



Quality with Equality

Creativity with Rigour

Entitlement with Diversity

Candidate Information Pack



Hotspur Primary School

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Business Support Officer

September 2022

Message from the Headteacher



At Hotspur we aim to provide a pupil experience based on quality with equality, creativity with rigour and entitlement with diversity. Our stimulating and creative learning environment provides a safe place where children can enjoy their learning and grow into confident individuals and responsible members of society.

It is very important that children learn to read and write well whilst they are at primary school and gain a good grasp of number and calculations so English and Mathematics are at the centre of our work. We also believe that children should leave in Year 6 knowing what they are good at and what they enjoy – so we give them many different high-quality opportunities whilst they are here including singing, learning instruments, dancing, playing sports, investigating in science, researching in history and geography and creative design in art.

We recognise that being a part of the business support service is crucial to ensuring the school runs well and we can achieve all of the above, ensuring parents and pupils have a positive experience at Hotspur. The business support team are friendly and dedicated and following a recent reorganisation consists of two full time equivalent Business Support Officers, a Business Support Manager and a School Business Leader.

Thank you for your interest in the role of Business Support Officer at Hotspur, we hope you are keen to find out more about joining our thriving school.

K. McVittie

Kevin McVittie



Advert

Business Support Officer

Required for April 2022

37 hours per week, term time + 7 days

N4: SCP 5 - 8

£16,971-18,009 per annum (pay award pending)

We have an exciting opportunity for an experienced administrator to join Hotspur to be part of our administration team. We are looking to appoint someone who wants to make a difference and enable the school as a whole to run effectively, efficiently and successfully with the welfare and wellbeing of all pupils and staff in mind.

Hotspur is a vibrant primary school in Heaton that serves a richly diverse community. As a foundation school within the Ouseburn Learning Trust, we work together with seven local schools and external partners to provide a world class educational experience for young people in our local area.

The successful candidate should:

- be passionate about making a transformational difference to the lives of children;
- have the highest expectation of themselves and all children;
- have experience of being part of a business support service;
- be highly organised and able to prioritise; and
- enjoy working collaboratively.

If you feel you can demonstrate the characteristics we are looking for and have the appropriate relevant experience that meet the demands of the post, then we would like to hear from you.

Candidates are encouraged to visit school, please contact the school office to make an appointment.

Closing Date: 12pm Wednesday 10th August 2022

Shortlisting: Thursday 11th August 2022

Selection Day: Friday 19th August 2022

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all our staff and volunteers share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.



Job Description

POST TITLE:	Business Support Officer
GRADE:	N4: SCP 5 - 8
RESPONSIBLE TO:	School Business Leader
RESPONSIBLE FOR:	Business Support
JOB PURPOSE:	Supporting the school in attaining its aims and objectives by providing a high quality of administrative and other support to the School Business Leader.
MAIN DUTIES:	The following list is typical of the level of duties which the post holder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Whole School Administration

- Be the welcoming face of Hotspur Primary School and the first point of contact for parents, pupils, staff, governors and external visitors.
- Maintain good practice in relation to the provision of an efficient and effective service by managing the front of house and delivering general administrative support across the school.
- Respond to all incoming communication, including in person queries, telephone calls, and emails, etc. or distribute to relevant staff as appropriate.
- Prepare and distribute outgoing communication including letters, forms, texts and emails to parents, updating content on the school website and compiling weekly school bulletin.
- Monitor the school diary, room and coach booking systems and provide hospitality for meetings and training.
- Collect, record and reconcile cash received in relation to school meals, childcare and holiday provision, and various school activities prior to banking and in line with school financial procedures.
- Process and reconcile parent transactions using the online payments and booking system, childcare vouchers and tax free childcare, in relation to school meals, childcare and holiday provision, and various school activities and in line with school financial procedures.
- Routine financial administration relating to petty cash and debt management in relation to school meals, childcare and holiday provision, and various school activities.
- Attendance reporting and daily first response calls to follow up pupil absence.
- Operate the school management information system, keeping pupil records up to date, including attendance, contact details, free school meal eligibility, SEN status etc.
- Assist in the administration of new pupil admissions and induction.
- Accurate and timely input and transfer of pupil assessment data.
- Assist in the provision of an efficient printing and copying service relating to assessments.

- Assist in maintaining staff personal files and an accurate Single Central Record.
- Liaise with professional staff, e.g. psychologists, social workers, education welfare offices, school health etc. to arrange meetings and to pass on / receive information as appropriate.
- Assist in the management of the school site, buildings, IT equipment and furniture and fittings by maintaining a healthy, safe and secure environment.

General

- Provide general care and welfare by responding appropriately to pupils including administering medicine in accordance with the school's policy and procedures.
- Maintain good relationships with staff, parents, governors, contractors and external agencies in order to promote the objectives of the school.
- Carry out other duties as directed by the Business Support Manager and Leadership Team commensurate with the general level of responsibility of the post.
- Promote and implement the School's Equality Policy in all aspects of employment and service delivery.

Child Protection

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Person Specification

PART A: APPLICATION STAGE - *the following criteria will be used to shortlist applicants:*

1. Skills, Knowledge and Aptitudes

- a) Ability to promote the school's vision and aims positively
- b) Good at establishing and developing appropriate relationships with all stakeholders
- c) Understanding of priorities in respect of working within a school environment
- d) A good level of competency in the use of office-based ICT programmes
- e) Ability to effectively prioritise workloads in an environment with conflicting demands
- f) Be able to demonstrate a team-centred approach to work and have the ability to motivate a team
- g) Excellent time management and organisational skills
- h) Be able to work under pressure and meet deadlines with a high level of accuracy
- i) Be committed to the best possible outcomes for pupils, the team and the school
- j) Understanding of the statutory requirement of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion
- k) Ability to take initiative and make suggestions for changing established working practice to improve the efficiency and effectiveness of the school office
- l) Commitment to personal professional development

2. Qualifications

- a) GCSE grade C in Maths and English or equivalent
- b) Excellent communication skills, both verbal and written
- c) Desirable to have knowledge of SIMS or other Management Information systems

3. Experience

- a) Prior experience of working in an office environment
- b) Experience of dealing with sensitive and confidential information
- c) Experience of using management information systems as well as having working knowledge of Microsoft programmes including Excel and Word
- d) Desirable to have experience of working in a school setting

4. Disposition

- a) Enthusiastic and confident to command respect from pupils and other staff
- b) Ability to work successfully both independently and as part of a team
- c) Welcoming of change and ability to respond to it with a flexible approach
- d) Calm and patient
- e) Approachable and empathetic
- f) Discreet, tactful and understand the need for confidentiality
- g) Smart of appearance
- h) Commitment to equal opportunities and anti-discriminatory practices

5. Special Requirements

- a) Very good punctuality and attendance record
- b) DBS enhanced disclosure
- c) Willingness to become involved with school projects and activities

About Hotspur

Hotspur is a primary school for children aged 3 - 11 years old. It enjoys a fantastic location in the Ouseburn Valley and on the edge of the City Centre and is part of the Ouseburn Learning Trust. This presents many opportunities for making our curriculum relevant, stimulating, challenging and enjoyable. We have good and developing links with many individuals and organisations in our community which help our children to understand the history of our area and look forward to the future.



Our school draws children and families from wonderfully diverse backgrounds making it a truly comprehensive learning environment. Ensuring that children do their very best in core skills such as reading, writing and maths is at the heart of our work. We have a systematic approach that ensures children are suitably challenged to make progress. We carefully track this and are able to intervene or extend learning as appropriate to each child. Children are valued and cared for by an

exceptional team of teachers and support staff. We recognise and encourage individual talents and interests and ensure that children are safe, happy and enjoy learning.

The arts are a big part of all children's experience at Hotspur, whether it is painting watercolours, acting in Macbeth or Bollywood dancing. Music is particular strength with children having the opportunity to learn violin, viola, cello, trumpet, clarinet, flute, guitar, keyboard, Djembe drumming and recorders. The school was one of the first in the country to be inspected for singing and was awarded the 'Platinum Sing Up Award'. The choir has sung at the Royal Opera House, Covent Garden and often performs at the City Hall and Sage Gateshead.



Our outside spaces offer an outstanding environment to foster learning. The grounds include an allotment, safe pond area, maths trails, outdoor classrooms and large open spaces surrounded by a secure perimeter fence. There are many opportunities for sports and other physical activity in our grounds in lessons, breaks and as after school activities. We are at the heart of a diverse community which we reflect and celebrate.

