

# Business Support Officer – Grade 6

## Job Category

The services provided within Children and Families are, Child Protection and Family Support, and Learning and Early Support and Resources, Improvement and Partnerships.

The Learning and Early Support 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.

## Role Description

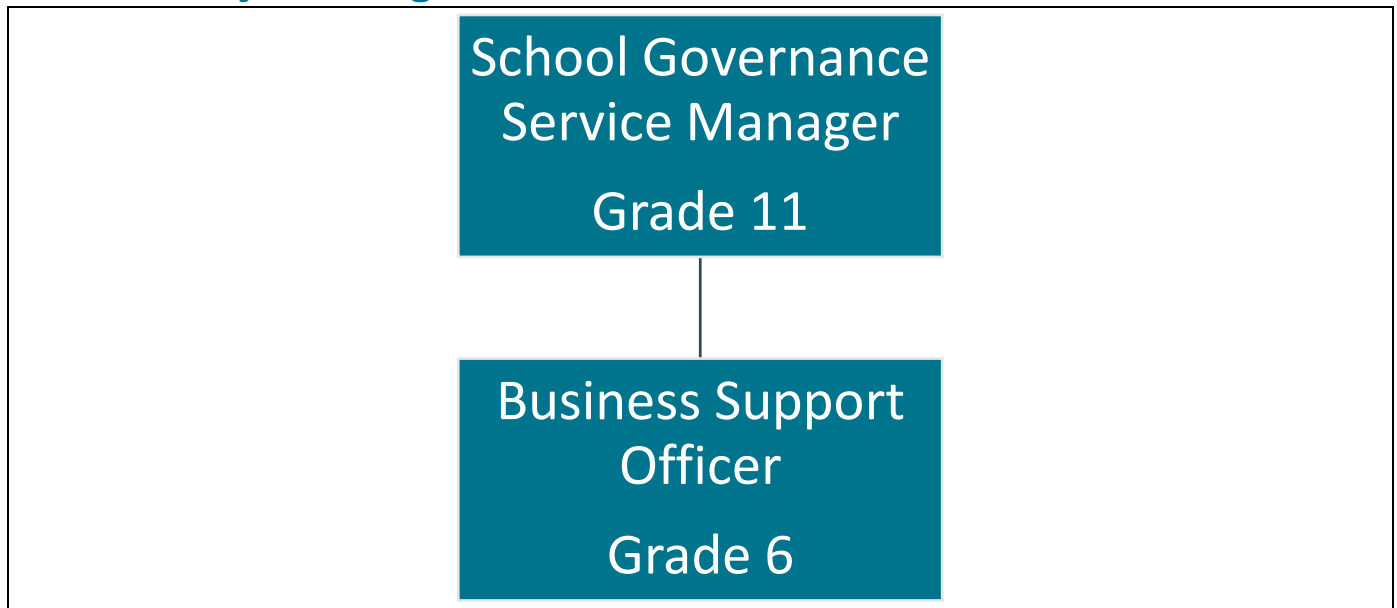
The School Governor Service has a central role in providing specialist procedural, administrative and organisational support to governing bodies, 2800 individual governors and 86 clerks. It provides advice and support to ensure statutory requirements are met. The service is well established and operates to a traded service to schools. The job is based on a single site and responsible to Head of Transformation and Quality Improvement

- Specialist and technical administrative support
- Complex and specialist word processing
- Arrange meetings, take minutes, and produce appropriate documentation
- Provide project support, research, and collate information as directed
- Responding to complex enquiries
- Facilitating and supporting meetings and events
- Information and record management as directed
- Produce routine statistical information and management information
- Data processing (input and retrieval), including service-based IT systems
- General administrative duties
- Processing and accounting for cash, cheques, direct debits, invoices etc

## Contacts:

- Predominantly by telephone and email (includes some face to face engagement)
- Governing Bodies/Chairs
- Learning Service staff
- Headteachers and school 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	61910
Job ID	80100188	Last Updated	June 2020
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