

Milton Keynes City Council – Role Profile

Role Title:	School Business Support L1
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0804
Grade:	C

Purpose of job

To provide general clerical/administrative support 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	General administrative support to include photocopying, filing, faxing, emailing, reprographics work and word processing. This could be directly supporting the Head Teacher.
2	Data input onto manual and computerised records/management information systems.
3	Reception duties, acting as first point of contact in response to telephone and face-to-face enquiries, signing in visitors etc.
4	Open, sort and distribute incoming mail and post outgoing mail. Receive incoming goods and check against orders as required. Arrange orderly and secure storage of supplies.
5	Assist with the arrangements for extracurricular school activities such as school photographs, school trips etc.
6	Liaise with parents / carers / staff etc. as directed regarding issues relating to pupils, including determining the cause of absences.
7	To assist in the compilation, maintenance and analysis of registers.
8	To handle cash, in line with the school's finance policy, which may include collecting money from pupils, parents/carers.

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

- May handle small amounts of cash (e.g., dinner money, school visits etc.) in line with School's Finance Policy
- No formal supervisory responsibility but may demonstrate administrative duties to new or less experienced staff.
- Work is normally carried out in an office environment.

Work Profile

- Carries out administrative tasks which do not vary significantly from day to day.
- Exchange of factual information with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers.
- Contact with pupils is generally incidental to the main job duties but post holders may assist with the temporary care of sick pupils.
- 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.
- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- 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 City 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.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

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;
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	<u>A</u>	A Application
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications or experience	<u>D</u>	I Interview
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role	<u>E</u>	T Testing R Reference
Qualifications	Recognised qualification in an admin related discipline to NVQ 2 level	X	
Skills / Experience	General administrative experience	X	
	Proficiency in standard IT applications, particularly word processing and spreadsheets	X	I
Competencies		Level	Assess by;
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area	<u>A</u>	A Application
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements	<u>S</u>	I Interview
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice	<u>E</u>	T Testing R Reference
Planning and organising work	Working to instructions and to well-established routines with regular daily and weekly deadlines.	X	I, R
Planning capacity and resources	Understanding of team objectives and working co-operatively to achieve aims.	X	I, R
Influencing and interpersonal skills	Exchanging generally factual information with a range of recipients such as colleagues, parents, pupils and external suppliers	X	I, R
Using initiative	Noting procedural deficiencies or problems and advising senior staff.	X	I, R
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, R
Managing resources	Ensuring office and general school supplies are held at the required stock level		X		I, R
	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, R
Managing oneself	Awareness of opportunities for personal development.		X		I, R