Milton Keynes Council – Role Profile

Role Title: **School Business Support L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0794**

Grade: **D**

Purpose of job

To deliver comprehensive business support services to the school under the direction of the Head Teacher or other designated person.

Key Objectives

The specific range of tasks and responsibilities will be dependent upon the size and operating procedures of the school and may include any combination of the following;

1	Provide administrative support to include photocopying, filing, faxing, emailing, reprographics work and word processing. Completion of standard forms and respond to routine correspondence
2	Undertake typing and word-processing and other IT based tasks using relevant equipment/ICT packages eg WORD, EXCEL, databases, spreadsheets etc)
3	Undertake general financial administration such as processing orders, collecting monies and undertake basic financial administration, such as for petty cash
4	Maintain manual and computerised records/management information systems
5	Produce information/data as required by senior staff or external agencies eg standard/statutory returns
6	Provide administrative support for meetings and take notes at meetings
7	To handle cash, in line with the school's finance policy, which may include collecting and recording money from pupils, parents/carers
8	Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Provide a general administrative/financial support function to the school including front line reception duties.
- The role will also involve the operation of relevant equipment including IT equipment and use of computer packages e.g. Microsoft Office.
- Some financial responsibility is attached to the role, e.g. processing orders, handling cash etc. in line with the School's Finance Policy
- Good understanding and ability to use relevant technology

Work Profile

- Provide general clerical support and produce lists, information and data as requested by senior staff or external agencies
- Deal with enquiries either by telephone or face to face
- First point of call for sick pupils
- Assist with arrangements for school visits and events
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge			Level			Assess by;
Attainable	*Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time*		*A*			*A* Application *I* Interview *T* Testing *R* Reference
Desirable	*Applications will be preferred from candidates with the denoted qualifications or experience*			*D*		
Essential	*Applicants without the denoted qualifications or experience will not be considered for this role*				*E*	
Qualifications	Admin related qualification to NVQ2 level or equivalent experience	X				A
Skills / Experience	General administrative experience		X			A
	Proficiency in standard IT packages, particularly word processing and spreadsheets		X			I

Competencies			Level			Assess by;
Awareness	*Demonstrable aptitude and ability to develop in the particular work area*		*A*			*A* Application *I* Interview *T* Testing *R* Reference
Significant	*Clear competence in the work element sufficient for all role requirements*			*S*		
Extensive	*Sufficient expertise in the work element to lead and mentor others, and influence policy and practice*				*E*	
Planning and organising work	Awareness of deadlines and other requirements in relation to specific work streams.		X			I,R
Planning capacity and resources	Understanding of team objectives and working co-operatively to achieve aims.		X			I
Influencing and interpersonal skills	Exchanging a wide range of generally factual information with an equally wide range of recipients such as colleagues, parents, pupils and external suppliers		X			I,R
	Encouraging others to provide input to delegated tasks in a timely and competent manner.		X			I
Using initiative	Noting procedural deficiencies or problems and initiating positive change.		X			I
Working independently	Dealing with day to day issues independently wherever possible.		X			I,R
Managing people	Ensuring others contribute to team tasks or small projects in an appropriate and timely manner.		X			I
Managing resources	Ensuring office and general school supplies are held at the required stock level		X			I
	Assisting with financial management procedures including cash handling		X			I,R
Managing risk	Awareness of general health and safety risks in an office/school environment.		X			I
Managing oneself	Awareness of opportunities for personal development.		X			I