

Business Support Officer

School:	Olive School, Bolton	Posted:	12th September 2019
Location:	Bolton, Greater Manchester	Expires:	1st October 2019 12:00 AM
Contract Term:	Fixed term contract	Start Date:	2nd December 2019
Contract Length:	Maternity Cover	Job ID:	1065266
Salary:	£16,507 - £16,837 pro rata	Job Reference:	000549
Hours:	Term Time		



Olive School, Bolton

Do you have the drive, passion and commitment to deliver outstanding support to help young people in a disadvantaged community? If so, joining the Star support team might just be the best career move you ever make. This is your opportunity to join a dedicated team of support staff who are committed to providing the best possible education for our pupils.

About The Olive School, Bolton

The Olive School, Bolton is a Muslim faith-based, primary school for 4 to 11 year olds, which welcomes pupils from all faiths and none. We opened in 2016 and, like all Star schools, we have a leadership specialism.

We have an exemplary reputation for excellence in every aspect of school life. We provide a knowledge-based academic curriculum alongside a rich and diverse leadership programme that grows character and inspires charitable and social action. Our pursuit of educational excellence is based upon our fundamental belief that every pupil has the capacity to become a successful and inspirational leader.

Who we're looking for

We're looking for a talented individual to provide an exceptional business support service to our pupils, teachers and wider stakeholders. As a key member of our school's business support team, your expertise will help to deliver an outstanding learning environment for our young people.

The successful candidate will be a committed team player with excellent organisational and specialist technical skills. You will have extensive experience of delivering outstanding customer service and possess the ability to develop relationships across our school and the Star community.

You will have:

- 5 A*-Cs at GCSE including English and Maths
- Experience of working in an administrative setting
- The ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases
- The ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.

About Star Academies

Star Academies is a high-performing multi-academy trust that runs more than 20 primary and secondary schools. We are a values-based organisation that works to improve the life chances of young people in areas of social and economic deprivation to help them succeed at the highest levels of education, employment and the professions. Every single day you'll be rewarded with the opportunity to shape a young person's future - our STAR values embody what we believe is needed to succeed.

Professional development is key to our ongoing success, so we continually invest in our employees through our learning and development centre, Star Institute. With a wealth of training, mentoring and progression opportunities across a growing group of academies, joining our team of leading education experts could propel your career to the next level.

We can also offer you a range of rewards and benefits, including competitive salaries and pension schemes, generous holiday entitlements and healthcare cash plans.

Find out more

Please download the job description and person specification below for further information about the role. For an informal and confidential discussion about the role please call us on 01204-867890.

Key Dates

Closing Date: Wednesday 30 October 2019 at midnight

Interview Date: Wednesday 6 November 2019

Proposed Start Date: Monday 2 December 2019

Our Commitment

Star Academies is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Safeguarding Statement:

Star Academies is committed to safeguarding and promoting the welfare of children. This post is subject to satisfactory clearances including references, DBS checks, health clearances and proof of legal working in accordance with the Asylum and Immigration Act 1996.