



**Position:- Business Support Administrator**

<b>Job Title:</b>	<b>Business Support Administrator</b>
<b>Hours:</b>	Full and part time term, time and non- term time positions.
<b>Contract Type:</b>	Permanent, including training days/meetings in the academic year.
<b>Salary:</b>	Up to £25,000 - depending on experience and qualifications.
<b>Responsible to:</b>	Nursery Manager/Primary School Nursery Manager/Deputy Head teacher/ Head teacher/Director
<b>Job Description:</b>	
<p>We are looking to appoint a Business Support Administrator Assistant to work within our busy office. The role involves general office duties required for the effective daily operations, providing an efficient and professional face-to-face service.</p> <p>You will be team-focused, organised, and efficient, with excellent IT skills and dedicated to provide an excellent customer service to all stakeholders both internally and externally. First aid trained, safeguarding knowledge and training is vital for this position.</p>	
<b>General Main Duties and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To assist with finance and general administration duties.</li> <li>• To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipient of any shortages, damages etc.</li> <li>• To assist with arrangements for educational visits and trips.</li> <li>• To assist with the timely distribution of school newsletters and social media as and when required.</li> <li>• To undertake reception duties; to be the first point of contact for parents and other visitors in a welcoming manner, ensuring signing in procedures are adhered to, including the signing in/out of the children and their families.</li> <li>• To operate the organisations telephone system, filtering calls and obtaining information for messages and delivering to the recipient as required.</li> <li>• To provide administration support to the other administrators, all staff and the Senior Leadership Team, including routine typing, preparation of letters, filing, photocopying and curriculum support.</li> <li>• To manage all incoming and outgoing post/documents and ensuring post is distributed to appropriate staff.</li> <li>• To assist with uniform orders.</li> <li>• To maintain all Reception area display boards.</li> <li>• To maintain all filing systems in a timely manner and ensure confidential documents are shredded and destroyed in accordance with procedures.</li> <li>• Maintain staff, children/young people’s confidentiality at all times in respect of their personal matters and to prevent disclosure of confidential and sensitive information.</li> <li>• Undertake any other duties of a similar level and responsibility as may be required.</li> <li>• To be responsible for all the safe storage and recording of the prescribed medication locked cupboard or fridge.</li> <li>• To undertake tasks of a similar nature and level, as directed by the Head Teacher/Office Manager.</li> <li>• To understand the roles of parents and carers for the child’s learning and demonstrate ability to liaise with parents and carers sensitively and effectively.</li> <li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li> <li>• To assist in the general efficient operation of the organisation, including providing cover for other</li> </ul>	

support staff where necessary and as directed by the Head Teacher/director.

- To attend staff meetings, participate in performance management arrangements and undertake training and development activities as and when required from the Head Teacher/director.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

### Business Support Administrator - Personal Specification

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Educated to A level standard</li> <li>• GCSEs in English and Math grades A*/9 – C/4 or equivalent</li> <li>• First Aid Paediatric trained</li> <li>• Safeguarding training and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or equivalent qualification</li> <li>• Evidence of in service professional development</li> <li>• Some experience of working within an educational organization</li> <li>• Finance knowledge and experience</li> </ul>
<b>Professional Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of management at a senior level.</li> <li>• Experience within the last 5 years of: Budget planning &amp; monitoring</li> <li>• Managing external contracts</li> <li>• Understanding of issues relating to facilities management and administration of a school or similar organisation</li> <li>• Ability to solve complex and varied problems, and assimilate a large volume of information</li> <li>• Good organisational skills</li> <li>• Ability to present information in a logical, clear and concise format</li> <li>• Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion</li> <li>• Knowledge and understanding of the potential of computer technology to enhance the curriculum Know the legal requirements, national policy and guidance on the safeguarding of children/young people and their families</li> <li>• Ability to prepare and plan effectively</li> <li>• Good organisational skills</li> <li>• Ability to prioritise and management time effectively</li> <li>• The ability to work as part of a team</li> <li>• The ability to use ICT effectively to engage with the children and their families</li> </ul>	

	<ul style="list-style-type: none"> <li>• An understanding of how to use assessment to inform planning for good/outstanding teaching and learning</li> <li>• Demonstrate consistent and effective planning and teaching to meet differing learning needs of the individual child</li> <li>• Evidence of good management skills</li> <li>• Create a happy, stimulating, challenging and effective learning environment</li> <li>• Involvement and commitment to all aspects of the organisations life</li> <li>• Commitment to personal welfare and safeguarding of children</li> </ul>	
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<b>Motivation:</b>	<ul style="list-style-type: none"> <li>• Brings personal interests and enthusiasm to the educational community</li> </ul>	
<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed</li> <li>• Able to motivate self and others</li> <li>• Calm under pressure</li> <li>• Well-organised</li> <li>• Work in a team</li> <li>• A willingness to learn and develop new skills</li> <li>• Professional at all times</li> <li>• Excellent written and oral communication skills</li> <li>• Enthusiastic and positive, approachable, accessible and flexible</li> <li>• Ability to plan time and organise work effectively</li> <li>• Ability to work with as part of a team towards a common purpose</li> <li>• Knowledge and commitment to equal opportunities issues</li> <li>• An excellent attendance and punctuality record</li> </ul>	

**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

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