

Candidate Information





KING JAMES'S SCHOOL
KNARESBOROUGH

Business Services Advisor

Permanent. Full Year

37 hours per week, Monday to Friday

Grade F - £26,409 to £28,163

We are delighted to offer an exciting opportunity to join King James's School as a Business Services Advisor, working at the heart of our vibrant and forward-thinking school community. This is a fantastic chance to become part of a highly supportive, multi-disciplinary team dedicated to delivering excellence across all aspects of school operations.

In this varied and dynamic role, you will work closely with the Director of Business Services, providing vital administrative support across a broad range of operations, including project coordination, external communication and responding to inquiries in a timely and professional manner. You will also play a key role in the planning and delivery of events and assist in meeting tight deadlines, which may occasionally require a degree of flexibility.

We are seeking a motivated, proactive, and well-organised individual with strong communication and writing skills. You should have experience with office and administrative systems, alongside confident ICT skills and the ability to manage projects.

In return, we offer:

- A competitive salary
- Access to a contributory Local Government Pension Scheme
- A supportive and inclusive working environment
- Additional staff benefits

King James's School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to an Enhanced DBS check, which will be arranged by the school.

Completed applications must be submitted via email to recruitment@king-james.co.uk and be received by:
Monday 28th April 2025 at 8am.

Please note that CVs will not be accepted.



Employee Benefits



Financial Benefits

We are delighted that we are able to provide you with access to a large range of employee benefits at King James's School.

Access to contributory pension schemes:

Local Government Pension Scheme (18% employer contribution).

Salary sacrifice schemes (e.g. cycle to work, technology and car schemes).

Discount vouchers for the high street, entertainment and supermarket shopping through Vivup.

Subsidised onsite catering facilities.



Well-being support

Health Assured Employee Assistance Programme:

Free, confidential 24/7 support and counselling.

Flexible working options and well-being initiatives.



Leave and Perks

Generous annual leave starting at 28 days (non-teaching staff), rising to 34 days plus bank holidays with service.

Free ample onsite parking.

Membership discounts at leisure centres.



Community and Additional Opportunities

Collaborative and supportive staff culture.

Lunch duty opportunities:

Hourly pay of up to £12.65 plus a free meal.

Some of these offers are subject to conditions and may change. See provider for full details.

The Business Services Team

The **Business Services Team** is central to supporting all staff and operations at King James's School. We provide a wide-ranging, professional service that underpins the smooth and effective running of the school across the following key areas:

- Finance and Insurance
- Compliance, Legal Services, and GDPR
- Human Resources and Staff Wellbeing
- Information Technology
- Curriculum Data Management
- Exam administration
- Cover Management
- Marketing and Grant Applications
- Health & Safety, Safeguarding, and Educational Visits
- Catering and Hospitality
- Lettings Management and Income Generation
- Site Management
- Event Planning and Coordination

As part of this role, you will work closely with both internal colleagues and external partners, helping to deliver a responsive and high-quality business and administrative support function. Our diverse yet collaborative team is committed to professionalism, accuracy, and efficiency in everything we do.

If you're looking for a role where your work makes a meaningful difference every day, we would love to hear from you.

The role will entail interacting with both internal and external parties. Our diverse yet collaborative teams aim to provide a professional business service and administrative function, which services the whole school and focuses on quality and accuracy.

In return, we offer great working hours, competitive salary, contributory pension scheme, employee discount scheme and a vibrant work environment. If you want a job that makes a difference to others, this role is for you.

Note from the Headteacher

Thank you for your interest in working at King James's School. Our school is a fantastic community, and I am sure that taking on this role would be a hugely fulfilling step on your career journey.

We are most proud of our ethos. We place students at the heart of all we do, and King James's students are delightful! The school is the heart of the community, physically located at the centre of this historic and beautiful market town. It is the school of choice for local residents, with most students walking to school, and those from surrounding villages who are fortunate to gain a place here, travel in on short bus journeys.

We have a truly comprehensive intake which brings a great vibrancy to the school. Our ethos is supported by clear values of 'Ready, Respectful, Engaged' which is demonstrated by the good behaviour and positive relationships enjoyed by staff and students throughout the school. Students are eager to be involved in all aspects of school life, including the many extra-curricular opportunities and visits that take place; the House events; and the Student Council. Parents are committed to supporting the school and there is a genuine feel of common purpose, with staff, students and parents all working in partnership to ensure that school is a happy place, with lots of opportunities, ensuring that students achieve well and go on to have great prospects.

We have a thriving sixth form where most of our students continue their education. We provide a wide range of Level 3 courses. Students go on to a wide range of destinations, including Oxbridge, Russell Group Universities, and high-quality apprenticeships and employment.

When joining King James's, you will be warmly welcomed by our dedicated team of colleagues. We have a strong pastoral team across school. However, there is no complacency, and the whole school is committed to being the best they can be. We are committed to developing all staff and offer a range of professional development opportunities both within school and through networking with other local schools, with whom we have close relationships.

We are part of a federation with Boroughbridge High School and there will be chance to work with colleagues in both schools; for your own professional development and with the aim of improving education across both schools, to benefit young people in the area, and not just in Knaresborough.

Our commitment to staff includes the offer of a range of benefits, including access to discounts at major retailers, employee assistance programs, and wellbeing initiatives such as cycle-to-work schemes. We do all we can to ensure every member of our team feels supported, valued, and empowered in their roles.

We have high expectations of one another, believing that our community deserves nothing less than excellence, but that comes with all the support you need to be successful and grow. A member of our Leadership Team will be your line manager, with whom you can share ideas, discuss challenges, and who will support you personally and professionally.

We are committed to deeply safeguarding and are keen to ensure that all our staff embody our values and promote the welfare of children. We therefore seek candidates with the right character and disposition as well as with the understanding of their responsibility to support the ongoing culture of vigilance in our organisation. Every member of staff will be undertaking Positive Regard training in September so that we have a common understanding of our culture.

Clare Martin
Headteacher

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to **recruitment@king-james.co.uk** and be received by **Monday 28th April 2025 08.00am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

JOB DESCRIPTION

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

BUSINESS SERVICES ADVISOR

<i>Line Manager:</i>	Director of Business Services
<i>Responsible to:</i>	Director of Business Services

<i>Salary Grade :</i>	Grade F
<i>Full Time/Part Time :</i>	Full Time
<i>Hours:</i>	37 hours per week
<i>Full Year / Term Time Only:</i>	Full Year
<i>Last reviewed:</i>	April 2025

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

POST: Business Services Advisor	
GRADE: Grade F	
RESPONSIBLE TO: Director of Business Services	
STAFF MANAGED: N/A	
POST REF:	JOB FAMILY: P&T
JOB PURPOSE:	<ul style="list-style-type: none"> To provide an effective administrative support service to the Business Services Director and to intercept and to respond to any low to medium level queries/issues on behalf of the Business Services Director. The post holder is accountable for decision-making, short term planning and dealing with unexpected problems at the request, or in the absence, of the Business Services Director. The post holder will support with elements of all aspects of the Business Services sector and will be expected to provide competent and comprehensive advice on behalf of the Business Services Director. The post holder will be responsible for maintenance of the staffing budget data.
JOB CONTEXT:	<ul style="list-style-type: none"> Assisting the Director of Business Services across all operations supporting, with administration, project management and responding to questions / issues as appropriate. Enhanced DBS Clearance required Expected to use analytical skills, initiative and experience to deal with problems as they arise.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> Support first line issues across all the Director of Business Services' areas of responsibility (Governance, Finance, Legal, HR, ICT, Data, Examinations, Cover, Catering, Commercial and Site operations). Prepare and present information analysis to support school planning and improvement to the Director of Business Services. Assist in the development of administrative, IT and financial systems. Support Health and Safety management, ensuring effective risk management. Make appropriate decisions in relation to delegated responsibilities to ensure the smooth running of the school office as quite difficult currently to be measured as an accountability. Contribute to the development of policies and procedures. Monitor service contracts, school licenses and budgets across the Business Services portfolio. Procure quotes as required for all operation areas and issues. Compile and submit statistical returns on a weekly, monthly, annual basis or as required by the Headteacher, Director of Business Services or LA. Be proactive, initiate necessary action and be able and prepared to put forward your own judgements. Provision of administrative, clerical and secretarial duties as required. Be able to record, summarise, share and feedback information, using IT skills when necessary to do so. Support with the organisation and facilitation of community events as required. Be flexible in working hours (i.e. ability to extend if required to meet key deadlines and/or support school events).
Communications	<ul style="list-style-type: none"> Act as the first point of in dealing with routine phone calls to the office, taking messages for the Director of Business Services and greeting visitors as required. Establish good working relationships and communicate effectively with all staff, pupils, contractors, Governors and external partners. Responsibility for the effective communication with support staff.
People/Resource Management	<ul style="list-style-type: none"> Attend meetings on behalf of or with the Director of Business Services. Ensure understanding and implementation of HR policies. Utilise strong literacy and numeracy skills to complete orders and timesheets. Support with ensuring compliance of all relevant Health and Safety regulations and policies, to include but not be limited to COSHH, Manual Handling when letting out or making safe the facilitates.
Safeguarding	<ul style="list-style-type: none"> Know about data protection issues in the context of your role.

	<ul style="list-style-type: none"> • Understand that different confidentiality procedures may apply in different contexts. • Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with. • Share information appropriately – in writing, by telephone, electronically and in person.
Systems and Information	<ul style="list-style-type: none"> • Oversee and monitor the planning, development and implementation of effective management systems and technology. • Be responsible for maintaining accurate records for the school.
Strategic Management	<ul style="list-style-type: none"> • Contribute and make recommendation to the development of policies for their areas of responsibility.
Data Protection	<ul style="list-style-type: none"> • Comply with King James’s School’s and the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Provide guidance to colleagues and others in order to maintain health, safety and welfare within the school.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own and team members understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • <i>King James’s School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with King James’s School and County Council Policies and Procedures.</i>
Customer Service	<ul style="list-style-type: none"> • <i>King James’s School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</i> • King James’s School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	April 2025



KING JAMES'S SCHOOL

KNARESBOROUGH

PERSON SPECIFICATION

JOB TITLE: Business Services Advisor (Grade F)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Experience <ul style="list-style-type: none"> • Working in an office environment to meet tight deadlines 	<ul style="list-style-type: none"> • Contract management experience • Experience in budget preparation, management and monitoring
Knowledge <ul style="list-style-type: none"> • Substantial knowledge of office and admin systems • Knowledge of health and safety procedures and regulations, e.g. COSHH • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • Knowledge of employment legislation • Knowledge of premises management
Qualifications <ul style="list-style-type: none"> • Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent 	
Occupational and other Skills <ul style="list-style-type: none"> • Good ICT skills • Good written and verbal communication skills • Analytical skills • Negotiating skills • Report writing skills • Ability to make decisions • Attention to detail, neatness and accuracy • Good organisational and time management skills • Ability to work as part of a team • Flexible and committed • Confidentiality • Enhanced DBS clearance required • Commitment to the school's policies and ethos • Commitment to Continual Professional Development • Motivation to work in an environment focused on the best interests of children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	