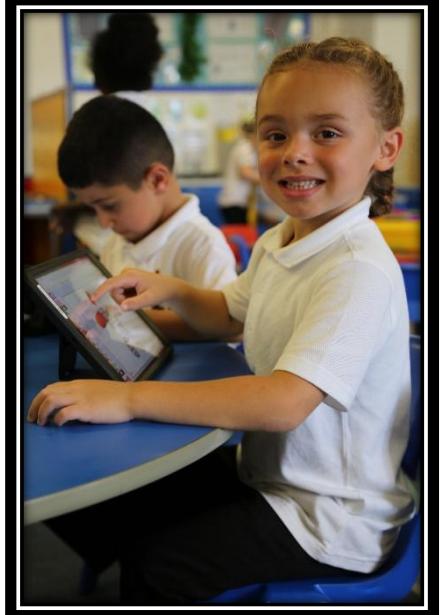




Business Support Assistant

Netherhall St James C of E (VC) I & N School

Applicant Welcome Pack



“Success For All”
Learning Together in God’s Love

Letter from the Heads of School

Dear Applicant,

Welcome and many thanks for your interest in the vacancy at our campus. This information pack will provide you with an outline of the role for which you are considering applying and I would encourage you to undertake further research into our school and its community to make sure this is a role in which you can make a significant, positive impact on the lives of our pupils. Additionally, it needs to be the right place for you to develop professionally and to be happy in the next stage of your career.

Netherhall Learning Campus consists of four schools, covering the full age and ability range from 3 – 19 years, each with its own distinctive ethos; each with its own individual identity and each catering to the specific needs of its pupils. Whilst the four schools are linked by a common philosophy and by common expectations, each school has its distinct and own characteristics that offer all pupils a continuous journey from Early Years entry through Key Stages 1 to 4 and beyond to Key Stage 5 via the Studio School. We are made up of a diverse community, yet we are all Netherhall.

Our ethos of 'Success for All', caring for each other and achieving excellence, underpin everything that happens in our school. I believe education should have a positive impact on all pupils and that Netherhall is the right place for this to happen. We have the highest expectations of all our pupils in every area of school life. Our school is a caring, nurturing and ordered community with an atmosphere of calm and purposeful learning. Pupils are treated as individuals and we recognise and celebrate different abilities, aptitudes and interests and believe that everyone can develop through dedication and hard work. We aim to create an enjoyment for learning and a resilience that is essential for achieving excellence. We work hard to ensure every young person is happy, safe and successful – a credit to themselves, their family and Netherhall. We aim high.

A culture of excellent teaching and learning is at the heart of everything at Netherhall Learning Campus and it isn't just for pupils; we invest heavily in the continuing professional development of all our staff to improve the pupil experience. Success is not down to one thing but needs some key ingredients: strong classroom practice, an appropriate and personalised curriculum, rigorous tracking and monitoring of progress, commitment and positive behaviour for learning from pupils and support from home. These coupled with a love for learning and a passionate belief that all can achieve are crucial so that every pupil can be the best that they can be.

We look forward to welcoming you into our school community.



Mrs K McGrath

Head of Infant & Nursery School

Our Vision

The vision of the Campus is one where everybody will aim to achieve the highest standards and where the Campus will maximise everyone's potential.



“Success For All”

We will:

- provide relevant learning experiences that will enable pupils to acquire the essential knowledge, understanding and intellectual, physical and creative skills to equip them for later life.
- leave pupils at the end of their formal and full-time education with an appetite for acquiring further knowledge, skills and awareness throughout their lives.
- create high expectations of work and behaviour so that each pupil achieves their maximum potential.
- create a caring community whose basis is tolerance, understanding and concern for other people.
- create an inclusive and supportive environment which helps pupils become informed, confident, independent, involved and responsible citizens.
- encourage attitudes that enable pupils to be responsible members of both the school and local community and grow into well-adjusted adults and useful members of society
- recognise our responsibility to provide a safe environment in which all pupils feel included and valued, and in which there is celebration of all personal achievements and acceptance of diversity.
- broaden pupils' horizons and increase their awareness of the world.



About the Campus

Among Kirklees schools, only Netherhall Learning Campus offers children and young adults with a continuous journey from Early Years entry through Key Stages 1 to 4 and beyond to Diploma, AS and A level studies, via the Studio School.

A continuous journey

Pupils may join any of the schools at any time. Regardless of the stage at which they start to attend, all pupils will experience the unique benefit of an education that has been planned by specialist teachers for all stages of a child's learning journey.

A common standard and expectation of dress, behaviour and standards of presentation:

- All pupils, regardless of age, are expected to observe common rules of courtesy, respect, honesty and reliability.
- Uniform is the same across the campus.
- From the start of their school career, all pupils are expected to arrive on time and with the correct equipment.
- Work is always to be presented to the best of the pupils' ability and books are to be respected and kept in good condition.

A recognition of the importance of parents and carers as partners in the learning journey of our children. A dedicated community team works across the campus to:

- Work with parents to help support their children.
- Encourage greater parent and carer participation in school.
- Support adults who may have had a career break, back into learning and into the workplaces.

High quality teaching

- Teachers across the campus meet regularly to share ideas and good practice.
- They share their expertise and help identify and meet the needs of pupils with special aptitude in their subject area.

Innovative curriculum development

- The curriculum is jointly planned by specialist teachers across the campus to prevent unnecessary repetition and stalling of progress at change of school.
- Creativity and opportunities for artistic and musical development are actively promoted and encouraged.



Information

Thank you for taking the time to read this pack where you will find information about the post and the campus.

If you would like to be considered for the post, please complete the application form in full, alongside a letter of application, no more than two sides, outlining your relevant experience to date and the contribution you feel you could make to our school.

Please be assured that we take the time to read and consider all applications we receive. However, it is not possible to give feedback to candidates who have not been shortlisted.

We are committed to safeguarding and promoting the welfare of children and young people we expect all our staff to share our commitment. Further information regarding our safeguarding approaches can be found on our website. The successful applicant to this post will be subject to an enhanced DBS check and other pre-employment checks before the appointment is confirmed. **Please note CVs will not be accepted.**

Position: Business Support Assistant

Grade: 4

Hours: 18

Term time plus 1 week

Contract: Permanent

Closing Date: 12pm Monday 2nd February 2026

Interviews: w/c 9th February 2026

Completed application forms should be returned to: admin@nlconline.org.uk

For a tour of the school, please contact admin@nlconline.org.uk

Joining Netherhall Learning Campus

- Netherhall Learning Campus is committed to developing all staff within their roles and creating opportunities for further career progression
- **Pension** – Every employee has access to the Teachers' Pension Scheme or West Yorkshire Pension Fund.
- **Emotional Wellbeing Support** via Employee Healthcare Service including Care First a free confidential counselling service.
- **Cycle to work scheme**

Job Description

Job purpose

The school is a provider of education and extended learning services which strives to ensure that every child and young person have the best opportunities to reach their full potential and that they are best supported to grow and achieve within a safe, healthy and nurturing environment. The Business Support Assistant works as part of a team within the school to support the delivery of an efficient administrative function in line with school's policies and procedures, carrying out a range of sensitive/confidential administrative and technical duties. Good IT and interpersonal skills are important in this role. You will build and maintain effective working relationships and provide a high level of customer service to a wide range of people, including staff, parents and students, present information, set up meetings and appointments and carry out administrative tasks accurately and efficiently. Proficiency in the use of Microsoft Office suite of applications (i.e., Word, Excel, Outlook, Microsoft Teams).

Key areas of responsibility

You will be expected to carry out your duties under the guidance and direction of your line manager and in line with the school's policies, procedures, relevant legislation, and requirements.

1. Key Areas

- Assist in the provision of an effective, flexible and responsive administrative/business support service which is provided to the Headteacher/Leadership Team. This may involve assisting with the reprographic requirements within the school and associated duties.
- Assist in responding and resolving routine telephone and visitor enquiries appropriately – this may involve signposting to other staff.
- Provide a friendly and professional reception service to all visitors and callers.
- Ensure that all contractors and visitors to site meet school safeguarding and access requirements.
- Ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately and accurate and timely documents are produced as required by the Headteacher/Leadership Team.
- Undertake basic First Aid training, assist with the safety and wellbeing of pupils/students who are ill in school, and ensure information is recorded appropriately in line with established procedures.
- Ordering and organisation of first aid supplies and stock.

2. Systems & Equipment

- Ensure all office equipment is used proficiently, taking into account health and safety requirements, copyright legislation, and effective stock management is maintained.
- Assist with developing and maintaining accessible filing systems to support the work of the Headteacher/Leadership Team

3. Professional & Personal Conduct

- You will work professionally and be a positive role model, upholding and exemplifying the school values.
- Develop positive and professional relationships with colleagues, pupils, parents and work effectively with other professionals, stakeholders and in multi-agency situations.
- You will develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.

4. Professional development

- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by the Head Teacher.
- You will keep your knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with Senior Leaders, and identifying relevant professional development to improve personal effectiveness.

5. Safeguarding

- You will actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices.

6. General Information

- The jobholder may be required undertake such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Head Teacher from time to time.
- The jobholder's duties must at all times be carried out in compliance with the school's Equality, Diversity and Inclusion policies and any other policy designed to protect employees or service users from harassment.
- The jobholder must take reasonable care of the health and safety of self, other persons and resources whilst at work co-operating with management as far as necessary to enable responsibilities under the Health and Safety at Work Act to be performed and to follow the school's Health and Safety Policy.
- It is the duty of the jobholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The jobholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.

Person Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the "Essential" criteria, and the "Desirable" criteria wherever possible.

Where the criteria are to be identified through the "Selection Process", this will be tested during the recruitment process, which may involve written exercises, group discussions, presentations, interview etc.

Knowledge, Qualifications, Skills and Experience	Shortlisting Criteria
Proven experience of administrative and business support duties.	Essential

Experience of working with computer packages (e.g., Microsoft Word, Excel and Access, Publisher, PowerPoint)	Essential
Numeracy and literacy skills in order to produce Numeracy and literacy skills in order to produce routine documentation and basic calculations.	Essential
NVQ Level 2 qualification in Business Administration (or equivalent) or have previously gained an equivalent level of work experience	Essential
Certificate of competence in first aid at work (FAW), emergency first aid at work (EFAW) or equivalent level of training or qualification appropriate to the circumstances.	Desirable
Understanding of the basic principles of customer care and providing an effective service.	Essential
Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload.	Essential
Ability to produce work to meet agreed targets, strict deadlines and to the required standards	Essential
Ability to maintain a positive, compassionate, and professional demeanour, especially when working under pressure.	Essential
Contribute to a respectful, inclusive team environment and actively support the school's ethos and organisational values.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the Occupational Health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

General information When you start in your role you will receive a comprehensive induction and any mandatory training including, safeguarding and core CPD. Have regard for the ethos, policies and practices of the school and maintain high standards in your behaviour, attendance and punctuality. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communications. This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge and remit of the job.