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**JOB DESCRIPTION**

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| **Post Title:** | Business Support Assistant | | |
| **Salary:** | Grade 3 | **Hours:** | 36.40 per week term time only |

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| **Purpose of post** | To provide administrative support relating to SEN, Attendance and the National Support School and to play a key role within the Business Support Team in providing whole school general, administrative and organisational support commensurate with the post. | | | |
| **Key areas of responsibility** | * **Administrative support relating to specific areas**   + To provide dedicated administrative support for SEN, Attendance and the National Support School, specifically:-     - **SEN**       * Organisation of annual and termly review meetings for EHC plan students and SEN support plans       * Administration of exam access arrangements       * General admin duties relating to SEN     - **Attendance**       * To carry out the admin duties listed in the Attendance and Punctuality standard operating procedures       * Data entry associated with pupil attendance       * Organising attendance panels       * Administer attendance contracts       * Arrange for messages to be sent home     - **National Support School**       * Provide administrative support to the Community and Operations team in the organisation, administration and the facilitating of events associated with the National Support School activities       * Assist with keeping records, files and documents relating to the National Support School * **General administration**   + To undertake word processing, including letters, reports and schedules, and work which utilises ICT packages, such as databases, spreadsheets, formatting presentations or research on the internet.   + To assist in the arrangement and servicing of meetings or other school events, e.g. meetings with parents/carers or school trips. Examples of tasks include collation and distribution of paperwork, booking rooms or provision of refreshments.   + To undertake stock taking, cataloguing and maintenance of resources and equipment, including controlled stationery and issue resources as required.   + To take notes/minutes of meetings, collating and distributing associated information as required.   + To send correspondence to parents using communication software package   + To undertake financial tasks relating to the dedicated administration support and general administration duties, following the School’s financial procedures and in liaison with the School’s Finance Team.   + To provide and organise general clerical support, e.g. photocopying, filing, emailing, completing forms, dealing with mail and responding to routine and complex correspondence * **Reception & Customer Service**   + To undertake reception duties, answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required.   + Welcome visitors to the school, ensuring health, safety and safeguarding procedures are followed, such as the signing in/out of a register, issuing badges/passes or escorting visitors as required.   + To respond to queries from pupils, parent/carers, staff and external organisations, and for those that cannot be resolve immediately, take messages and forward onto the most appropriate person as required.   + Make arrangements for external visitors, for example, the school nurse, photographers, linked schools and parents/carers. * **Pupil Welfare**   + To undertake pupil welfare duties, looking after sick pupils and staff including the administering of basic first aid and liaising with parents/staff in accordance with School Procedures. | | | |
| **General Responsibilities** | * To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. * To uphold and promote the values and the ethos of the school. * To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection. * To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. * To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. * To attend and participate in relevant meetings as appropriate. * To undertake any other additional duties commensurate with the grade of the post. | | | |
| **Contacts** | Pupils, staff, parents, carers and guardians, and visitors to the school | | | |
| **Relationships to other posts within the department** | Line managed by: Office Manager/Business Manager  Supervision given to: | | | |
| **Special Conditions** | DBS Disclosure required - Enhanced | | | |
| **Job Description Review**  (This job description may be reviewed at any time, subject to the needs of the school, and amended in consultation with the post holder). |  | **Date** | **Name** | **Post Title** |
| **Prepared** | 9th Oct | Garrie Smith | Business Manager |
| **Reviewed** |  |  |  |
| **Reviewed** |  |  |  |