



Conisborough College

The best in everyone™

Part of United Learning

Candidate Application Pack

Business Support Officer

START DATE: 01 September 2026



KINDNESS ■ DETERMINATION ■ EXCELLENCE ■ RESPONSIBILITY



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Kindness • Determination • Excellence • Responsibility

Dear Candidate,

Thank you for your interest in Conisborough College, it is an extremely exciting time to be joining us as a colleague. Conisborough College is an ambitious, thriving community school in the heart of Southeast London.

Our values, as a United Learning College, are of **kindness, determination, excellence and responsibility** and they sit at the heart of everything we do. We aim to ignite these values in every student through teaching that empowers and inspires; a calm and disruption-free learning environment; and a strong character education programme.

As an inner-London community school, our pupils reflect the diversity of the local area with nearly twice the national average proportion of those who qualify for Pupil Premium. Therefore, all staff at the College are driven by a strong mission to provide educational excellence to every single student.

We pride ourselves on ensuring that every member of staff is supported to also be the very best that they can be in whichever role they have in our College. We have a number of core benefits which include competitive rates of pay when compared to the maintained sector; access to a contributory pension scheme relevant to your role; access to a Health Cash Plan; a designated personal day each year for you to use as you wish; Westfields Rewards scheme; enhanced parental leave policies; and tailored Continuous Professional Development (CPD) for every role.

I look forward to meeting you in person.

Lucy Oragano

Principal

Principal: Ms Lucy Oragano

Conisborough College is part of United Learning. United Learning comprises: United Learning Ltd (Registered in England No: 00018582. Charity No. 313999) UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee.
Registered address: United Learning, Worldwide House, Thorpe Wood, Peterborough, PE3 6SB.

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SE6 2SE

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w: www.conisboroughcollege.co.uk



Working at Conisborough College

We are proud to be part of United Learning Trust, our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing, it's our core ethos which we call 'the best in everyone'.

Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

Committed to having a diverse and representative team

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

Flexible Working

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at <https://www.conisboroughcollege.co.uk/work-with-us>

Important information

United Learning is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check. We also kindly request permission to seek references ahead of the interview process.

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Job Description: Business Support Officer

Post: Business Support Officer

Responsible to: Cluster Business Manager

Working Pattern: 39 weeks (term-time only + 2 weeks), 37.5 hours per week

Pay Scale: United Learning support staff pay scale Actual £34,508.48 - £49,620.12 (F.T.E £38,042 to £54,701)

Role Summary

Under the guidance of the Cluster Business Manager, the Business Support Officer plays a key role in providing high-quality administrative and operational support across the school, which is part of a Cluster. The role is diverse, and will also support the schools' PFI administration, monitoring, reporting and compliance-focused tasks.

Key Responsibilities of the Post (not exhaustive):

- To be an effective and efficient support to the office, reception and cluster business manager, demonstrating a professional and customer-oriented approach at all times
- Liaise with staff across the school and cluster
- Maintain a high standard of external and internal communication, and take minutes as required
- Provide administrative and operational support in monitoring the school's PFI log, ensuring issues are accurately recorded, tracked, and resolved in a timely manner and adhere' s to statutory compliance
- Support the monitoring of service delivery against contractual performance standards
- Co-ordinate the production and circulation of key documents and other information as required
- Support the Business Manager in ensuring the school's compliance with GDPR and health & safety requirements by maintaining good practices and providing effective administrative support
- Work closely with the senior leaders and Cluster team, undertaking delegated responsibilities and tasks as requested
- Manage manual and computerised record/information systems, ensuring the systems and procedures are fit for purpose
- Analyse and evaluate data/information and produce reports/information/data as requested by senior staff
- Provide administrative and organisational support to other bodies and other ad-hoc projects or management teams
- Identify ways to achieve efficient work practices, ensuring decisions are made in line with best practice and value for money
- Support the cluster team with administrative tasks such as facilities, HR and finance administration support.
- To support the cluster academies by training for and carrying out first aid duties as needed
- To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided)

Other

- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding.

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- Ensure that output and quality of work are of a high standard and comply with current legislation/standards.

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This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct.

Notes:

The job description may be amended at any time through discussion between the post-holder and the Cluster Business Manager and /or Principal, and will in any case be reviewed annually as part of the Performance Management Process.

The successful candidate should carry out professional duties in accordance with and subject to conditions of employment as set out in their contract.

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Person Specification- Business Support Officer		
	Essential	Desirable
Education and Qualifications		
GCSE grade C or above, or equivalent qualification in English and Maths	x	
Educated to degree level or equivalent, and hold a professional management qualification		x
Experience in business and people management		x
Experience in working within an administrative role within a school.		x
Experience in health and safety administration/coordination		x
Knowledge and Skills		
Excellent IT skills and willingness to learn new skills	x	
Proficient in Microsoft Office and the use of Excel	x	
Ability to be proactive, work under pressure, and meet strict deadlines	x	
Ability to work effectively as part of a team.	x	
Ability to liaise positively with staff and students and be customer-focused with a professional and friendly manner	x	
Able to make connections between their work and the benefits to students	x	
Trained or willing to be trained in First Aid	x	
Personal Attributes		
Excellent written and verbal communication skills	x	
Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests	x	
Good interpersonal skills and ability to work with staff and stakeholders at all levels	x	
Organised with good attention to detail	x	
Ability to work tactfully and to handle confidential matters appropriately and sensitively	x	

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Find out more

If you have questions to ask or just want to visit the school, please get in touch!

For more detailed information about the curriculum at Conisborough College

And to keep up to date with activities at the school, visit our website.



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