



# SEAHAM HIGH SCHOOL



# BUSINESS SUPPORT OFFICER

## APPLICATION INFORMATION PACK



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# SCHOOL INFORMATION

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of around 1100 students. Numbers have increased rapidly and are above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham, which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1st 2020.

When the school was inspected in 2023, inspectors judged the school to be good in all areas. Ofsted made the following comments:

- “This school is a place where pupils can be themselves and where tolerance and respect are understood by the pupils who attend”
- “There are strong relationships between staff and pupils”
- “The vast majority of staff feel well supported by leaders and recognise the steps that leaders have taken to prioritise their well-being”
- “Leaders at all levels have a clear vision and an understanding of the school’s strengths and areas for development”

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low.

For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21st Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.



# SAFER RECRUITMENT STATEMENT

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

Applicants are advised:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored.
- All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
- Seaham High School reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those, which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Disclosure and Barring Service (DBS) to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified.
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the selection process.
- As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview
- A probationary period of six months is standard practice for all new support staff appointments to Local Government.



# JOB ADVERT

**Post Title: Business Support Officer**  
**Grade: 7, SCP 15-22**  
**Salary: £30,024 - £33,699 Pro Rata**  
**(Actual Salary: £25,982 - £29,163 per annum)**  
**Hours - 37 hours per week**  
**Contract Type: Term Time only**  
**Start Date: As soon as possible**

We are seeking to appoint an enthusiastic, caring and committed individual to support the Business Manager in all aspects of their work.

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview.

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

## **Deadline:**

The closing date for application is noon on **Thursday 9th July 2026**.

## **How to apply:**

Application Information Pack and Application Forms are available from the school's website: <https://www.seahamhighschool.com/> or contact the school at [hr@seahamhighschool.com](mailto:hr@seahamhighschool.com)  
Completed applications should also be returned to [hr@seahamhighschool.com](mailto:hr@seahamhighschool.com)

Please note that we are unable to accept CVs and only fully completed school application forms will be considered.



# JOB DESCRIPTION

<b>Post Title:</b>	<b>Business Support Officer</b>
<b>Reporting to:</b>	<b>Business Manager</b>
<b>Grade:</b>	<b>Grade 7, SCP 15-22</b>
<b>Actual Salary:</b>	<b>£25,982 - £29,163 per annum</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Contract Type:</b>	<b>Term Time only</b>

## **Core Purpose:**

To support the Business Manager in all aspects of their work, including confidential matters, including administration of all personnel, payroll, absence management, recruitment and admin related tasks.

## **Responsibilities for all support staff:**

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect

## **Specific responsibilities of this role:**

- To manage and maintain the personnel databases on the Management Information Systems (MIS).
- To manage and maintain the personnel database with staff absence which includes sickness, leave of absence, maternity/paternity, annual leave, FWR and updating absence records on various databases.
- To be first point of contact for staff absences.
- To liaise with the Cover Manager in regard to staff absences.
- Setting up whole school staff training matrix and ensuring compliance.
- Maintain the filing systems and all associated documentation processes ensuring confidentiality and adhere to Data Protection in line with the academy's Corporate Records Management Policy.
- Produce/analyse information and prepare presentation materials.
- To prepare letters for Sickness Absence Reviews
- To make Occupational Health referrals and complete recruitment paperwork
- Attend and minute HR meetings including disciplinary, capability and sickness etc.
- To provide absence data analysis for tracking and reporting
- Monitor the academy's Sign in system and procedures
- To manage and record whole school staff training
- Input insurance claims to SAS Insurance platform, update with new staff and leavers and holidays when appropriate ensuring all staff absence insurance information and claims are kept up to date.
- Liaise with LA/HR in relation to all personnel matters including processing of timesheets, HR changes etc. in line with payroll requirements.
- Policies – update policy matrix and collate all policy information from various staff and liaise with Headteacher's PA for Governors' approval.
- To manage the process and carry out all statutory and pre-appointment checks including DBS, medical, references and Right to Work checks



# JOB DESCRIPTION CONTINUED

- To manage all aspects of recruitment including advertising vacancies, preparing candidate packs, distributing application forms/answer any queries, collate candidate applications and distribute to Panel, obtain references, online checks, preparation and distribution of interview programmes, raising and distributing candidate correspondence as directed by Lead Officer ensuring that safer recruitment procedures are adhered to.
- To lead, arrange and plan induction day for new starters including preparation of packs
- To support the Business Manager in the maintenance of the Single Central Register, ensuring all requirements are met.
- Communicating and liaising effectively with staff, students, parents, feeder schools and other external agencies as required.
- Contributing to the successful delivery of all administration tasks as required.
- Provide general clerical/administrative support to the Business Manager. To also support the admin and finance team including photocopying, typing, word processing, minute taking, filing, scanning of paperwork to various software programmes.
- To support the Business Manager in ensuring website compliance.
- To attend training as determined appropriate
- Ability to present oneself as a role model to students in speech, dress, behaviour and attitude.

## **Professional Development:**

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others
- Undertake Child Protection training as required.

## **General:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. Any other duties of a similar nature related to the post, which may be required from time to time. That the post holder will be required to comply with all School/Trust policies.

## **Induction:**

All new staff will receive an induction as part of the induction process to help new employees become effective in their role and to find their way within the school.

## **Confidentiality:**

All member of staff should not divulge any personal and/or confidential information to which they may have access to during the course of their work.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSED CRITERIA
APPLICATION	<ul style="list-style-type: none"> <li>Fully completed application form</li> <li>Fully supported in 2 references</li> <li>Well-structured supporting letter</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>
QUALIFICATIONS/ ATTAINMENTS	<ul style="list-style-type: none"> <li>English and Mathematics GCSE A*-C/9-4 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 3 in Business Administration or other relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Recent experience of working in an administration/HR background</li> <li>Understanding of school IT systems and procedures</li> <li>Evidence of recent and appropriate professional development</li> <li>Commitment to creating and maintaining close partnerships with staff, parents, providers (internal and external) and the wider community</li> <li>Commitment to raising standards of all students</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school or HR background</li> <li>Experience of ensuring compliance with laws and regulations for example the Equality Act</li> <li>Experience of customer relations</li> <li>Experience of managing or leading organisational change</li> <li>Practical knowledge of policies and procedures relevant to child protection and health and safety</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
SKILLS/KNOWLEDGE	<ul style="list-style-type: none"> <li>High level interpersonal and communication skills</li> <li>Good organisational skills</li> <li>Appreciation for the role of teachers</li> <li>Aware of the needs of confidentiality</li> <li>Good level of IT literacy</li> <li>Excellent attention to detail</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Calm and positive approach</li> <li>Sense of humour</li> <li>Willingness to learn</li> <li>Flexible and approachable</li> <li>Ability to be discreet in relation to confidentiality</li> <li>Embraces change</li> <li>Motivation to work with children</li> <li>Excellent time-keeping and time management</li> <li>Self-motivated</li> <li>Positive working relationships with colleagues</li> <li>Resilient</li> <li>Ability to work under own initiative</li> <li>Problem Solving</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> <li>Interview</li> </ul>



# OUR WELLBEING COMMITMENT

We are committed to providing a working environment and management practices to ensure that all staff are fully supported and encouraged to develop both personally and professionally.

We recognise that staff wellbeing is important not only to the individual member of staff but to student achievement and the school's performance. We promote good health and wellbeing so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of staff wellbeing is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

## **Staff Wellbeing**

Seaham High School recognises that staff wellbeing is integral to a successful school. We are committed to continually reviewing and developing our practice and policies for the benefit of all.

From September 2025 Governors have committed to trialling a reduced term time allowing staff and students longer breaks in October, February and July.

We recognise that life's challenges or celebrations do not always fit around school holidays so have introduced flexible working days or hybrid working for all staff. We are committed to a private healthcare wellbeing package, free flu jabs, eye tests, access to an onsite-gym and offer generous PPA allowance for teachers.



**Telephone: (0191) 516 1600**

**email: [office@seahamhighschool.com](mailto:office@seahamhighschool.com)**

**[www.seahamhighschool.com](http://www.seahamhighschool.com)**



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