Empower
Multi-Academy Trust
Inspire • Empower • Achieve

Business Support Assistant

Recruitment Pack

St Peter's
CE Primary & Nursery School

St Peter's
CE Primary & Nursery School
Dream • Believe • Achieve • Flourish

The Opportunity at St Peter's

Position: School Business Support Assistant

Terms: 30hrs a week (08:30 – 15:30)

Start Date: ASAP

Salary: Grade 4 £12.65ph



Closing Date: Midday 29th November 2024

Interview Date: TBA

School Tours: Enquire at our school office

Please request an application form from the School BSM via email or obtain one from our Empower Trust Vacancies page. https://empowertrust.co.uk/careers/vacancies/

Website: https://stpetersschoolwem.org.uk/

Address: St Peter's CE Primary School and Nursery, Shrubbery Gardens, Wem, Shropshire, SY4 5BX

Telephone: 01939 232292

Email: admin@st-peters.shropshire.sch.uk

Proud to be part of
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Multi-Academy Trust

St Peter's CE Primary & Nursery School

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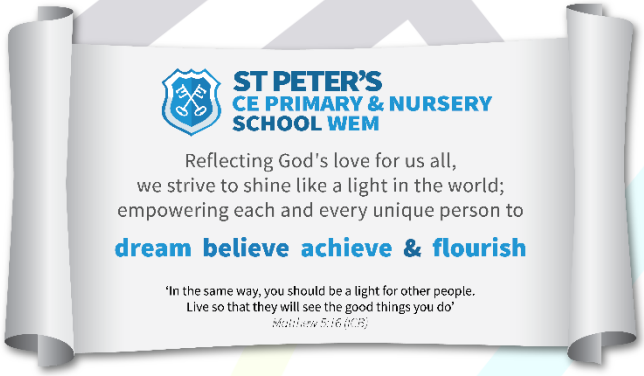
St Peter's CE Primary School and Nursery and Empower Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS clearance and other safeguarding checks. If shortlisted, you will be subject to an online search.

Context

We seek a dynamic and highly motivated School Business Support Assistant to join our rapidly improving, forward-thinking school. We are a warm, welcoming, and supportive team, and our learners are enthusiastic and happy. They are proud of their school and the right person to fill this vacancy will demonstrate a passion for providing the very best education for our children and will embody our school values.

St Peter's is a well-established and popular Church of England school in the quiet town of Wem. We pride ourselves on fostering strong relationships with parents, carers and all stakeholders, enabling us to ensure our children receive the next education possible.

Vision: Our vision is simple – for all our pupils to dream, believe, achieve and flourish.



Sarah Kynaston – Headteacher



Application and Selection Process

Please complete the application form in full and submit alongside a supporting letter detailing how your skills, experience and attributes reflect the vision and values of the school and how they align with the person specification provided. All completed application forms should submitted via email. Please note that CVs will not be accepted.

Successful candidates will be invited to interview following the shortlisting process. Applicants who make it to this stage will be required to bring in a minimum of three pieces of identification with them to verify their name, date of birth and current address – one of which must be a form of photographic identification. The following are acceptable:

- Valid passport, birth certificate or driving licence
- A recent utility bill, council tax bill or bank statement

Applicants will also need to bring in their qualification certificates. Any Appointment will be subject to the receipt of satisfactory references. These will be sought from their current employer and any gaps in employment history will be followed up.

The Ideal Candidate – Job Description

Details of Post

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

Details of Post

➢ **Title**: Business Support Assistant

➢ **Grade and SCP:** Grade 4 Point 4 £12.65ph

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

Purpose of Post

➢ Under the direction/instruction of senior staff (Business Support Manager/Business Support Administrator), provide routine general clerical, administrative and financial support to the school.

Principal Duties and Responsibilities

1. Organisation

➢ Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.

➢ Act in a polite and professional manner when dealing with queries/request from parents escalating where necessary to the /Business Support Manager/Business Support Administrator.

➢ Assisting with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.

➢ Assisting with arrangements for visits by school nurse, photographer etc.

2. Administration

➢ Provide routine clerical support e.g. photocopying, filing, e-mailing, completing routine forms.

➢ Monitoring the admin mailbox directing messages to the appropriate people.

➢ Update and maintain computer records/management information systems.
➢ Produce routine lists and analysis of data from manual and computer records.
➢ Undertake word-processing and other IT based tasks.
➢ Sort and distribute mail.
➢ Undertake routine administration e.g. registers/school meals.

3. Resources

➢ Operate office equipment e.g. photocopier, computer, telephone exchange.
➢ Arrange orderly and secure storage of supplies.
➢ Undertake routine financial administration.

4. Other Responsibilities

➢ Be aware of and comply with all school policies and procedures.
➢ Be aware of and support difference and ensure equal opportunities for all.
➢ Contribute to the overall ethos/work/aims of the school.
➢ Appreciate and support the role of other professionals.
➢ Attend and participate in relevant meetings as required.
➢ Participate in training and other learning activities and performance development as required.

5. Safeguarding

➢ Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

6. Data Protection and other statutory responsibilities

➢ Be aware of and comply with data protection responsibilities as outlined in the school'sStaff Code of Conduct and related policies and procedures.

7. Other Duties

➢ Any other duties that the Headteacher feel is/are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

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Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with Empower Trust's Code of Conduct for Employees and the school's Code of Conduct.

Data Protection and other statutory responsibilities

Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

Maintain confidentiality and trust at all times- adhering to the school's code of conduct

Other Duties

Any other duties that the Headteacher/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Person Specification

Criteria	Essential	Desired
Qualifications	5 GCSE's or equivalent, including English and Maths	First Aid qualification
Relevant knowledge and experience	General clerical/administrative work Computer/keyboard skills	Experience of working in an educational setting or other relevant environment
Skills and Abilities	Willingness to participate in training and development opportunities ICT skills Sufficiently fluent in spoken English to ensure effective performance in the role	
Professional Qualities	Positive and enthusiastic Committed to own professional development Willingness to take a role in extra-curricular activities and events	Be ambitious about own career development
References	Positive recommendation in professional references	Recommended without reservation in professional reference highlighting strong examples of impact

Safeguarding	Empower Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment An enhanced DBS check is required for all successful applicants	

The Offer at Empower

Mission: 'Inspire, Empower and Achieve – a commitment to excellence'

Vision: 'To create a home for world class learning that improves the lives of each child in our family of schools.'

Our Vision and Mission statements are underpinned by our Trust Values:



Carla Whelan – CEO



Working for Empower Trust is rewarding in lots of ways. We value and appreciate our people and recognise our staff are instrumental to the success of the Trust. We therefore offer a wide range of exciting and useful benefits to all our employees:

Career Progression and Staff Development

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Central Team when suitable roles arise. We also offer secondment opportunities when available.

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At Empower Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health at Work Commitment and the Education Staff Wellbeing Charter

Employee Assistance Programme

We are committed to ensuring everyone at Empower Trust gets access to the support they need for personal issues as well as any work-related worries. Our completely confidential Employee Assistance Programme offers numerous services:

- Physiotherapy and musculoskeletal (MSK) services
- Confidential counselling via face-to-face therapy or secure online video sessions
- Stress coaching
- Support services for menopause, long covid, bereavement, cancer, cardiac conditions, lung conditions, medical trauma, mental health problems, motor neurone disease, orthopaedic conditions, multiple sclerosis
- 24/7 GP helpline and prescription service, offering consultation, private prescriptions, open referrals, and fit notes
- Surgical assistance programme

Flexible and Family-Friendly Policies

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Our employment policies are flexible and responsive to promote diversity and equality, as well as attract and retain the highest quality workforce. We offer flexible working opportunities; job share arrangements, term time working and part time-roles; generous family leave packages; and compassionate or emergency leave.

Pension Scheme

We offer an excellent pension scheme with either the Local Government Pension Scheme (support staff) or the Teachers' Pension Scheme which include death in service benefits. As well as employee's paying contributions into the scheme (banded, based on earnings level) Empower Trust also pays a generous contribution on your behalf.



Cycle to Work Scheme

Save on the cost of the commute, promote a healthy lifestyle, and reduce your carbon footprint - all with our superb cycle to work scheme! Find the bike of your dreams and save up to 42% in tax and NI contributions. Whether it's a mountain bike, BMX, fixie, electric cycle, or one of those natty bikes with a basket on the front, get the wheels you really want; all at an affordable cost spread over 12 to 18 months.

Other Benefits

- Eye care scheme
- Attractive annual leave allowance
- Free on-site parking
- In-house catering
- Financial wellbeing support
- Discounts for teachers – https://www.discountsforteachers.co.uk/

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Privacy Notice – Job Applicants

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information?

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.

5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data outside of the recruitment process. If you do not consent to the holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to:

- Your name and address
- Email address and telephone number
- Date of birth
- Equal opportunities monitoring information
- Your nationality and entitlement to work in the UK
- National insurance number
- Information about your current salary and benefits
- Qualifications and skills
- Work experience and employment history
- Information about your criminal record
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK, and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure we use encrypted devices, passwords, virus protection and firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data:

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.
- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
    - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
    - Direct marketing.
    - Processing for scientific/historical research and statistics.
    - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:
https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/

This policy may be subject to change. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk . Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns to raise any issues you have.