**School Business Assistant Job Description & Person Specification**

**Reports to:** Headteacher / School Business Manager

**Salary:** Grade 5 point 4 £18,933 FTE – point 5 £19,311 FTE

**Purpose of the Job:**

To be responsible for the smooth running of the school office, responsible for assisting the School Business Manager (SBM) and Headteacher in the school’s financial and personnel administration

**Main duties and responsibilities**:

* To undertake reception duties, welcoming visitors and handling general enquiries in person and over the phone from visitors, parents, and external organisations.
* Ensure signing in/out procedures are adhered to and appropriate security checks are carried out.
* To act as the first point of contact with parents and visitors on a range of matters.
* To operate the school telephone, e-mail systems and manage electronic calendars as appropriate
* 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 (this is a particular priority at open evenings and school functions)
* To provide administrative and secretarial support to the Headteacher/SBM including typing/word processing, photocopying, scanning activities and receiving telephone calls.
* Open and prioritise the schools/Headteacher mail, distribute internal and external mail.
* To keep the school website, social media accounts and MIS up to date.
* Manage the communication channels between school and parents/carers.
* Process purchase orders.
* Upload invoices to the appropriate schools’ systems.
* Assist in monitoring expenditure in relation to financial budgets.
* Assist in year-end procedures.
* Record and notify dinner numbers to the catering teams.
* To deal with administration in connection with new pupils and pupil transfers.
* To care for sick pupils under the agreed school procedures to give first aid/medicine where necessary, and inform 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 deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
* To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
* To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.
* To assist with the receiving deliveries of stock, checking against delivery notes and informing intended recipients of any shortages, damage etc.
* To maintain stocks of stationery and office supplies and oversee stocktaking.
* Maintain and develop efficient and accurate filing systems.
* To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
* 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 of a similar level and responsibility as may be required.

**PERSON SPECIFICATION**

**JOB TITLE:** School Business Assistant

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| Attributes | Essential | Preferred |
| Education/Qualifications | Education to GCSE levelwith Maths and English atGrades A\* - C or equivalentWord Processing/SecretarialSkills RSA II or equivalent | RSAIII or equivalent inWord Processing/Secretarial SkillsManagement Information System (MIS) experience |
| Experience | Minimum of 2 years office experienceExperience of undertaking a range of administrative tasks | Experience of working in a school office |
| Skills/Knowledge/Aptitude | Good interpersonal skillsGood standard of ICT skillsAbility to solve problems on a day to day basisAbility to work with minimal supervision and to act on own initiativeAbility to cope with conflicting demands, deadlines and interruptionsEmpathy with children and young people |  |
| Motivation | Willingness to be flexibleWillingness to undertake further training as appropriate |  |
| Other | Willingness to undertakeFirst Aid training | Current First Aid Certificate |