



All Saints'
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Job Description

School Business Assistant (Grade 5)

Responsible to: School Business Manager / Assistant Headteacher / Deputy Headteacher / Headteacher

This is a federation wide post and as such some duties and responsibilities will be across both schools.

General Administration

- To attend training and participate in meetings, to ensure up to date knowledge of school systems, policy / procedure and DfE policy / procedure relevant to the role.
- To actively engage in performance management.
- To operate all computer based and manual administrative systems, within the school, in a secure manner, including pupil and staff records, finance and census information.
- To have a thorough understanding of federation policies and procedures, especially relating to the specific requirements of the post, including financial, personnel, safeguarding, health and safety, data protection and equal opportunities.
- To provide a positive and professional image of the schools, acting as the first point of contact for both telephone and face to face enquires.
- To support and contribute to the schools' responsibility for safeguarding children.
- To co-operate and liaise with the local and wider professional community, including fellow staff, parents, governors, community officials, LA support services, health professionals and social workers.
- To play a full part in the life of the federation's community and support its Christian ethos.
- To comply with health and safety policy and undertake risk assessments, as appropriate.
- To fulfil any federation wide duties which may, from time to time, reasonably be required by the line manager, Head teacher and other members of the Senior Leadership Team.

Key Duties and Responsibilities – Office Administration

- Dealing with telephone calls, messages, and emails, redirecting where appropriate.
- Ensuring that the school reception and office areas are safe, welcoming and well presented.
- Ensuring that all appropriate safeguarding and health & safety checks are completed for visitors and contractors.
- Carrying out administration duties including (but not limited to): letters to parents regarding school dinners, attendance, trips, clubs and newsletters, photocopying, electronic and manual document storage, and liaison with parents.
- Maintaining the school calendar and website, ensuring parents and staff are updated regularly.
- Organising and maintaining personnel records including attendance, recruitment, contract variations, absence monitoring and confidential staffing issues.
- Monitoring and maintaining a stock of school resources, supplies, and items for resale.

- Organising and maintaining pupil records, pupil reports, census return information and the general maintenance of the Management Information System.
- Periodically checking first aid locations including: school grab bag contents, recording and replenishing, as needed. Completing a termly, first aid stock check and raising a purchase order requisition for approval, as required.
- Administering First Aid to pupils, reporting and recording accident data, in line with the school's policy and procedure.
- Recording and maintaining the pupil attendance registers. Monitoring and responding to pupil attendance and reporting to staff, running relevant reports as required.
- Performing the day to day operation of the school meals register. Collecting, recording, reconciling and preparing for banking, all dinner money, on a weekly basis. Reconciling and recording cashless payments on the schools' parent communication and financial systems. Highlighting any areas of concern to the Office Manager.
- Recording daily school meals data - by type - and liaising with the schools' kitchens. Updating the monthly summary of meals served by type.
- Collecting, reconciling, and recording all monies relating to sale of goods, voluntary donations, clubs and trips.
- Carrying out all financial administration in accordance with appropriate trust and school financial regulations and policies.
- Preparing and photocopying papers in support of the schools' administration and teaching and learning functions including assessment papers, termly report cards and annual reports.
- Providing support to the Schools' Business Officer in placing orders and requesting quotes. Receiving, checking and recording receipt of all deliveries, highlighting any errors and omissions.
- Booking training courses on behalf of federation staff members, via the Derbyshire County Council Services for Schools and DDAT websites, liaising with attendees and updating the school calendar. Communicating to the Schools' Business Officer when payment or a purchase order is required. Collecting training certificates and storing within personnel folders. Updating the CPD tracker and first-aid training log.
- Organising and maintaining the schools' signing in, telephone system and info@ email box.
- Liaising with service providers and contractors - to book and receive reports for site maintenance repairs across the federation - implementing statutory and good practice health and safety checks. Updating the school calendar, storing, and sharing reports with relevant staff.
- Carrying out any other reasonable duties commensurate with the grading and level of responsibility of the job across the federation.

This job description may be amended at any time following discussion between the line manager and member of staff; it will be reviewed annually.

Employee Signature	Date
Headteacher Signature	Date



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Person Specification

School Business Assistant (Grade 5)

Area	Item	Essential / Desirable	Method of Assessment
Safeguarding	Current DBS check	E	A/P
	Positive and current reference	E	A/R
	Awareness of safeguarding procedure	E	A/I
	Commitment to safeguarding requirements including the health and welfare of pupils	E	A/I
Qualifications and training	GCSE (or equivalent) Maths and English grade C or above	E	A/P
	Ability to self-evaluate learning and seek development opportunities	E	A/I
	Commitment to on-going professional development	E	A/I
Knowledge and understanding	Clerical/administrative experience	E	A
	Knowledge of financial processes and procedures	E	A/I
	Knowledge of pupil MIS and financial accounting systems e.g. Sage and RM Integris	D	A/I
	Knowledge of health and safety practise and procedures	D	A/I
	Knowledge of data protection policies and practises	D	A/I
	First Aid qualification	D	A
Skills and abilities	Excellent Numeracy/Literacy skills	E	A/I
	ICT literate	E	A/I
	Good organisational skills	E	A/I
	Ability to prioritise work and work effectively under pressure to ensure deadlines are met	E	A/I
	Good communication skills	E	A/I
	Ability to understand relevant policies and how they affect the role	E	A/I
	Ability to develop effective relationships with the whole school community	E	A/I/R
	Willingness to become fully involved in all aspects of school life	E	I/R
Application	A well constructed high standard of application demonstrating a high command of grammar, spelling and punctuation.	E	A
Person Characteristics	Excellent communication skills	E	A/I/R
	Works well as part of a team	E	A/I/R
	Flexible approach to school life	E	A/I/R
	Good sense of humour	E	I/A
Reference	References from your last employer will be sought, including absence record	E	A/R

I: Interview A: Application R: Reference P: Proof required (please bring to interview)