

# KIRKLEES COUNCIL

# J O B D E S C R I P T I O N

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**SECTION: ALL SCHOOL MODEL – BUSINESS SUPPORT**

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**JOB TITLE: SENIOR BUSINESS SUPPORT PA/COMMUNICATIONS**

**GRADE: 6, (SCP 18-21)**

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## **1 PURPOSE OF THE JOB**

Schools/Colleges are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school/college is a diverse employer that encourages the development of its staff who in turn deliver quality services to the pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This job is part of the generic Business Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be part of a team within the school. At this level you will already hold RSA II, a level 2 NVQ qualification in Business Administration (or equivalent) or have previously gained an equivalent level of work experience. You will need to work towards RSA III, NVQ level 3 in Business Administration (or equivalent), ECDL. As well as a thorough induction into the school and the role you will receive regular support to help you to develop within both your current role and future career.

There are a variety of administrative and business support duties that may form part of your job it will be expected that you deal with information which may be sensitive or confidential. At this level you may also provide advice and guidance to other officers within the Business Support team.

You will be expected to carry out your duties in line with the School's/Local Authority's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and development and through School communications.

The Senior Business Support Officer role is generic across School's, however if there are any aspects of the role that are specific to the school these will be included in the attached context sheet/s.

## **1. Key Areas**

# KIRKLEES COUNCIL

- To provide an effective, flexible and responsive administrative/business support service to the Headteacher/Leadership Team.
- To write and distribute press releases, news articles and other material to enhance the positive image of the school to the media.
- To write and edit content for the school website and other electronic media (e.g. Twitter, Facebook, texts) and other publications in a user friendly format.
- To produce publications for staff and distribute accordingly. To produce information for parents, staff and governors.
- To ensure documents are produced and formatted to school standards and within deadlines. To produce and publicise information for school events, ensuring that the necessary information is appropriately distributed.
- To provide assistance to other staff within the Business Support Team/School.

## 2. **Systems Management**

- To ensure that up to date information regarding students and staff is displayed around the school.
- To ensure that effective and appropriate systems are developed, implemented, maintained and monitored when supporting the schools practices and procedures.

## 3. **Management Information**

- To provide accurate statistical and management information in an appropriate and accessible format.
- To ensure that issues relevant to the Business Support Team/Headteacher are researched, and information communicated to the Business Support Team/Headteacher.

## 4. **General**

**The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level**

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# KIRKLEES COUNCIL

of the role.

As part of your wider duties and responsibilities you are required to promote and actively support the Schools and Local Authority's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

Carry out your duties with due regard to current and future School/Local Authorities policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School's communications.

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**RESPONSIBLE TO:** School to indicate

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**RESPONSIBLE FOR:** None

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<b>JD Reference No</b>	<b>SS/BS06</b>
<b>JD Prepared / Amended</b>	<b>OCT 2009</b>
<b>Refers to Estab(s)</b>	

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# EMPLOYEE SPECIFICATION

**DIRECTORATE:** All Schools Model

**JOB TITLE:** SENIOR BUSINESS SUPPORT PA/COMMUNICATIONS

**GRADE:** 6

	ATTRIBUTES	RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	<b>RELEVANT EXPERIENCE</b>	1.1 Level 3 or equivalent in information technology.  1.2 Experience of working with MS office software and social media accounts (Facebook, Twitter).  1.3 Relevant training in web development skills.	Application Form / Selection Process	A  A  A
2.	<b>EDUCATION AND TRAINING ATTAINMENTS</b>	2.1 Excellent literacy skills in order to produce accurate information for stakeholders.  2.2 Proven experience in website content provisions and proficient with ICT software.  2.3 Ability to demonstrate experience in co coordinating the delivery of successful marketing projects.	Application Form / Selection Process	A  A  A
3.	<b>GENERAL AND SPECIAL KNOWLEDGE</b>	3.1 Knowledge of computer packages and how these are used to design and produce documents in a business environment.  3.2 Information management systems and practical knowledge of content management.  3.3 A proven track record in successful Marketing.  3.4 Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post	Application Form/ Selection Process	A  A  A  A
4.	<b>SKILLS AND ABILITIES</b>	4.1 Excellent interpersonal and communication skills both written and verbal..	Application Form/	A

		4.2	Ability to multi task and meet deadlines in a busy working environment.	Selection Process	A
		4.3	Ability to produce concise informative and appropriate written documentation.		A
		4.4	Ability to produce work to meet agreed targets, strict deadlines and to required standards.	Application Form/ Selection Process	A
		4.5	Excellent negotiating skills and experience of project planning.		A
		4.6	Self-motivation and an ability to work under your own initiative.		A
		4.7	Ability to communicate with people on all levels.		A
5.	<b>ANY ADDITIONAL FACTORS</b>	5.1	Commitment to undertake continued training and development.	Selection Process	A
		5.2	To be supportive of the Christian ethos of the school.	Selection Process	A
		5.3	Willingness to undertake an enhanced Disclosure and Barring Service check. <b>Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</b>	Application Form/ Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

<b>ES Prepared/Amended</b>	SEP 2020
<b>Refers to Estab(s)</b>	Schools
<b>REF</b>	BS06