



## **School Business Assistant Job Description**

**School:** Bishop Purglove Primary School

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

**Hours:** 21 hours per week, term time only (39 weeks over 4 days: Mon/Tues/Wed/Thurs)

**Salary:** Grade 6

### **Purpose of Job:**

To provide efficient and effective administrative and clerical support to the school assisting both the School Business Manager and Executive Headteacher in the schools financial and personnel administration.

## **Main Duties & Responsibilities**

### **Children:**

- Support building confidence of all children
- To care for sick pupils under the agreed school procedures to give first aid/medicine where necessary
- Be jointly responsible for informing parents if their child becomes ill at school
- To undertake administrative duties in respect of pupil attendance, including following up on individual absences, in accordance with the school absence policy
- To assist with pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them
- Follow schools Safeguarding procedures at all times
- Responsible for the collation of bumped head/near miss/accident information for the Executive Headteacher
- Support supervision of the children on the playground at lunchtimes

### **General:**

- Work with and support the school team
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information

- Continually promote and support the ethos and principles of the school and avoid any action that may be detrimental or prejudicial to the interests of the school
- Undertake any other duties as deemed necessary of a similar level and responsibility that may be required
- Training to be undertaken as and when required

### **Staff and Visitors:**

- Liaise with the Executive Headteacher and all other members of staff
- Operate the school telephone system, dealing with callers in a manner which reflects the positive and approachable ethos of the school
- Undertake reception duties, welcoming visitors and handling queries appropriately
- Ensure signing in/out procedures are adhered to
- Ensure appropriate security checks are carried out for all visitors
- Support the administration of staff recruitment and employment ID checks
- Record all staff absences and support arrangements for supply staff

### **Communication:**

- To undertake reception duties and deal with general enquiries from visitors, parents etc
- To act as the first point of contact with parents on a range of matters
- To help ensure that the school reception area and displays are neat, tidy and cleaning showing the school at its very best at all times
- Manage the school mail effectively
- Manage effective communication systems throughout the school including electronic calendars, parents evening bookings, text and email messaging services to parents, school website updates.
- Assist in the preparation of information for the school websites including uploading and amending content as required
- Check and manage school email accounts

### **Administration:**

- Operate the schools' computer based administrative systems in as secure manner providing staff with up to date information as and when required
- Input and retrieve data
- Operate the school HR system and keep up to date
- Process pupil leavers and starters using the Dfe and SAMs website for data transfer
- Process various pupil returns throughout the calendar year as required school Census/Workforce census/Data Returns
- Ensure SCR Tracker is kept up to date with current information regarding DBS information in line with KCSIE requirements
- Deal with general correspondence/undertake photocopying and scanning activities
- Liaise with DDAT Finance & HR when required or requested by SBM to contact
- Record and notify dinner numbers to catering daily

- Complete Nursery Milk data weekly
- Collate, record and charge half termly for dinner money chasing up late payments
- Collate, record and charge half termly for Breakfast/After School Club chasing up late payments
- Process additional hours sheets/supply chain forms/staff absence returns monthly and to tight timescales
- Maintain Statutory Sick pay records for all absent staff ensuring all associated procedures are carried out
- Liaise with school health and other agencies as appropriate
- Maintain and develop effective and efficient filing systems
- Undertake administration of minor school contracts, including obtaining quotes for the supply of goods and services to schools, liaising with the SBM where necessary
- Assist in the coordinating the upkeep of the school buildings under the direction of the SBM
- Assist in the preparation for school visits and supervision of pupils on such visits, in liaison with the Educational Visits Coordinator
- Responsible for ordering stock/receiving deliveries/checking against delivery notes and informing suppliers promptly of any shortages or damage.
- Maintain stocks of stationery/office and cleaning supplies
- Maintain and update the COSHH records for cleaning fluids in line with Health & Safety requirements

**Finance:**

- Operate the schools account system (Sage Intacct) in accordance with the Trusts financial procedures and regulations
- Process purchase requisitions/purchase orders and invoices with accuracy
- Assist in year end procedures
- Maintain accurate records of income and expenditure
- Undertake any other tasks required as requested by the SBM