Recruitment Profile

Post number	13667
Position title	Business Support Assistant
Grade	4A
Department	People
Location	Morebattle but may be required to work across the Kelso Cluster
Salary/Rate of Pay	£14941.01 - £15729.21 per annum
Hours of work	25
Weeks per year	39
Number of staff responsible for	0
Reports to post number	Admistrative Assistant
Registration requirements	None
Drivers Licence required	Category B
Contract status	Permanent
Contract end date	
Reason for temporary vacancy	
Disclosure status	PVG Children
Political restrictions	No
Role profile number	LPD 3A
Business World post status	Permanent
Work pattern	M T W T F
Vacancy number	SBO09715
Closing date	16/01/2026

Role purpose
As part of the school team you will provide a wide range of clerical support and will be required to deal with pupils, staff and members of the public on a variety of matters.

Person specification		
Criteria	**Essential**	**Desirable**
Education, qualifications and training	• Good standard of education with a minimum of 3 Standard Grades or equivalent (General level 3 or above) including English and Mathematics, or substantial relevant experience	.
Skills, knowledge and competences	• Excellent typing/word processing skills • Effective communication and numeric skills • Good computer skills including knowledge of MS Word, Excel and Outlook	• Ability to prioritise and work to deadlines
Experience	• Experience within the general office/Clerical environment	• Experience of team work
Other	• Assist the Primary School Administrator in providing efficient and effective clerical support to staff and pupils • Share responsibility for production of	.

	a wide range of documents, using word processing, desktop publishing, spreadsheets and databases • Ensure a high level of accuracy while updating and maintaining a variety of school records • Share responsibility for a wide range of office duties including reception and ordering/paying for goods and services • Assist with cash handling, banking and associated record keeping • Provide support associated with the organization of meetings and school events • Liaise with pupils, staff members, parents, other schools and external agencies • Maintain a high level of service whilst undertaking general office duties such as photocopying, filing or faxing • Undertake further training, personal development of First Aid Training as required • Any other duties required by senior members of staff	

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Digital Innovation & Solution Focused Statement
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the

community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS
Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS
Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration
Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

PVG/Disclosure Process
After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

Recruitment Profile

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2025 a Scottish Local Government Living Wage Rate of £13.06 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.06 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.