

## Business Support Officer

<b>Department</b>	Children, Young People, Education and Skills	
<b>Section</b>	Le Rocquier School	
<b>Reports to</b>	Business Manager	
<b>JE Ref</b>	CYP1028	
<b>Grade</b>	6	<b>JE Date:</b> 19/5/2021

### Job purpose

To administer and provide comprehensive support within the Business Support function within Le Rocquier School providing an administrative, analytical and advisory support service. The postholder will provide individual contribution working within a team, offering first line support to services.

### Job specific outcomes

1. Provide a broad range of high level administrative support to the Head Teacher and Business Manager, using initiative and drawing on experience to anticipate business needs and respond accordingly.
2. Respond to practical queries using initiative and judgement to prioritise tasks and duties, providing a customer focused service to all.
3. Organise, input into and monitor databases, spreadsheets, and other systems to ensure accurate recording; undertake analysis and produce non-standard reports to provide the Head Teacher with the information they need to support decision-making.
4. Proactively review relevant systems and processes within own area of work and make recommendations to continuously improve efficiency and performance, contributing as part of the wider business support teams.
5. Communicate and share relevant information with stakeholders as directed by more senior colleagues, to promote collaborative working and to keep stakeholders up-to-date with events, meetings and activities.
6. Develop and maintain an awareness of other teams and services activities, building positive relationships with them to ensure a collaborative service is provided to the business.
7. Responsibility of processing of invoices for payments on relevant finance systems, and any relevant financial administrative processes required on behalf of management ensuring they adhere to the relevant finance public manual.
8. To maintain confidentiality of highly sensitive personal information to ensure compliance with data protection requirements.

9. Working with the Data Manager to create and update performance measurement tools providing advice and support to staff to ensure the integrity, data quality and production of management information is accurate to meet the requirements of performance review meetings.
10. Compiling agendas, papers and minutes for meetings, which can sometimes be of a technical nature, monitoring follow up actions to ensure that meetings achieve their outcome.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure

#### One Government Departments



### Dimensions

#### Financial

No direct financial responsibility

#### Staffing

None

#### Relevant Statistics

There are 22 non-fee paying primary schools, four non-fee paying secondary schools for students aged 11 to 16 years and one non-fee paying school for students aged 14 to 18 years. At the age of 14 students who are more academically able may transfer to this latter school.

There are four schools in the Island catering for children with special needs. Each secondary school and some primary schools have further provision for children with particular needs.

In addition there are two fee paying primary schools and two fee paying secondary schools in the States sector.

Post 16 education is available for students in five local schools and at Highlands College

## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to A level standard or NVQ level 3 in business administration or equivalent experience</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of operating across a number of systems and adjusting to specialist systems;</p> <p>Knowledge of supporting in a business administrative capacity.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Have used computer systems to enter data and retrieve data;</p> <p>Proficient in using computer applications e.g. Microsoft Office;</p> <p>Attention to detail and ability to record information accurately with minimum supervision;</p> <p>Strong communication skills required, primarily for the purpose of giving and receiving information, but frequent contact with others is also required.</p>	<p>Knowledge of Sims, 4Matrix, JDE &amp; other GoJ finance systems</p>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Able to accurately record information and data;</p> <p>Ability to manage own workload within agreed timelines and escalate where issues arise;</p> <p>Organised and self-motivated;</p> <p>Communicate effectively with colleagues to request or transmit information, ask questions, get clarification, exercise tact etc;</p> <p>Be able to deal with routine challenges autonomously, some with a moderate level of complexity;</p> <p>Be able to operate within a number of specialised IT and software systems;</p> <p>Be able to carry out skills, complicated established activities.</p>	

<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Practical relevant work experience in the provision of broad administrative support within a complex business model;</p> <p>Ability to manage a varied workload;</p> <p>In depth understanding of administrative methods that have been learned through direct job experience.</p>	
--	---	--

**Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.