



BISHOP RAWSTORNE CHURCH OF ENGLAND ACADEMY

Job Title:	BUSINESS SUPPORT OFFICER
Responsible to:	Administration Manager
Post Details:	Grade 5 - Point 6 to Point 11 (£19,698 to £21,748 – pro rata) 37 hours per week / Term time only

This is a Church of England academy. All staff are expected to ensure our Christian ethos is maintained and wherever possible further developed. This can be achieved by taking a full and active part in the worship and life of the school and by being a positive role model for all members of and visitors to the school.

Bishop Rawstorne Church of England Academy is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an enhanced DBS and barred list check.

JOB PURPOSE

The administration team provides support to help deliver our school vision and a high standard of care and education for our students. This is achieved through accurate and timely administrative support, combined with exceptional customer service. All stakeholders are dealt with in a professional manner, ensuring any contact with Bishop Rawstorne is a positive experience.

Core Responsibilities

1. To be committed to the mission statement and the aims of a serving Christian academy.
2. To provide efficient and effective administration support for the Senior Leadership Team, including the development and monitoring of management information.
3. To act as a first point of contact within the school for staff, trustees, parents and others seeking contact with the Headteacher.
4. To be proactive, discreet and professional at all times - fielding enquiries with tact and sensitivity, whilst maintaining strong relationships with internal and external stakeholders.
5. To lead on website compliance, ensuring that all published documentation and content is current and up to date.
6. To coordinate and assume responsibility for the school's schedule of policy and procedure review.
7. Alongside the Deputy Headteacher, manage the trip approval process and associated administration.
8. To take the lead on the organisation of major school events, such as open evenings and awards evenings.
9. To support the Administration Manager with the arrangement of supply cover and the administration related to examinations.
10. To update and take responsibility for the school calendar and manage the diaries of the Headteacher and Deputy Headteacher.
11. To support the process of admissions and appeals.
12. To undertake reception cover and support the main school office as required.
13. To maintain and update manual and computerised records.
14. To organise meetings, prepare any requisite materials and take minutes as needed.



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15. To arrange room bookings and organise hospitality as required.
16. To coordinate minibus bookings.
17. To respond to queries and complaints in line with the school's policies and complaints procedures.
18. To assist in the marketing and promotion of the school.
19. To manage online and paper filing systems in line with the Data Protection Policy and Records Management Policy.
20. To work within school policies and procedures.
21. To undertake any other duties or projects commensurate with the grade for this role.

Safeguarding

1. To adhere to the school's safeguarding policies and procedures and undergo safeguarding training.
2. To review the current 'Keeping Children Safe in Education' guidance and undertake regular refresher training for safeguarding.

Professional Standards and Development

1. Be a role model through personal presentation and professional conduct.
2. Establish effective working relationships with professional colleagues and associate staff.
3. Be aware of the role of the Governing Body of the academy and support it in performing its duties.
4. Undergo an annual appraisal of professional development needs audit.

Health and Safety

1. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with health, safety & welfare.

Data Protection and Data Security

1. To ensure strict confidentiality in all areas of work.
2. To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
3. To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records) in line with all school policies relating to data protection and data security.
4. Undergo relevant induction and refresher training in regard to data protection and data security.

Continuing Professional Development

1. Undergo induction within a Christian context to be fully aware of the responsibilities, culture and ethos of Bishop Rawstorne as a Church of England school.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and



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duties. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

The school is an equal opportunities employer and requires its employees to comply with all current equality policies, both in terms of equal opportunity for employment and access to the school's services.

The school is committed, where possible, to making any necessary reasonable adjustments to the job role and working environment that would enable access to employment opportunities for job applicants with disabilities or continued employment for any employee who develops a disabling condition.