



## **Job details**

**Job title:** Business Support Officer

**Salary:** Scale 6 - Points 18-20 (£36,345-£37,437)

**Hours:** 35

**Contract type:** Full Time All Year Round

**Reporting to:** School Business Manager

**Responsible for:** Admin Team in the absence of the SBM

## **Main purpose**

The Business Support Officer is responsible for overseeing the daily function of the facilities of the school including the management of contractors. They will also support the SBM in all administrative, financial and organisational processes relating to HR & Payroll, maintaining confidentiality at all times. They will assist with all the planning and development of support services and support the SBM in the delivery of Central Services.

## **Duties and responsibilities**

### **Organisation**

- Supervise the day-to-day work of Premises team and contractors.
- Contribute towards the planning, development and organisation of the facilities and resources systems, procedures and policies
- Manage, supervise, train and develop premises and other staff as appropriate
- To ensure that staff and external providers have completed all necessary risk assessments and ensure these are updated annually, maintaining the Risk Assessment Register.

### **Facilities**

- Ensure all contractors have been issued with the necessary permits
- Ensure that the management of contractors processes have been applied
- Ensure that contractors working during term time are suitably supervised
- Monitor the PPM Schedule and prompt contractors a month in advance regarding visits, obtain certification and check invoices on completion.
- Maintain all records relating to Facilities and Health & Safety
- Maintain records of PPM monthly checks carried out in house by premises team
- Order, monitor and manage cleaning & facilities stock, ensuring best value following the school's purchasing processes
  - Order, monitor and manage staff catering supplies, ensuring meetings and events are catered for appropriately
  - Carry out monthly H&S Inspections with the SBM and affect any resulting actions.
- Ensure all signage is relevant and up to date.

## **Human Resources & Payroll Administration**

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Analyse data and produce reports using various systems.
- Provide personal, administrative and organisational support to the SBM
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Book training courses for all staff, monitor completions and upload to MIS
- Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

## **Resources**

- Assist in the process of budget setting and obtaining quotations for services where necessary.
- Create all Facilities & H&S related orders on the finance system and check all invoices prior to authorization by SBM
- Assist in preparation for contractor review meetings.
- Check utility invoices against readings and prepare for authorization by SBM.
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Assist with marketing and promoting the school
- Assist with the planning, monitoring and evaluation of the budget
- Procure materials up to an agreed spend level
- Manage service contracts
- Arrange premises repairs under the direction of the school business manager
- Administer and maintain records of school licences and insurances
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

## **Responsibilities**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school/working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professional
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

- Develop a Premises team that delivers and meets the needs of the school
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building
- Manage premises staff performance and appraisal
- Ensure that all members of the team present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

### Person specification

CRITERIA	QUALITIES
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ CSBM or equivalent Diploma in School Business Management or equivalent qualification in a relevant discipline (or working towards)</li> <li>➤ GCSEs in English and Maths, health and safety qualifications, first aid qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Working in an office or compliance environment at a supervisory level</li> <li>➤ Organising and motivating other staff</li> <li>➤ Developing, managing and operating facilities and administrative systems</li> <li>➤ Managing Contractors</li> <li>➤ Monitoring devolved budgets</li> <li>➤ Analysing and evaluating data</li> <li>➤ Experience of working in HR</li> <li>➤ Experience of working in facilities or contract management</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good knowledge of financial regulations</li> <li>➤ Good knowledge of Health &amp; Safety Regulations</li> <li>➤ Good knowledge of data protection</li> <li>➤ Excellent attention to detail</li> <li>➤ Excellent literacy/numeracy skills</li> <li>➤ Competent use of IT packages including word processing, computerised accounting systems and school MIS systems</li> <li>➤ Ability to use relevant office equipment effectively</li> <li>➤ Ability to plan, organise and prioritise</li> </ul>

CRITERIA	QUALITIES
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Commitment to safeguarding</li> <li>➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>➤ Ability to work under pressure and prioritise effectively</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding and equality</li> <li>➤ Embraces change well</li> <li>➤ Deals with difficult situations effectively</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Last review date: 1/11/24

Next review date:

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_