



THE BISHOP FRASER TRUST

A CHURCH OF ENGLAND MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	Business Operations Assistant	Department/Group:	Business Operations Team / Support Staff
Level/Salary Range:	Grade D SCP 6-11	Reporting to:	Business Operations Manager
Contract term:	Permanent Term time + 10 days	Hours per week:	25 hours per week Mon – Fri 11am - 4pm
Vision Statement			
<p><i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i></p> <ul style="list-style-type: none"> • Offering a high quality, inclusive and distinctive education • A caring and nurturing environment based on our Christian values • Recognising the unique nature of each child. 			
Main Objectives of Role:			
<ul style="list-style-type: none"> • To provide professional, effective and efficient customer focussed administrative support services to all stakeholders • To assist with the delivery of Business Operations in school and meet agreed quality and performance standards. 			
Job Description:			
<p>To be a part of the Business Operations team which can include the following duties:</p> <p>Trips</p> <ul style="list-style-type: none"> • To deliver a professional and reliable service and develop stakeholder relationships, including colleagues, students and parents as appropriate • To assist in the scheduling, organisation and co-ordination of activities, resources and events relating to school trips • To create school trips on Scopay; ensuring that trips are fully costed and priced accordingly; and liaise directly with trip organisers to ensure smooth running of trips <p>Transport</p> <ul style="list-style-type: none"> • To assist in maintaining the usage diary of the school minibuses – scheduling maintenance, servicing and other regular requirements • Organising necessary transport for fixtures/trips/events <p>Training</p> <ul style="list-style-type: none"> • Systematic tracking, monitoring and recording of all teaching and support staff training • Arrange appropriate annual refresher training for all staff and governors in conjunction with the Assistant Headteacher (Teaching & Learning) <p>HR</p> <ul style="list-style-type: none"> • To assist in the co-ordination of the recruitment processes for the school • To liaise with central HR re appointment of new employees • To ensure employee records are accurate and up to date • To maintain an up-to-date single central register • To ensure the school’s handbook is current • To maintain up to date and accurate paper or electronic filing system for personnel records <p>Finance</p> <ul style="list-style-type: none"> • To process finance tasks in an accurate manner in line with the academy finance requirements of The Bishop Fraser Trust • To assist with the monitoring and monthly reconciliations of company credit cards and petty cash • To assist in the receipt, recording and processing of payments in line with financial procedures • To support and expedite finance queries via the central finance team 			

Administration

- To plan and manage your work to meet specified deadlines and requirements
- To maintain and use databases

General

- Work collaboratively with a range of internal and external partners, demonstrating a positive 'can do' attitude and working flexibly as one team for the wider 'team TBFT'
- Limited flexibility with working hours including assisting with after-school events and on occasions other commitments beyond the usual working day, recognising the variable nature of workloads and deadlines. It must also be noted that the Trust strongly recognises the fundamental importance of a private and family life, and of adequate rest and recreation.
- Meet regularly with the Business Operations Manager
- To undertake any other duty commensurate with job grade

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated: February 2024

Signed: _____

Name: _____

Date: _____



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PERSON SPECIFICATION

	Business Operations Assistant - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
	Ability to work under pressure to meet specified deadlines, in a situation with frequent interruptions	E
Qualifications	5 GCSEs or equivalent A*-C, including Maths and English at C grade or higher.	E
	Business Administration NVQ Level 3 or equivalent or willing to work towards	E
	An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding	E
Experience Skills and Knowledge	Working in a team environment in an administrative capacity	E
	Experience of using a range of computer software packages and systems	E
	Working within a school environment	D
	Experience of HR and/or Finance Administration	D
	Ability to make best use of systems, suggest improvements and maintain quality administrative services to customers	E
	Ability to research, analyse and challenge information to support decision making and aid audit compliance	E

	Business Operations Assistant - CRITERIA	Essential / Desirable
	Ability to maintain ICT systems and software	E
	Ability to enter and retrieve information and produce accurate documents (e.g., using Excel or similar systems)	E
	To be able to accurately record and monitor payments in line with financial procedures	E
	To be able to schedule and co-ordinate activities and resources and organise events, school trips etc.	E
	Ability and awareness to work within the rules of relevant policies, legislation and good practice relating to schools; particularly Data Protection, Child Protection and Safeguarding	E
	Excellent levels of literacy and numeracy	E
	To manage highly confidential material in an appropriately sensitive way	E
	Evidence of continuous development	D
	High level of customer service (to central office colleagues, budget holders, staff and parents etc.)	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E