

Business Support Officer – Grade 6

Job Category

The Learning Service provides strategic leadership for the education system, ensuring sufficient and diverse provision across the full age range and fair access to it. It challenges and supports schools and early years settings and is at the forefront of forging a new relationship with schools as school autonomy increases. It provides for the development of the wider role of education within communities and families, maintaining strong links with providers of early years, post 16, adult and community education whether in the maintained, voluntary or independent services.

The Business Support Team provide administrative support to all different departments within the service.

The team work generically and are based in Huddersfield surrounding areas, currently working from home due to Covid. The tasks are varied and require an element of flexibility. These include supporting senior managers, facilitation of meetings, room bookings, procurement (SAP) and supporting events.

The majority of the work is facilitated through shared mailboxes, enabling tasks to be carried out in different locations. There will be an expectation that occasionally you will work from different buildings to support the service. Customer focus, organisation, proactive working, and team support are key elements to the role

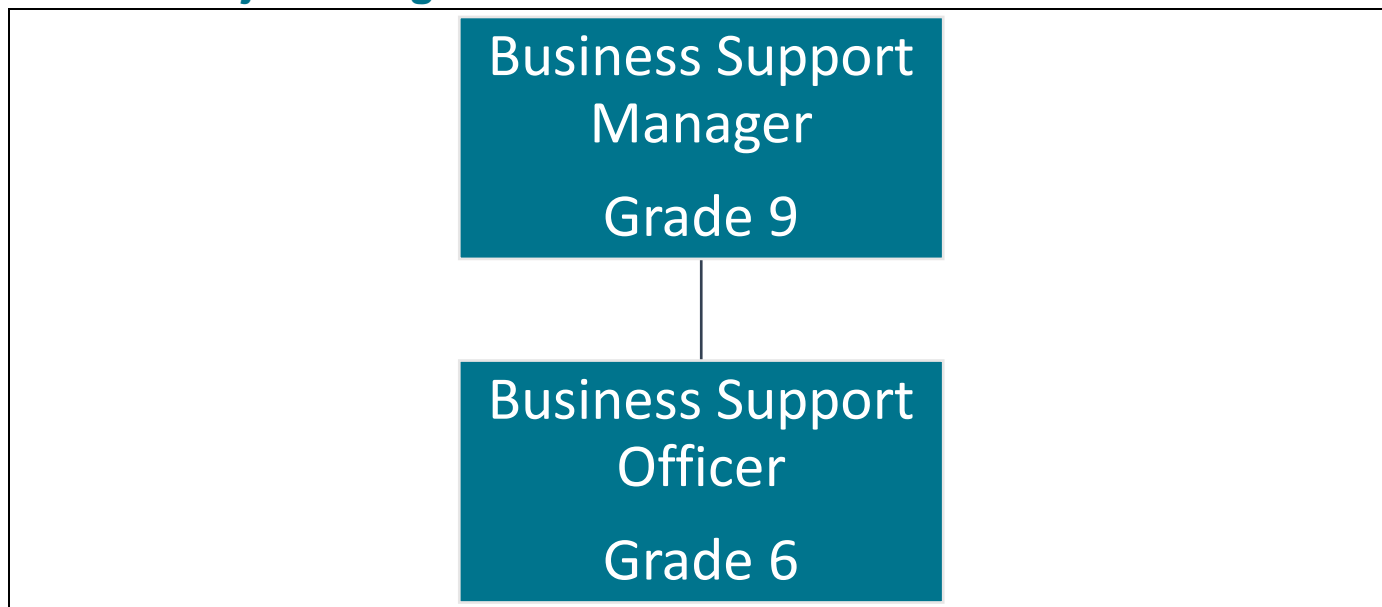
Role Description

- Based in Huddersfield and surrounding areas, currently working from home due to Covid.
- Specialist and technical administrative support
- Data processing (input and retrieval), including service-based IT systems
- Responding to complex enquires
- Information and record management as directed
- Provide project support, research, and collate information as directed
- Complex and specialist word processing
- Produce routine statistical information and management information
- General administrative duties

Contacts:

- Predominantly by telephone and email
- Parents/carers
- Headteachers and school staff
- Learning Service staff
- Council staff and managers
- Members of the public

Position of job in organisational structure



For Office Use Only:

Job Category	Business Support	Grading ID	
Job ID		Last Updated	
Job Focus	Yes	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No