



Business Centre Administrator Candidate Information

January 2022



**CHELTENHAM
BOURNSIDE
SCHOOL**

**Empowering lives
through learning**



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact recruitment@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am 28th January 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

Steve Jefferies
Headteacher



CHELtenham BOURNside SCHOOL

Business Centre Administrator

Start date: February 2022
(exact date to be confirmed)

Salary: £17,081 gross

**Contract: 37 hours per week,
42 weeks per year, Maternity
Cover for 1 year**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a Business Centre Administrator to support the operations department during a period of maternity leave.



Empowering lives through learning

Applications by:
9am 28th January 2022

As the Business Centre Administrator you will support the Estates and Facilities manager and Finance team by ensuring the smooth running of site projects across the school including catering and sports centre.

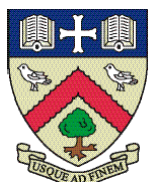
We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/



Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Business Centre Administrator

Post title: Business Centre Administrator

Responsible to: Estates and Facilities Manager

Hours per week: 37 hours per week

Working days and hour: Monday to Friday (hours to be agreed with Manager)

Working Weeks: 39 weeks plus an additional 2 weeks to be worked in the school holidays

Contract Type: 1 year fixed term maternity cover

Salary: £17,081 (based on Grade D3 £18,562 FTE)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

- To support the Estates and Facilities Manager (plus the Business Development Manager and Finance team) in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework and short term priorities.

Specific responsibilities

These will vary from day to day, however, are likely to include the following areas of work:

- Administration of the School's letting and Sports Centre booking system, working under the guidance of the Business Development Manager.
- Support of the Business Development Manager in the marketing of the sports centre and in the development of the wider lettings business.
- Administration of the Health & Safety compliance system, working under the supervision of the Business Development Manager
- Working in support of the finance team to input invoices, process purchase orders and issue budget statements.
- Assist in the procurement of site-related goods and services.
- Logging invoices to track budget control, working with the Estates & Facilities Manager.
- Liaising with external contractors to schedule maintenance and servicing visits, ensuring that all safeguarding information has been obtained.
- Production and distribution of 3 week rolling menus plus support with till service at mealtimes in all the School's food service locations, when necessary.

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



Person Specification

Business Centre Administrator

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

| | Essential | Desirable |
|--|---|---|
| Qualifications | <ul style="list-style-type: none"> • 5 GCSEs or equivalent, including English and Maths. • Ability to competently use Microsoft office packages to include Word, Excel, PowerPoint plus online applications • Commitment to complete relevant manual handling and health & safety training. | |
| Experience, understanding, and knowledge | | <ul style="list-style-type: none"> • Experience in working in a secondary school • Understanding of child protection/safeguarding • Experience of maintaining accurate files and records and ensuring compliance with legislations |
| Personal qualities | <ul style="list-style-type: none"> • Excellent oral communicator and interpersonal skills • Written communications are appropriate for the intended audience and grammatically correct • Self-Motivated and high levels of personal drive • Motivate and inspire colleagues • Demonstrated dynamism and creativity in solving problems • Ability to meet deadlines • Is aware of their own strengths and areas for further development • Resilient and able to accept constructive feedback from others in order to further improve performance • Able to prioritise tasks effectively and efficiently • Ability to handle confidential information sensitively • Attention to detail and high levels of accuracy. | |



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



Our Values

We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

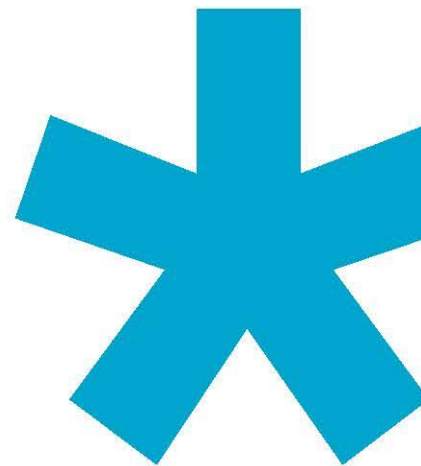
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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