

School Business Assistant Job Description & Person Specification

Job Title: School Business Assistant

Work Location: Firs Primary School, Raven Street, Derby DE22 3WA

Reports To: School Business Manager

Grade: Derby City Council Single Status Grade C points 5 – 6

Salary Range: £25,583 -£25,989 pro rata for term-time plus 2 weeks (pay award pending)

Hours per week: 37 **Weeks per year:** 41 **Start date:** As soon as possible

Purpose of the Job:

To support 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 telephone 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 report any defects of equipment in need of repair including photocopiers.
- 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, IT based tasks requiring knowledge of various ICT packages, photocopying, scanning activities and receiving telephone calls.
- To produce school letters advising of school trips and other school events
- Open and prioritise the schools mail, distribute internal and external mail.
- Assist with organising the after-school club provision
- To assist in keeping social media accounts and MIS up to date.
- Assist in communication channels between school and parents/carers using text messages and Class Dojo
- Complete requisitions, process purchase orders, goods receive and process invoices on the Sage finance system

- Upload invoices to the appropriate schools' systems.
- Maintain monthly records of chargecard expenditure uploading statements and receipts to the appropriate schools' systems
- Assist in year-end procedures in respect of archiving school documents and forwarding pupil records to new schools.
- Record and notify dinner numbers to the catering team and arrange catering for special events with the Catering Manager
- Collate, record and bank dinner, after school clubs, uniform and trips income.
- 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.
- In the absence of the Admissions and Attendance Officer, deal with administration in connection with new pupils and pupil transfers, and 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 trips including arranging transport and packed lunches, in liaison with the Educational Visits Coordinator.
- To receive deliveries of stock, checking against delivery notes and informing intended recipients of any shortages, damage etc.
- To maintain stocks of stationery, office supplies and school uniforms, and oversee stocktaking.
- Maintain and develop efficient and accurate filing systems.
- To always maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information in compliance with Data Protection Regulations.
- Able to form and maintain appropriate professional relationships with pupils, staff, governors, parents/carers and others involved in the smooth running of the school.
- Working closely with colleagues as an effective team.
- Be fully committed to the School's Safeguarding Policies and Procedures, undertaking regular staff training and reporting concerns as appropriate.
- 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	<p>Education to GCSE level with Maths and English at Grades A* - C or equivalent</p> <p>Word Processing/Secretarial Skills RSA II or equivalent</p>	<p>RSAlll or equivalent in Word Processing/Secretarial Skills</p> <p>Management Information System (MIS) experience</p>
Experience	<p>Minimum of 2 years office experience</p> <p>Experience of undertaking a range of administrative tasks</p>	<p>Experience of working in a school office</p>
Skills/Knowledge/Aptitude	<p>Good interpersonal skills</p> <p>Good standard of ICT skills</p> <p>Ability to solve problems on a day-to-day basis</p> <p>Ability to work with minimal supervision and to act on own initiative</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Empathy with children and young people</p> <p>An understanding of and a commitment to following all safeguarding procedures in school.</p> <p>Good organisational skills</p> <p>A sense of humour</p>	

Motivation	Willingness to be flexible Willingness to undertake further training as appropriate	
Other	Willingness to undertake First Aid training and Administration of medicines training Awareness of equal opportunities Awareness of Health & Safety and practical hygiene issues	Current First Aid Certificate