



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

BUSINESS SUPPORT OFFICER – SEND

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide administrative and clerical support to the resource and business functions of the school and its estate.
2. Provide administrative and clerical support for administrative processes related to the SEND function, and student welfare, including medical needs.
3. Be responsible for the exemplary maintenance of student records.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. School Administration

- 1.1 Provide administrative support to the school and arrangements of trips and school events.
- 1.2 Provide a responsive and effective reprographics service for the school.
- 1.3 Attend meetings and provide minutes as required by the school.
- 1.4 Access emails and the school website; updating the school portal and Virtual Learning Environment as required.
- 1.5 Sort and distribute mail and correspondence to and from staff in a timely manner.
- 1.6 Utilise administrative equipment such as the franking machine, photocopier and laminator, as required.
- 1.7 Maintain manual and computerised records using Management Information Systems, if required.
- 1.8 Undertake and follow specified administrative procedures and processes in a professional manner.
- 1.9 Participate in training and professional development opportunities as required to fulfil the role.

2. SEND Administration

- 2.1 Provide an administrative service to the SENDCo.
- 2.2 Coordinate EHCP reviews by liaising with the LEA, inviting parents and external agencies, and preparing, compiling, and distributing review reports.
- 2.3 Deal with the administration of all new SEN students to the school, liaising with feeder schools, the Data Team, Year teams, LEA, teaching staff and parents.

- 2.4 Prepare draft letters and reports on behalf of the SENCO as required.
- 2.5 Work with the SENDCo on the Teaching Assistant timetabling, to ensure students are well supported in school.
- 2.6 Provide pastoral support to the year teams; including such duties as working with identified students – mentoring and/or coaching; liaising with parents or other agencies / stakeholders.
- 2.7 Maintain student information and uphold confidentiality at all times.
- 2.8 Provide advice and guidance to staff and/or students, as required.
- 2.9 Assist with student welfare duties, liaising with parents/staff and other agencies.
- 2.10 Deal with day-to-day queries from students and families.
- 2.11 Contribute to the planning, development and organisation of support service systems/procedures/policies.
- 2.12 Build and maintain positive working relationships with students, serving as a strong role model.

3. Facilities and Estate Management

- 3.1 Be aware of and comply with policies and procedures relating to health and safety and security and report all concerns in accordance with school procedures.
- 3.2 Support the safe environment for the stakeholders of the school, to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.

4. Relationships and Communication

- 4.1 Undertake reception duties, including answering the telephone and responding to standard queries and dealing with visitors, where appropriate.
- 4.2 Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.

5. Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Principal or the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

| | | | Assessed by: | |
|--|---|-------------------------|--------------|--------------------|
| No | CATEGORIES | Essential/ Desirable | App Form | Interview/ Task |
| QUALIFICATIONS | | | | |
| 1. | 5 GCSEs including English and Maths at grade 9-4/A*- C. | E | ✓ | |
| 2. | A-Levels or equivalent qualification in school or business administration. | E | ✓ | ✓ |
| 3. | First Aid trained or a commitment to obtaining. | E | ✓ | |
| 4. | Evidence of Continuous Professional Development. | E | ✓ | |
| EXPERIENCE | | | | |
| 5. | Experience of working in an administrative setting. | E | ✓ | ✓ |
| 6. | Experience of attendance administration. | D | ✓ | ✓ |
| 7. | Experience of working in an educational setting. | D | ✓ | ✓ |
| 8. | Experience of using Bromcom or other Management Information Systems. | D | ✓ | ✓ |
| ABILITIES, SKILLS AND KNOWLEDGE | | | | |
| 9. | Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases. | E | ✓ | ✓ |
| 10. | Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative. | E | ✓ | ✓ |
| 11. | Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times. | E | ✓ | ✓ |
| 12. | Ability to maintain positive relationships with students, staff, parents and members of the community. | E | ✓ | ✓ |
| 13. | Strong verbal and written communication skills. | E | ✓ | ✓ |
| PERSONAL QUALITIES | | | | |
| 14. | A passionate belief in the school's mission statement. | E | ✓ | ✓ |

| | | | Assessed by: | |
|-----|--|-------------------------|--------------|--------------------|
| No | CATEGORIES | Essential/ Desirable | App Form | Interview/ Task |
| 15. | Strong team working skills. | E | ✓ | ✓ |
| 16. | Highest levels of professional and personal integrity. | E | ✓ | ✓ |
| 17. | Excellent interpersonal skills. | E | ✓ | ✓ |
| 18. | Personal resilience, persistence and perseverance. | E | ✓ | ✓ |
| 19. | Commitment to the pursuit of Continuous Professional Development by oneself and others. | E | ✓ | ✓ |
| 20. | A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'. | E | ✓ | ✓ |
| 21. | A strong commitment to the Trust value of 'Service'. | E | ✓ | ✓ |
| 22. | A strong commitment to the Trust value of 'Teamwork'. | E | ✓ | ✓ |
| 23. | A strong commitment to the Trust value of 'Ambition'. | E | ✓ | ✓ |
| 24. | A strong commitment to the Trust value of 'Respect'. | E | ✓ | ✓ |
| 25. | Commitment to support Star Academies' agenda for safeguarding and equality and diversity. | E | ✓ | ✓ |
| 26. | Sympathetic to and supportive of the Mixed Multi-School Trust Model and ethos of the Establishment. | E | ✓ | ✓ |