

Batley Multi Academy Trust - Job Description

Trust/School Post:	Hyrstmount Junior School
Department:	Office
Post:	Business Support Assistant
Grade:	4
Accountable to:	Senior Business Support Officer/Headteacher
Responsible for:	N/A
Purpose of Job	
<p>The Business Support Assistant works as part of a team within the school to support the delivery of an efficient administrative function in line with school's policies and procedures, carrying out a range of sensitive/confidential administrative and technical duties. Good IT and interpersonal skills are important in this role. You will build and maintain effective working relationships and provide a high level of customer service to a wide range of people, including staff, parents and students, present information, set up meetings and appointments and carry out administrative tasks accurately and efficiently.</p>	
Responsibilities	
<p>General school support and administration:</p> <ul style="list-style-type: none"> • Assist in the provision of an effective, flexible and responsive administrative/business support service which is provided to the Headteacher/Leadership Team. This may involve assisting with the reprographic requirements within the school and associated duties. • Assist in responding and resolving routine telephone and visitor enquiries appropriately – this may involve signposting to other staff. • Provide a friendly and professional reception service to all visitors and callers. • Ensure that all contractors and visitors to site meet school safeguarding and access requirements. • Ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately and accurate and timely documents are produced as required by the Headteacher/Leadership Team • Undertake basic First Aid training, assist with the safety and wellbeing of pupils/students who are ill in school, and ensure information is recorded appropriately in line with established procedures. • Ordering and organisation of first aid supplies and stock. 	

Systems and Equipment

- Ensure all office equipment is used proficiently, taking into account health and safety requirements, copyright legislation, and effective stock management is maintained.
- Assist with developing and maintaining accessible filing systems to support the work of the Headteacher/Leadership Team

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 Assistant	Grade: 4
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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
Proven experience of administrative and business support duties	Essential
Experience of working with computer packages (e.g., Microsoft Word, Excel and Access, Publisher, PowerPoint)	Essential
Numeracy and literacy skills in order to produce Numeracy and literacy skills in order to produce routine documentation and basic calculations.	Essential
NVQ Level 2 qualification in Business Administration (or equivalent) or have previously gained an equivalent level of work experience	Essential
Certificate of competence in first aid at work (FAW), emergency first aid at work (EFAW) or equivalent level of training or qualification appropriate to the circumstances	Desirable
Understanding of the basic principles of customer care and providing an effective service.	Essential
Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload.	Essential
Ability to produce work to meet agreed targets, strict deadlines and to the required standards	Essential

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	Essential

directed.	
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

