



SENIOR BUSINESS SUPPORT OFFICER RECRUITMENT

CANDIDATE INFORMATION PACK

Closing Date: 1st December 2022
at 12 noon

Interview Date: w/c 5th December
2022

OUR VISION AND VALUES

VISION STATEMENT

This is the culmination of our visioning process combining the thoughts and ideas generated by everyone involved:

Working together:-

- ▶ We will provide an environment in which children feel happy, safe and cared for.
- ▶ We will nurture curiosity, creativity and confidence.
- ▶ We will encourage our children to turn their aspirations into reality.
- ▶ We will prepare children for challenges, opportunities and responsibility.
- ▶ We will celebrate the individuality and achievements of every child.

NURTURE ~ ASPIRE ~ ACHIEVE



INFORMATION ABOUT OUR SCHOOL

KEY FACTS AND STATISTICS

Type of School	Trust School
Denomination	None
Age Range	3-11
Number of children	432
% with SEN	14%
% with EAL	2%
% of FSM	21%

ABOUT OUR SCHOOL

Our school is a larger than average primary school nestled in the Pennine hills of the Colne Valley, close to Huddersfield. It is a vibrant, happy place offering an exciting education for our children in a secure, caring and stimulating environment.

Through the hard work, dedication and commitment of our staff, governors and community we aim to provide an education that excites, nurtures and challenges each child, enabling all children to flourish and achieve their best. We have a very strong commitment to inclusion with provision of opportunities for every child to be able to achieve their potential both academically, socially and in other areas in readiness for the next phase of their learning journey.

We encourage children to be lifelong learners; independent, inquiring, resilient, adaptable and able to make the most of every opportunity they are given. Our commitment to raising standards is delivered through our broad and rich curriculum.

We see parents as partners and hope that you will become fully involved in your child's learning journey. We look forward to working in partnership with you to ensure the very best possible education for the children in our care.

ENVIRONMENT

Our school was originally built in the 1960's and has had several additions to it over the years. The school building is currently undergoing a scheme of refurbishment. In summer 2021 we completed the refurbishment of our Key Stage 1 classrooms including building porches to create cloakrooms for our four KS1 classes. Our Nursery pupils are housed in a separate building within the school grounds.

We are very fortunate that our school buildings are set within extensive grounds which include hard surface playgrounds, a MUGA and a large playing field. We have invested in colourful markings on our Key Stage 1 playground as well as various pieces of playground equipment including climbing walls, gym equipment, a stage and a piece of brightly coloured modular climbing equipment.

The pupils in Early Years enjoy playing and learning in their own large, well-resourced and stimulating outdoor environment. In addition to this, we have a forest school area and access to a pond which we share with St John's C E Primary School.

We have been upgrading our IT offer within school, installing a Smart TV in every classroom and more recently giving each class an ipad to expand on teaching opportunities. We encourage children to ensure that all resources are well cared for.

ENRICHMENT

We pride ourselves in offering a wide range of after school clubs and activities led by staff within school and external agencies. We provide a variety of sports clubs, a cooking club, choir and music ensembles, coding club and a toy library for our younger pupils.

Our School Council and ECO committee meet regularly and make a valued contribution to school. Visitors are invited in to classrooms to enhance lessons as appropriate and pupils regularly take part in educational visits linked to the curriculum content that they are studying.

Staff enjoy planning whole school enrichment days to celebrate events such as World Book Day. We also employ a specialist music teacher who delivers music lessons to children across school and encourages pupils in developing self-confidence and performance skills through their participation in performances across school including during our golden table lunchtime celebration.



COMMUNITY LINKS

We encourage positive relationship with parents and we look to work in partnership with parents to achieve the best outcomes for children. We have a PTFA group made up on a group of parents and staff who meet on a regular basis to organise fundraising events. The money raised is held by the PTFA and supports extra curricular trips as well as capital purchases.

We are part of the Aspire Learning Trust, this provides opportunities for staff to establish links with other schools within the trust to share good practice, network and support their own continuous professional development. The link also gives pupils opportunities to take part in events with the other schools, such as our annual aspirations day which is run alongside our trust schools to great success.

SAFEGUARDING AND INCLUSION

We are an inclusive school and ensure all children are valued as members of our school community and are able to express their individuality. Our teachers are skilled in ensuring that lessons are well differentiated and support staff are deployed to support the learning of individual pupils and small groups as appropriate. Our SENDCO is quick to identify to specific needs and liaises with external agencies to address any concerns. We currently have three trained Designated Safeguarding Leads within school who respond quickly to any concerns raised by staff, children, external professionals or other members of the community.

Keeping children safe is of the utmost importance to everyone at Golcar JIN School. The wellbeing of our staff and pupils is also of great importance to us. We have been lucky enough to be a part of a Kirklees Mental Health trailblazer which has allowed us to train staff and equip them with the skills needed to tackle difficult topics with children and also take measures to look after their own mental health and wellbeing.

SECTION: ALL SCHOOL MODEL – BUSINESS SUPPORT

JOB TITLE: SENIOR BUSINESS SUPPORT OFFICER 6

GRADE: 6, (SCP 18-21)

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/college. 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, financial 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.

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

KIRKLEES COUNCIL

1. Key Areas

- To provide an effective, flexible and responsive administrative/business support service to the Headteacher/Leadership Team.
- To ensure telephone/visitor enquiries are responded to sensitively and resolved appropriately and difficult customers who may be aggressive or upset dealt with effectively.
- To provide a friendly, professional and customer focused reception service to all visitors and callers, including providing detailed advice and taking action where appropriate.
- To ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately and accurately.
- To ensure documents are produced and formatted to school standards and within deadlines.
- To provide assistance to other staff within the Business Support Team/School.

2. Systems Management

- To ensure office equipment is used proficiently, taking into account health and safety requirements and copyright legislation.
- To ensure that effective and appropriate systems are developed, implemented, maintained and monitored when supporting the schools practices and procedures.
- To be responsible for the effective stock management including assisting other employees in the use of these systems.

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.
- To be responsible for all tasks in relation to the ordering and control of stationary and stock.

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

KIRKLEES COUNCIL

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 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.

RESPONSIBLE TO: School to indicate

RESPONSIBLE FOR: None

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

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EMPLOYEE SPECIFICATION

DIRECTORATE: All Schools Model

JOB TITLE: Senior Business Support Officer (6)

GRADE: 6

ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1 Proven experience of word processing or administrative work, <i>including reception duties and including reprographics duties</i>	Application Form / Selection Process	A
		1.2 Experience of working with <i>computer packages e.g. Microsoft Word, Excel and Access.</i>		A
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1 Numeracy and literacy skills in order to produce complex and specialist documentation and statistical information including, the collation and accounting for cash.	Application Form / Selection Process	A
		2.2 Business & Administration NVQ 3, or equivalent qualification or able to demonstrate equivalent skills		A
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1 Knowledge of computer packages and how these are used to design and produce documents in a business environment.	Application Form/ Selection Process	A
		3.2 Understanding of the basic principles of customer care and providing an effective service.		A
		3.3 Understanding of Integris , Parentpay , School Ping		B
		3.4 Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post		A
4.	SKILLS AND ABILITIES	4.1 Literacy skills to produce specialist word processing and administrative support, including management reports, plan & organise meetings and use of electronic messaging systems.	Application Form/ Selection Process	A

		4.2	Numeracy skills to produce statistical information, the collation and accounting for cash including the maintenance of stock and ordering of products and services.		B
		4.3	Ability to provide assistance and support to others on processes and systems.	Application Form/ Selection Process	A
		4.4	Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload.		A
		4.5	Ability to produce work to meet agreed targets, strict deadlines and to required standards.		A
		4.6	Able to provide excellent customer service and deal with difficult enquiries appropriately.		A
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to undertake continued training and development	Selection Process	A
		5.2	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	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.

ES Prepared/Amended	JAN 2015
Refers to Estab(s)	Schools
REF	BS06

