



JOB DESCRIPTION

Job Title: Business Support Staff

Grade: Grade C : PT 3 – 4

Job Location: Hope Wood Academy

Responsible to: Head of Academy

Principal Responsibilities

- To provide business support services to the Hope Wood Academy, under the direction of the Head of Academy HoA and Academy Office Lead (AOL).

Main Duties

1. Undertaking routine financial tasks, including processing of orders/ invoices/ petty cash as required, using the Trust's computerised finance system
2. Dealing with information and returns in relation to students and staff, including via the SIMS system
3. Preparation of documents using a variety of computer software packages
4. Undertaking telephone and reception duties as required, forwarding messages in a timely manner
5. Updating academy websites where necessary
6. Sorting incoming and outgoing mail, including emails
7. Contacting parents via a number of communication methods including a texting service
8. Providing information to the HoA/AOL/ senior staff as required
9. Preparation of reports and returns for external agencies
10. Assisting in the maintenance of student records
11. Providing administrative support to senior staff, including monthly returns
12. Undertaking general administrative duties specific to role
13. Being aware of the emergency evacuation procedure at each establishment and assisting with evacuation as necessary
14. Attending and participating in training and development courses as required

15. Displaying courteous and professional behaviour at all times
16. Being an effective role model for the standards of behaviour expected of students
17. Treating pupils consistently with respect and consideration
18. Working collaboratively with colleagues as part of a professional team
19. Working within Trust policies and procedures
20. Recognising equal opportunities issues as they arise in the academies and responding effectively, following Trust policies and procedures
21. Building and maintaining successful relationships with students, parents/carers and staff
22. Other duties as requested by the Head of Academy and Academy Office Lead commensurate with the grade

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Karen Raine

Date: November 2016