

## JOB DESCRIPTION

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| **Job Title:**  | Business Assistant  |  |
| **School:** | The Colleton Primary | **Salary:** £26,403 |
| **Reports To:** | School Office Manager |  |  |
| **Grade:** | Grade 4, SCP 7 |  |  |
| **Employment Status:** Fixed Term to 31st August 2026, Term Time Only |  |
| **Hours of Work:** Part Time - 24 hours per week |
| **Job Purpose**To provide financial and administration support to the school. |
| **Departmental/Team Purpose:** The purpose of the school is to meet the educational needs of children and young people within the local community.  |
| **Organisation Chart:**Business AssistantHeadSchool Office Manager |

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| Scope |  |
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| **Financial Accountabilities** | YES |
| Budgets directly controlled  |  |
| Budgets monitored on day-to-day basis: |  |
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| **Staff Responsibilities** | NONE |
| Number of employees managed/supervised: |  |
| Number of FTE (Full Time Equivalents) employees managed/supervised: |  |
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| **Management of Physical Assets** | NONE |
| Nature of physical assets directly controlled |  |
| Details of service contracts managed: |  |

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| Summary of Main Contacts.* Pupils
* Families
* Teachers
* Governors
* Other school staff
* Other professionals
* LEA
* Extra-curricular clubs
* Persons/Organisations which hire facilities
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| Main Tasks/Accountabilities  |  |
| 1. Be familiar with the operation of all office systems and undertake training in use of new systems when required. This includes Access, Arbor and WES.
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| 1. Assist in the collection of all forms of payments made to the school and record receipts in the school’s accounting systems. To include chasing payments when necessary.
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| 1. Manage all HAF (Holiday Activities and Food) and FSM (Free School Meals) requests/payments.
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| 1. Prepare BACS for Bursar.
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| 1. Assist in the reconciliation of bank statements for all school bank accounts.
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| 1. Assist the Office Manager with recruitment tasks.
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| 1. Be responsible for maintaining stocks of stationery and first aid supplies throughout the school. Place orders and check deliveries.
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| 1. Process invoices and refunds for approval and payment.
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| 1. Handle all administration and invoicing relating to extra-curricular clubs and lettings and adhoc events.
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| 1. Administer wraparound requests for parents and Deputy.
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| 1. Administer all trips, visits and sports events. Liaise with the EVC and relevant staff to ensure that all the correct documents are completed and procedures are followed.
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| 1. Be responsible for daily attendance registers following up absences. Input attendance onto Arbor.
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| 1. Assist with general reception, pupil support and administration duties to support the Bursar and Office Manager. Deal with queries from pupils, parents, suppliers, debtors, external agencies and members of staff when required. Demonstrate tact, diplomacy and confidentiality at all times**.**
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| 1. Be responsible for updating the website and social account on request**.** Alongside the Receptionist monitor accuracy of information – dates etc
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| 1. ~~Assist the Head with data collection and analysis~~
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| 1. Cover duties for absent colleagues, within reason, as requested.
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| 1. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures adopted by the school. Be aware of safeguarding procedures. Maintain confidentiality of information acquired in the course of undertaking duties at all times and to prevent disclosure of confidential and sensitive information.
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| 1. Be responsible for own continuing self-development, undertake training as appropriate.
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| 1. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.
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PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

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| **Knowledge/Qualifications:** Essential* A good general education including GCSE Grade A – C equivalent in English and Maths

Desirable* Knowledge of Schools MIS and accounting packages
* Finance/Accounting related qualifications
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| **Skills/Abilities:** * Strong attention to detail and able to produce work with a high level of accuracy
* Numerate and able to analyse information
* Be confident using different IT packages including Word, Excel and Outlook. Training will be given in school specific packages
* Good general communication skills
* Good organisational and workload management skills
* Able to work as part of a busy team but also use own initiative when required
* Good problem-solving skills
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| **Experience:** Essential* At least one year’s experience in a similar role.
* Experience of working within a busy, diverse environment

Desirable* Experience in a finance role especially in a school environment
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| **Personal Qualities:** * Interested in learning about best practice and able to apply learning to develop new approaches
* Flexible and adaptable in your approach to working in an organisation where unexpected demands can arise at any time
* Flexible approach with regard to all administrative duties asked of you
* Willing to accept responsibility
* Team player
* Tact, diplomacy, confidentiality and sensitivity
* Integrity
* Good sense of humour
* Professional approach to work

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| **Special Factors:** * none
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