



# MATRAVERS SCHOOL

## JOB PROFILE

Reference	Grade E
Job Title :	Business Assistant (Human Resources and Finance)
Main Job Purpose :	To work across the school with a main focus on undertaking HR, Financial administration and support with organising cover.
MAIN DUTIES	
1	Act as HR administration within the school including supporting recruitment processes, undertaking safeguarding checks for new staff and coordinating absence management.
2	Manage the school's voluntary fund including, making and receiving payments, checking trip costs to ensure viable, booking of coaches/venues and keeping a record of payments received and made, providing reports to budget holders, and supporting the school business manager with the year end audit.
3	Supporting the Finance Office with day-to-day finance tasks including, processing invoices and direct debits, raising purchase orders, raising invoice, making BACs payments and bank reconciliation.
4	Arrange for cover of classes of teachers who are absent. Liaise with teachers within the school with regard to covering classes. In exceptional circumstances this could include contacting the recognised supply teaching agencies with a view to arranging cover.
5	Act as administrator of the parent payment systems (Pay360) including ensuring parent of new students have access to items for sale, can pay for trips and can pay for meals. Ensure accurate payment records are kept and investigate any discrepancies or problems.
6	Work with the head of music to support the administration of private music lesson and claims for music grants.
7	Supporting the Head's PA in the recruitment process including placing adverts, responding to enquiries, administering the short-listing process, planning for interviews, obtaining references and undertaking clearance checks.

8	Supporting the Operations and Premises Manager in day-to-day operation of the school minibuses including taking booking, recording staff driving license check and arranging training.
9	Support school canteen systems by monitoring payments and dinner money accounts, liaising with suppliers where IT systems are not functioning as needed and providing activity reports of take up to appropriate staff.
10	Ensure staff absence policy is followed and that records are correctly recorded, maintained and monitored. This will including, providing support to SMT (including some return-to-work interviews) and coordinating OH referrals.
11	Develop broad skills and knowledge across the school to enable support to be provided to other areas in the school when needed including reception, SEN, Sixth Form and SIMS database.
12	Undertake general administration including booking and recording training for staff and providing administrative supporting for school clubs and events where required.
13	Keep staff records up-to-date including recording all safeguarding checks, updating training records and annual check of personal details. Advise payroll of changes to staff details where needed.
14	Support the school in achieving best value for money on procurement by looking for other options/solutions/suppliers when appropriate.
Supervision and Management	The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.
Creativity and Innovation (i.e. Problem Solving)	The job holder works within a general framework of recognised procedures but develops systems to improve processes.
Key Contacts and Relationships	<p>The jobholder works closely with the School Business Manager, Head Teacher and Finance Officer for day-to-day work and with all other school staff for information exchange.</p> <p>Liaises with the Wiltshire County Council the LEA for liaison and information.</p> <p>May be the first point of contact for enquiries from parents or carers</p> <p>Outside companies in dealing with goods and services.</p>

Decision Making	The jobholder has discretion to make recommendations/take decisions on routine problems eg when to contact staff to alert them about financial matters such as overspending; highlighting overspending to Finance Officer; highlighting late payments of invoices to Finance Officer
Resources	Although the school is predominately “cashless” there may be times when the job holder is required to deal with small amounts of cash following school events.
Working Environment	The work must be completed methodically and to deadlines and the programme of work is not normally subject to disruption. There is regular background noise from students at certain times of the school day. Some contact with students/parents is about routine matters.
Knowledge and Skills	<p>The jobholder must have the ability to undertake a range of tasks involving the application of financial rules and procedures, a good standard of practical knowledge and skills in financial administration including cash handling, and operation of IT including spreadsheets and databases.</p> <p>Experience of working in a school environment and of using M365, SharePoint, SIMS, FMS and Pay 360 would be an advantage but training can be provided if needed.</p>