



Ernest Bevin Academy
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Candidate Application Pack

Business Support

Officer

START DATE: September 2026



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Dear Candidate

Thank you for your interest in Ernest Bevin Academy, as we enter our Centenary year, it's a really exciting time to join us. My vision is ambitious: for Ernest Bevin Academy to be recognised as one of the top boys' schools in the country. We will achieve this through a combination of academic excellence with a culture built on high expectations, strong relationships and a relentless belief in every student's potential.

As an inner-London community school, our pupils reflect the diversity of the local area with nearly twice the national average proportion of those who qualify for Pupil Premium. Therefore, all staff at the academy are driven by a strong mission to provide educational excellence to every single student.

Our values of Ambition, Perseverance, and Unity sit at the heart of everything we do. Ambition for our students to achieve their full potential. Perseverance to support students to overcome challenges and keep moving forward. Unity to support and inspire one another. We want every young person who joins us to flourish – academically, personally, and socially – leaving Ernest Bevin confident, resilient and ready to make a positive difference in the world.

We pride ourselves on ensuring that every member of staff is supported to also be the very best that they can be in whichever role they have in our academy. We have a number of core benefits which include competitive rates of pay when compared to the maintained sector; access to a contributory pension scheme relevant to your role; access to a Health Cash Plan; Westfields Rewards scheme; enhanced parental leave policies; and tailored Continuous Professional Development (CPD) for every role.

I look forward to meeting you in person.

Damola Ademolake,

Principal



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Working at Ernest Bevin Academy

We are proud to be part of United Learning Trust, our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing, it's our core ethos we call 'the best in everyone'.

Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

Committed to having a diverse and representative team

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

Flexible Working

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should



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be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities

throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at <https://www.ernestbevinacademy.org.uk/work-with-us>.



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Job Summary

Job title: Business Support Officer

Location: Ernest Bevin Academy, Tooting, London.

Salary: United Learning Support Staff Pay Scale, Band 3 Professional

Work Pattern: 43 weeks, term time + 3 weeks

Reports to: Senior Executive Business Manager, West London Cluster Schools

Role Summary

Under the guidance of senior staff within the West London Cluster and specifically the Principal and Senior Leaders at Ernest Bevin Academy, to be responsible for carrying out business operations and processes within the school. To work on behalf of the Principal to fix issues and improve systems within the school. The role is diverse and will also support the academy's facilities and health and safety administration, monitoring, reporting and compliance-focused tasks.



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JOB DESCRIPTION | Business Support Officer

Key Responsibilities of the Post (not exhaustive):

Front Office

- Support in the effective and efficient running of the school support office and reception area, assisting in the development of a professional and customer-oriented approach at all times
- Liaise with a small number of administrative staff and relay work requests from the SLT to other support staff across the school

Facilities and Health & Safety Support

- Maintain key documents, calendars, compliance logs, and routine reporting under the direction of the Senior Executive Business Manager and Cluster Operations Manager
- Provide administrative and operational support in monitoring the school's health and safety logs, ensuring issues are accurately recorded, tracked, and resolved in a timely manner and adhere to statutory compliance

Lettings

- Lead on promoting and maximising sales of the schools' hireable spaces, ensuring a high-quality customer service is provided at all times
- Oversee the local management of the lettings processes through line management of local sport duty staff as well as liaison with external contractors
- Consistently show profit increases year on year from sales and long-term partnerships with sporting agencies
- Efficiently execute the administrative elements of the lettings process.
- Ensure safeguarding procedures are consistently applied and that liaison with the cluster finance team is regular and maintained to safeguard consistency of practice and alignment with United Learning financial regulations

Data Protection

- Act as the academy's Data Protection Lead, undertaking data protection training as required and administer the local data protection lead function including, but not limited to, all legally required Subject Access Requests, Freedom of Information requests, logging of data breaches and sending out data protection reminders.



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General

- Assist SLT with the induction process for new students as required and facilitate meetings with families
- Co-ordinate the production and circulation of key documents and other information as required
- As required, organise and co-ordinate planned and unplanned absence cover for all school staff under the direction of the relevant SLT member
- Ensure compliance and completion of all checks for contractors, volunteers, visitors, supply staff
- Maintain administration in compliance with GDPR and health and safety processes
- Work closely with the senior leaders and Cluster team, undertaking delegated responsibilities and tasks as requested
- Manage manual and computerised record/information systems relating to student information; ensuring the systems and procedures are fit for purpose.
- Analyse and evaluate data/information and produce reports/information/data as requested by senior staff
- Raise purchase orders, processing invoices, and maintaining office/administrative systems
- Support HR, finance, data, or estates administration tasks as delegated, without responsibility for decision-making
- To support the academy by training for and carrying out first aid duties as needed
- To support the school day and students by carrying out lunch duties as required (a lunch break will still be provided)

Qualifications and Experience:

- Educated to GCSE level or equivalent with previous relevant experience
- Highly self-motivated with the ability to work independently and effectively
- Advanced skills and knowledge of using administrative software tools
- Exemplary communication skills and spoken English
- Excellent letter and report writing skills and standard of written English
- Excellent attention to detail and presentation
- Ability to use own initiative and to respond to changes proactively and positively
- High level of confidentiality required at all time
- Tactful and diplomatic when dealing with sensitive matters

General Accountabilities:



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- Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
- Work in compliance with the Codes of Conduct, Regulations and policies of the Cluster, and its commitment to equal opportunities and safeguarding.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of the school and willingly undertake any further duties required that are commensurate with the role.

This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct.

Notes:

The job description may be amended at any time through discussion between the post-holder and the Principal and will in any case be reviewed annually as part of the Performance Management Process. In reviewing the job description account will be taken of:

The successful candidate should carry out professional duties in accordance with and subject to conditions of employment as set out in their contract.



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Person Specification

Job Title: Business Support Officer		
	Essential	Desirable
Education and Qualifications		
GCSE grade C or above, or equivalent qualification in English and Maths	x	
Educated to degree level or equivalent, and hold a professional management qualification		x
Experience of business and people management		x
Experience in working within an administrative role within a school.		x
Experience in health and safety administration/coordination		x
Knowledge and Skills		
Good general IT skills and willingness to learn new skills.	x	
Proficient in Microsoft Office and use of excel	x	
Ability to be pro-active, work under pressure at times and meet strict deadlines.	x	
Ability to work effectively as part of a team.	x	
Ability to liaise positively with staff and students and be customer focussed with a professional and friendly manner	x	
Able to make connection between their work and the benefits to students	x	
Trained or willing to be trained in First Aid	x	
Personal Attributes		
Good written and verbal communication skills	x	
Ability to prioritise and manage workloads while maintaining a flexible response to urgent requests	x	





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Good interpersonal skills and ability to work with staff and stakeholders at all levels	x	
Organised with good attention to detail	x	
Safeguarding		
United Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure.		



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