



DISCOVERY PRIMARY ACADEMY



Business Assistant

Job Description

Job Title:	Business Assistant
Start Date:	January 2025
Contracted Hours:	8.15am to 3.30pm
Grade:	Grade 5 £19,364 per annum
Purpose of Job:	To administer trips, parent payments, hot meal data, breakfast club administration, purchase ordering, communicating with parents and supporting the Business Manager.

Supporting the Academy Office

1. Ensure a warm, professional, and effective reception of all visitors, telephone and email enquiries while being an integral part of a busy academy office.
2. Administer all elements of academy trips from obtaining quotes for coaches and entrance fees to letter writing, payment administration and debt management.
3. Support the PE team with arranging afterschool clubs, and sporting events by booking transport and liaising with parents and carers.
4. Daily co-ordination of pupil meals. Liaising with our onsite Catering company, monitoring parent payments and debt management.
5. Daily co-ordination of the breakfast club supporting with monitoring parent payments and stock ordering.
6. Researching best value for the academy and administering all purchase orders from the quotation stage through to goods received. Liaise with suppliers and staff with all purchase ordering related enquiries.
7. Complete monthly income reports for the Business Manager, prepare the monthly credit card orders and statement for payment.
8. Oversee the Local Authority holiday voucher system for eligible parents.
9. Process all cash received and administer year 6 leavers payment balances.
10. Operate reprographer equipment and have good IT skills using the academy MIS system, Word, Excel, Teams and Google.
11. Work closely with the Business Manager to support the smooth running of the academy office and to support with Trust financial processes.
12. Create an exciting and informative newsletter on a weekly basis for parents, carers and Governors.

Supporting the Academy

1. Be aware of, and comply with, policies and procedures, e.g. child protection, internet safety, health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Develop and maintain effective relationships with other staff, parents and carers.
3. Interact appropriately and professionally with teachers and other colleagues and parents/carers
4. Attend relevant meetings as required.

Review and develop own professional practice

1. Take part in regular review of practice and take advantage of development opportunities
2. Setting personal targets and attending relevant courses/in-service training

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of the academy to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Headteacher in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed: -----

Print Name:-----

Date:-----

Discovery Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.