



JOB DESCRIPTION

Job Title:	Business Support Staff
Grade:	Grade F
Job Location:	Academies within The Ascent Academies' Trust
Responsible to:	Corporate Business Manager

Principal Responsibilities

Main Duties

1. Act as a lead for Business Support services within an academy office and across the wider academy, ensuring that services are provided efficiently and effectively
2. Ensure, in liaison with the Corporate Business Manager, that workflow within the office is well managed
3. Ensure that cover is provided within the office during academy opening hours, and at key times at the beginning and end of the day
4. Manage business support staff members within the academy office
5. Refer matters of concern to the Corporate Business Manager, or other member of senior staff, to ensure that issues are addressed and resolved promptly
6. Undertake the role of Examinations Officer, ensuring that external examinations are conducted in accordance with national requirements of JCQ
7. Work in conjunction with academy assessment lead and subject leaders to ensure that students are entered for qualifications prior to entry deadlines, via the SIMS examinations module
8. Manage, in conjunction with senior staff, the appointment and deployment of exam invigilators
9. Ensure that cover is available when examination results are released, to enable students to collect their results from the academy
10. Provide advice and support to other business support staff over a range of business support tasks
11. Ensure that staffing records and returns are dealt with in a timely manner, to facilitate correct staffing information eg with regards to payment of salaries by payroll etc
12. Undertake financial tasks, including processing of orders/ invoices/ petty cash as required, using the Trust's computerised finance system

13. Undertake a range of duties within the academy office to ensure all tasks are carried out proficiently
14. Prepare documents using a variety of computer software packages
15. Providing information to the DCS/CBM/ senior staff as required
16. Prepare reports and returns for external agencies
17. Oversee the maintenance of student and staff records
18. Provide administrative support to senior staff, including monthly returns
19. Be aware of the emergency evacuation procedure and assist with evacuation as necessary, taking a lead in the role of business support staff
20. Attend and participate in training and development courses as required
21. Display courteous and professional behaviour at all times
22. Be an effective role model for the standards of behaviour expected of students
23. Treat pupils consistently with respect and consideration
24. Work collaboratively with colleagues across the academy as part of a professional team
25. Work within Trust policies and procedures
26. Recognise equal opportunities issues as they arise in the academies and respond effectively, following Trust policies and procedures
27. Build and maintain successful relationships with students, parents/carers and staff
28. Other duties as requested by the DCS/CBM commensurate with the grade

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Karen Raine
Date: May 2016