

Business Support Officer (Student Facing)



**Term Time only 8:30am-3pm.
(working hours negotiable at
interview)**

**Salary – Grade 4 point 4 - 6
£25,185 to £25,989 full time equiv.
(Actual salary will be pro rata to term
time only and depending on agreed
working hours)**

1 Year Fixed Term Contract

11-16 NOR 1.076

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 teachers, students and operational staff where required.
- Ability to work in a varied and diverse role with emphasis on student interactions, staff communication & maintaining records throughout the school day.
- Excellent organisational skills whilst working under pressure, multi-tasking & managing own workload. Effective prioritisation & problem-solving skills necessary.
- Proficiency in a wide range of ICT systems particularly Microsoft Excel & Microsoft Outlook. Must possess the ability & willingness to learn school systems effectively.

We can offer:

- Excellent support as required from experienced managers
- Modern facilities
- Access to private healthcare and wellbeing services
- Term time only contract with sociable hours

**Full application pack available at:
www.shuttleworthcollege.org**

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

Closing date: 9am Friday 2nd February 2026

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

This post is exempt from the Rehabilitation of Offenders Act 1974. This means that you must declare all spent and unspent cautions and convictions (except those that are protected). These declarations are compulsory to ensure that we are complying with our statutory safeguarding obligations.

*To view our full safeguarding policy please visit
www.shuttleworthcollege.org*

