

Job Title	Business Services Officer	Base	School Based
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Salary	NJC SCP 12 – 18	Contract	Permanent (Term time plus 10 days)
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Reporting to:	Trust Business Manager
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Overall Purpose of the Post

To manage the administrative function within the school ensuring the smooth running of the school on a daily basis.

To provide confidential, effective, efficient, and flexible administrative, financial and business support to the school with minimal supervision.

To manage a team of office support staff, including the allocation and monitoring of work, appraisal and training.

Duties and Activities:

Organisation

- Organise and manage the administration function of the school
- Work closely with the school and Central team
- Issue communication to parents and staff when requested.
- Ensure management information is always up to date and accurate pupil and/or staff information.
- Attend staff meetings and training days and management team meetings by agreement with the Headteacher.
- Comply with the policies and procedures relating to children protection, health, safety and security confidentiality and data protection, reporting all concerns to an appropriate person.
- Adhere to data protection legislation

Finance

- Responsible for the processing of invoices accurately and in line with agreed authorization and timescales. This may include cross referencing purchase orders, goods received notes and obtaining relevant authorization
- Investigating discrepancies and liaising with the Trust Central Team to ensure returns are processed and that credit notes are received
- Responsible for ensuring that suppliers are paid in a timely manner, raising BACS and loading to the bank, obtaining relevant authorization and advising Trust/Headteacher when ready for payment
- Responsible for reviewing aged creditors monthly and following up on any outstanding payment
- Responsible for raising sales invoices from appropriate documentation
- Work with the central finance team to support the Trust internal and external audits ensuring that information is timely and accurate.

- Carry out a monthly reconciliation of petty cash
- Monitor Service Level Agreements and licenses
- Analyse, interpret and evaluate data and produce detailed reports as required
- Check and reconcile financial records, including resolving queries
- Responsible for the Early years funding portal
- Undertake routine cash handling duties, including receiving and recording payments, issuing receipts and preparing banking

Human Resource

- Act as the first point of contact for HR and payroll queries from staff
- Responsible for organising the induction and training of new staff in computer system, procedures and policies.
- Responsible for ensuring School census and school workforce census is completed timely and accurate.
- Undertake HR Administration, and maintain HR and payroll records.
- Responsible for notifying payroll of any sickness, absence and additional hours in line with the approval process
- Maintain and monitor the Single Central Record and Safeguarding Training records.

Estates and Health and Safety

- Work with the Trust Estates Health & Safety and Compliance Officer to ensure regulatory compliance, health & safety standards are maintained, and operational efficiency within the school.
- Assist with the maintenance of the Every system, keeping all information updated
- Manage the administration of academy lettings and other uses of the academy
- Monitor Service Level Agreements
- Liaise with the Trust Estates team, Site Managers and Caretakers to ensure visitors and contractors are fully inducted to site.
- Liaise with contractors and external service providers for minor site needs.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis

RESPONSIBILITY OF RESOURCES

Employees (Supervision): Administration staff up to 3 members of staff depending on size of school.

Financial: None

Physical: None

Customers and Clients:

Internal

Senior Leaders, Central staff., Headteachers, School Business Managers, support staff at school level who are involved with administration, finance, HR and recruitment.

External

Payroll Provider, Trade Unions, Local Authority representatives, IT provider

WORKING CONDITIONS

School based, some travel may be required across the Trust.

CHARACTERISTICS OF THE POST

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications listed on the person specification
- Confirmation of medical fitness for employment
- An Enhanced DBS Disclosure with barred list.

PERSON SPECIFICATION

PERSONAL QUALITIES, QUALIFICATIONS AND EXPERIENCE

	Essential	Desirable
Qualifications/Training		
5 GCSEs (Grades 4-9 or A* - C) including English and Maths or Level 2 or equivalent qualification	Y	
Knowledge		
Knowledge of data protection guidelines and GDPR ensuring confidentiality at all times.	Y	
Knowledge and understanding of Safeguarding in an Education setting and how this may relate to your role.	Y	
An understanding of Health and Safety issues relevant to the post.	Y	
Deep knowledge and understanding of the academy, academy polices, and procedures, and services to resolve queries and problems.	Y	
Experience		
Proficient in the use of using Microsoft Office, databases and web technologies	Y	
Proven experience as an office administrator or in a relevant role	Y	
Experience of dealing with queries from parents, children and the public		Y
Experience of working within a school setting	Y	
Analytical skills for monitoring and analysis of information and data	Y	
Competencies and Other Skills		
Excellent written and verbal communication skills to provide advice, guidance and support on a range of non-teaching issues to all staff within the school including governors, pupils, parents, and other members of the community	Y	
Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of academy business through daily contacts and written communications	Y	
Excellent organisational skills and time management including ability to multitask and manage conflicting priorities	Y	
A strong commitment to the school's vision, Christian values and ethos	Y	
A flexible approach to work and a strong work ethic	Y	

Date completed: January 2025