**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

|  |  |  |
| --- | --- | --- |
| Attributes | Essential | Preferred |
| Education/Qualifications | Education to GCSE level  with Maths and English at  Grades A\* - C or equivalent  Word Processing/Secretarial  Skills RSA II or equivalent | RSAIII or equivalent in  Word Processing/Secretarial Skills  Management Information System (MIS) experience |
| Experience | Minimum of 2 years office experience  Experience of undertaking a range of administrative tasks | Experience of working in a school office |
| Skills/Knowledge/Aptitude | 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 |  |
| Motivation | Willingness to be flexible  Willingness to undertake further training as appropriate |  |
| Other | Willingness to undertake  First Aid training | Current First Aid Certificate |