

Milton Keynes City Council – Role Profile

Role Title: **School Business Support L1**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0804**

Grade: **C**

Purpose of job

To provide general 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:

1	General administrative support to include photocopying, filing, faxing, emailing, reprographics work and word processing. This could be directly supporting the Head Teacher.
2	Data input onto manual and computerised records/management information systems.
3	Reception duties, acting as first point of contact in response to telephone and face-to-face enquiries, signing in visitors etc.
4	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.
5	Assist with the arrangements for extracurricular school activities such as school photographs, school trips etc.
6	Liaise with parents / carers / staff etc. as directed regarding issues relating to pupils, including determining the cause of absences.
7	To assist in the compilation, maintenance and analysis of registers.
8	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

- May handle small amounts of cash (e.g., dinner money, school visits etc.) in line with School's Finance Policy
- 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

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

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.