

## **Education Inclusion & Partnership**

### **Business Support Administrator**

#### **Advert**

We are seeking to recruit a Business Support Administrator in the Education Inclusion & Partnership Team in North Northamptonshire Council. You would be joining a highly motivated, committed team which has been brought together from a wide range of experiences to ensure pupils have full access to and are safe in education and to support access to education and positive educational outcomes for vulnerable learners.

The Educational Inclusion and Partnerships Team fulfil the statutory duties of the local authority pertaining to children and young people of statutory school age including Elective home Education (EHE), Children Missing Education (CME), Child Employment and Entertainment (CEE), securing 6th day provision following Permanent Exclusion and investigations for the offence of failing to secure regular school attendance. The role of Business Support Administrator is to input, manipulate and retrieve data on a range of IT software. Maintain, develop, and enhance recording systems to service users. Triage and disseminate information, acting as a key point of contact for the team, council and external services users.

We are committed to creating a diverse and inclusive workforce which reflects the community we serve. We aim to create a workplace that celebrates diversity as we know our greatest strengths are the people who make up our team.

We want talented, ambitious, and passionate people like you to come and take on this challenging and rewarding role. With excellent oral and written communication skills, you will be a clear thinker and outcome focussed. Collaborative multi-agency working is key to this role alongside being resilient and determined.

For an informal discussion about the role please contact the Recruiting Manager, Ryan Jarvis, [EESAdmin.NCC@northnorthants.gov.uk](mailto:EESAdmin.NCC@northnorthants.gov.uk) .