



School Business Assistant Job Description & Person Specification

JOB DESCRIPTION

Job title School Business Assistant

Report to Head of School/School Business Manager

Hours: 13 hours per week (Thursday and Friday) 39 weeks per year (term time only)

Salary Grade 5 (£18933 - £19311 pro-rata)

Purpose of the Job

To provide general administrative, welfare, financial and organisational services to the school under the management and guidance of senior staff. To work closely, effectively and efficiently with other members of the admin team to ensure the smooth running of the school office.

Main duties and responsibilities:

Visitors and Staff

- Provide a friendly, efficient and effective reception service, welcoming all visitors and handling queries appropriately.
- Closely follow school procedures to ensure the safety of all staff and visitors.
- All communications and interactions should reflect the positive, friendly and approachable ethos of the school in a professional manner.
- To act as the first point of contact with parents, visitors and staff on a range of matters, via phone, in person, electronic systems and word documents.
- Ensure signing in/out procedures are adhered to and appropriate security checks are carried out.

Children

- Closely follow school procedures to ensure the safety of children .
- Support building the confidence of all children
- To care for sick pupils under the agreed school procedures/policies to give first aid/medicine where necessary, and jointly be responsible for informing parents if their child becomes ill at school.
- To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.

- To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationship with them.

Administration

- To support and work effectively together with other members of the administration team and the wider school.
- To help ensure that the school reception area and displays are neat, tidy and clean showing the school at its very best at all times .
- Open and prioritise mail delivered, distribute internal and external mail.
- Maintain pupils and parents records on the school's Management Information Systems (RM Integris)
- Maintain and update pupils details on electronic systems used, including Parent Pay and the schools text service as necessary.
- To deal with administration in connection with new pupils and pupil transfers, as required.
- To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
- Ensure consent/permissions for all pupils are recorded, monitored and maintained.
- Record and notify dinner numbers to the catering team.
- Record meals orders on meal ordering system and weekly reconciliation.
- Assist in the collection and recording of dinner money as required.
- To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
- Undertake reprographic and scanning duties as required.
- To assist with preparation for school visits.
- To keep the school website, social media accounts and MIS up to date, as necessary.
- Maintain/ develop accurate filing systems.
- Assist in year-end procedures as necessary.
- To provide administrative and secretarial support to the Head of School/School Business Manager including typing/word processing, photocopying, scanning activities.
- To undertake any other duties of a similar level and responsibility as may be required.
- All documents/information retention are held as necessary following Data Protection regulations.

Finance

- To assist the management of stocks, check delivery notes and follow up queries as necessary.
- Support with ensuring the Free School Meal applications are kept up to date.
- Comply with the school's policies/procedures and the DDAT/Academies Financial Handbooks.

HR

- Support the SBM to ensure school staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Support the Administrator to manage the schools single central records, including carrying out DBS and pre-employment checks.
- Assist with ensuring policies and procedures are clearly communicated to all stakeholders.

Health & Safety

- Ensure First Aid kits and record sheets within school are kept stocked appropriately and place orders with SBM for further stocks as necessary
- Work with Admin Team to ensure all medical needs of pupils are recorded fully and shared with the necessary school staff. Following procedures.
- Comply with the requirements of Health and Safety regulations.

Other Duties

- Comply with the Data Protection Act and other legislation to ensure confidentiality is maintained at all times.
- To maintain confidentiality at all times in respect of school –related matters and to prevent disclosure of confidential and sensitive information.
- Follow Safeguarding and Safer Recruitment guidelines.
- To continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.
- To undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- To follow all Policies adopted by the school and Academy.

ATTRIBUTES	ESSENTIAL	PREFERRED
Education/Qualifications	<ul style="list-style-type: none"> ▪ Education to GCSE level with Maths and English at Grades A* - C or equivalent. 	<ul style="list-style-type: none"> ▪ RSAlII or equivalent in word. ▪ Processing Secretarial Skills

	<ul style="list-style-type: none"> ▪ Word Processing/secretarial Skills RSA II or equivalent. 	<ul style="list-style-type: none"> ▪ Management Information System (MIS) experience.
Experience	<ul style="list-style-type: none"> ▪ Minimum of 2 years office experience. ▪ Experience of undertaking a range of administrative tasks 	<ul style="list-style-type: none"> ▪ Experience of working in a school office.
Skills/Knowledge/Aptitude	<ul style="list-style-type: none"> ▪ Good interpersonal Skills ▪ Good Standard of ICT skills ▪ Ability to solve problems on a day to day basis ▪ Ability to work with minimal supervision and to act on own initiative. ▪ Ability to cope with conflicting demands, deadlines and interruptions. ▪ Empathy with children and young people. ▪ Ability to work as a member of a team. ▪ Commitment to the highest standards of child 	<ul style="list-style-type: none"> ▪ Customer Service experience.

	<p>protection and safeguarding.</p> <ul style="list-style-type: none">▪ Proven organisational skills with a high level of accuracy.	
Motivation	<ul style="list-style-type: none">▪ Willingness to be flexible.▪ Willingness to undertake further training as appropriate.	