



## **Business Support Assistant**

**Salary:** Band 4, £26,033 - £27,346 per annum, pro rata - (£17,860 to £18,761 working 30 hours TTO)

**Hours:** 30 Hours per week - Term Time only

**Contract:** Permanent

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

### **The Service:**

The Education Service oversees all the schools in the city as well as looking after the range of learning opportunities available in Portsmouth from pre-school children to age 25. There are 3 service areas including, Sufficiency, Participation and Resources, School Improvement and Inclusion Service.

### **What is the role?**

Reporting to the Business Support Team Leader for Education, this is a varied role providing administrative support as part of a pooled resource for the 3 service areas.

#### Specific duties include:

- Providing administrative business support for the Early Years Panel Support team
- Attend Early Years Panel meetings, note-taking and action updates within meetings
- Booking appointments and arranging meetings
- Administer training courses/events and conferences - including compiling of resources.
- Carrying out all necessary word processing, spreadsheets, database and presentation duties.
- Dealing with all correspondence, including confidential information.
- Data entry using bespoke systems e.g., Synergy
- Processing reports.
- Scanning and indexing of documents to the network.
- Dealing with telephone, email enquiries and covering a Duty Day calls line
- Sorting post.
- Collecting and processing information and data.

#### General duties may include:

- Provide administrative support to the wider team in the Inclusion service.
- Maintaining files and documentation.
- Processing applications/referrals.



- Updating PCC web and Intralink and other websites as appropriate.
- Liaison with schools and other partners.

### **Who is the person?**

You need to have:

- Experience of working in an administrative role.
- A good working knowledge of Microsoft Office, including Word, Excel, Access, PowerPoint, Outlook, SharePoint and OneDrive
- Good literacy and numeracy skills.
- Good communication skills.
- A customer focus (internal and external).
- The ability to resource and collate information.
- A good attention to detail and level of accuracy.
- The ability to work flexibly to meet the requirements of the team and wider service.
- The ability to prioritise your workload.
- An awareness of Data Protection and Safeguarding issues.

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

