

Business Support Officer



Salary – Grade 5 point 6 - 11

**£23,893 to £25,979 full time
equiv.**

£20,203 to £21,967 pro rata.

Start Date: May 2024

11-16 NOR 1,111

The Governors at Shuttleworth College are seeking to appoint a committed and highly organised individual who will join our busy team to support the School Business Manager. The successful candidate must be hardworking, highly organised and efficient in their working practice and would ideally have experience within an administrative role. Experience of working in a school environment is advantageous.

We are seeking:

- A professional individual who understands the importance of confidentiality and discretion and can work closely with teacher, parents, students and operational staff where required.
- A willingness to contribute to all elements of business support including Supporting reprographics, finance, Examinations, general admin, first aid and reception.
- Excellent organisational skills whilst working under pressure and multi-tasking.
- Proficiency in a wide range of ICT systems and processes, particularly Microsoft Excel alongside a willingness to work within our largely paperless systems. Previous experience within a data administration role would be advantageous.
- The ability to problem solve, and prioritise workload in line with school need.

We can offer:

- Excellent guidance from experienced managers
- Modern facilities
- Access to private healthcare and wellbeing services
- Term time only contract with sociable hours of 8am to 4pm Monday to Friday

Full application pack available at:

www.shuttleworthcollege.org

Visits to the school are welcomed and can be arranged through the school office 01282 682300.

www.shuttleworthcollege.org

Closing date: 9am Monday 15th April 2024

Shuttleworth College is committed to safeguarding and promoting the welfare of its students and the appointment will be conditional upon DBS enhanced clearance.

