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### **Federation Business Support Officer**

Pay: Scale RG5 Scale point 28-31, SP 28 =£25,463 FTE. Actual = £21,050 PA term time only  
37 hours per week term time + 2/3 weeks flexible during school holidays

**Required: September 2018**

Our friendly Federation is looking to appoint a Federation School Business Support Officer to support the Federation Business Manager to help ensure the efficient running of both schools. This is an exciting new role.

The successful candidate must have proven experience in the following areas:

- The ability to lead recruitment and demonstrate knowledge of a safe recruitment process
- HR Administration, including knowledge of SIM's or other HRIS databases for monitoring & maintenance of personal records for contact changes, absence recording, training etc.
- Ensuring the school's regulatory and legislative requirements for Health and Safety are maintained. This includes acting as the on-site Health & Safety Advisor (training can be undertaken)
- Procurement & facilities management

The candidate should also be able to demonstrate that they:

- Have the ability to write and present effective reports
- Are able to prioritise, allocate and plan workload of self and others, including meeting management deadlines
- Can work with others in a positive manner
- Are accurate and well organised in approach to work
- Can lead on initiatives or projects in support of the Federation strategic plans and goals
- Have the ability to understand and advise others on policies and procedures

At both schools we can offer:-

- Enthusiastic and friendly children
- Supportive and caring staff
- The benefit of working across the Federation

**Southcote Primary School:**

“Pupils really enjoy being part of the community and they are complimentary about the effective support they receive from staff.” **Ofsted 2017**

**Katesgrove Primary School:**

“Pupils want to come to school to learn, and families know that once their children are at school, they are safe, nurtured and well educated”. **Ofsted 2017**

**Visits to the school are warmly welcomed and actively encouraged.**

**Application packs are available on the schools’ websites; alternately please contact a school office for further information.**

Closing date; 9.00am Wednesday 18<sup>th</sup> July, interviews Monday 23<sup>rd</sup> July 2018

The Kennet Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The appointment will be subject to an enhanced Disclosure & Barring Service check, appropriate references and health clearance.