due regard to current and future Trust and academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.

- A good knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.

Batley Multi Academy Trust - Person Specification

Post: Business Support Officer	Grade: 6
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable
A minimum of 5 GCSEs Grade 4 – 9 (A* –C) or equivalent including English and Maths	Essential
NVQ Level 2, or equivalent qualification or able to demonstrate equivalent skills.	Desirable
Experience of word processing or administrative work, including front office reception duties.	Desirable
Experience of working with computer packages e.g. Microsoft Word, Excel, and Email.	Essential
Proven experience of raising purchase orders and the processing of invoices	Desirable
Proven experience of administrative, financial and business support duties	Essential
Experience of reception duties, or other customer focussed role	Desirable

Aptitudes, skills and competencies	Essential/ Desirable
Good literacy and numeracy skills to be able to produce documentation such as letters and emails.	Essential
Effectively communicates and exchanges orally or in writing varied information to inform internal and external stakeholders.	Essential
Works cooperatively as part of a team and makes an active contribution taking responsibility for activities as directed.	Essential
Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the job	Essential

Excellent literacy skills in order to produce accurate and high quality word processing, and taking notes at meetings	Essential
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the school/ Trust.	Essential
Consistently performs to the best of their ability as directed and in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Essential
Responds appropriately to difficult or unexpected situations in the workplace and interprets information to resolve problems	Desirable
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Essential
Recognises the importance of continued professional development and identifies training needs.	Desirable
Works with integrity and professionalism/ Represents the school/ Trust with integrity and professionalism.	Essential
Flexible approach and adapts to change in a positive manner and encourages others to adapt to change.	Essential
Resilient and able to work under pressure.	Essential

Any additional factors	Essential/ Desirable
The post holder may be required to work outside of normal school hours on occasion with due notice.	Essential
Commitment to ongoing personal training and development	Essential
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Desirable