

KIRKLEES COUNCIL

SERVICE AREA: CHILDREN & YOUNG PEOPLE SERVICE

SECTION: KIRKLEES SUPPLY SERVICE – BUSINESS SUPPORT

POST TITLE: BUSINESS SUPPORT ASSISTANT 4 (SUPPLY)

GRADE: 4, (SCP 12-14)

1 PURPOSE OF POST

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 post 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. In this entry level post you will have a thorough induction to familiarise yourself with the school as well as your specific role. You will then receive regular supervision to support your development in both your current role and your future career. You will be expected to work towards RSA II, a level 2 NVQ qualification (or equivalent) or gain an equivalent level of work related experience.

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.

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 Business Support Assistant 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.

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1. Key Areas

- To assist in the provision of an effective, flexible and responsive administrative/business support service which is provided to the Headteacher/Leadership Team. This may involve assisting with the reprographic requirements within the school and associated duties.
- To assist in responding and resolving routine telephone and visitor enquiries appropriately – this may involve signposting to other staff.
- To provide a friendly and professional reception service to all visitors and callers.
- To ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately. Accurate and timely documents are produced as required by the Headteacher/Leadership Team.

2. Systems & Equipment

- To ensure all office equipment is used proficiently, taking into account any health and safety requirements, copyright legislation, and effective stock management are maintained.
- To assist with developing and maintaining accessible filing systems to support the work of the Headteacher/Leadership Team.

3. 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 refer to the Employment page, working for the Council on the Kirklees website under the following link:

<http://www.kirklees.gov.uk/employment/safeguarding.shtml>

Carry out your duties with due regard to current and future School's/Local Authority's 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: KSS / School to indicate

RESPONSIBLE FOR: (None)

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| JD Reference No | SS/BS04 |
| JD Prepared / Amended | OCT 2009 |
| Refers to Estab(s) | |

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