**Job Description**

***Business Support Officer (Part time 18.5)***

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| **Service:** | Education & Children's Services Business Support | **Team:** | Core, Team 4 – (Customer, SEND statutory support, Course and Conferencing support) | |
| **Location:** | Preston | | | |
| **Salary range:** | SCP 4-6 | **Grade:** | | 4 |
| **Reports to:** | Core Team Leader | **Staff responsible for:** | | N/A |

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| **Job Purpose** |
| Post holders will be expected to:   * To provide direct business support for Education and Children's services working closely with operational staff, managers and customers in a highly sensitive environment * Under supervision maintain, update and extract information from systems * Assisting with the collection and collation of information relevant to the service * Respond to, and resolve where appropriate, telephone, face to face, e-mail and postal enquiries |
| **Accountabilities/Responsibilities** |
| The post-holder will undertake a range of functions that could include the following:-   * Providing support to teachers and support workers to prevent exclusions within the SEND service * Providing advice and guidance via telephone and email to internal and external customers * Logging and tracking referrals via MIS system * Upload signed parental consents to EHM * Record records of visits from inclusion teachers and input information onto the MIS system * Processing of orders, raising invoices, ensuring accurate and timely payments. * Use of internal IT systems to record information accurately, including adding case notes, tracking information and generating reports * Manipulation of in-house course systems to monitor course viability and process course applications * Maintain accurate information records for information sharing * Process joining instructions and associated information to course delegates including using appropriate electronic systems e.g. cloud platform * Providing business support for meetings and training courses, which will include arranging dates, room bookings, bookings and support for online courses, ordering of course materials, preparing agendas and note taking and subsequent follow up * Managing your own workload in order to meet required deadlines with supervision as required * Undertake other similar duties / responsibilities as required and appropriate to that grade. |
| **Other**   * Flexibility is essential to provide support within Education and Children's Service Business Support as and when required which could include working from a different location * There will be a need to cover handover of online courses, which does include evening courses and those run on a Saturday on a rota basis |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

***Business Support Officer Part time (TEMP)***

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * 4 GCSE's A-C or 4-9 including English & Maths or equivalent academic qualification. **Please note you will be required to provide evidence at your interview of the qualifications you have stated in your application that meet the essential criteria for this post.** * If you do not have English and Maths GCSE's A-C or 4-9 or equivalent academic qualification substantial experience in an appropriate work environment demonstrating literacy and numeracy ability will be taken into consideration. You will still be required to have two further GCSE's A-C or 4-9 or equivalent academic qualifications. |
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| **Experience** |
| * Experience of working with customers internal and or external either face to face or by phone (A) (I) * Business Support experience, including regular use of ICT systems and office routines such as mail, filing, telephone communication and message taking (A) (I) * \*Support for meetings which could include arranging dates, room bookings and preparation of agendas, note taking and any other related tasks (A) (I) * \*Previous experience of maintaining financial records and processing orders and invoices (A) (I) * \*Using an electronic records management system (A) (I) |
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| **Essential knowledge, skills & abilities** |
| * Knowledge of IT systems including Microsoft Outlook, Word and Excel (A) (I) * Ability to work as part of a team and independently as required (A) (I) * Ability to use your own initiative (I) * Good organisational skills (A) (I) * Excellent communications skills (A) (I) * Ability to respect sensitivity and maintain confidentiality of information (I) * \* Ability to provide business support including note taking at meetings (A) (I) * \* Ability to maintain filing systems (A) (I) |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. * Commitment to participate in training appropriate to the role. * Flexibility is essential to provide support within Education and Children's Service Business Support as and when required which could include working from a different location * There will be a need to work some hours in the evenings and Saturday's on a rota basis |
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