



Job description: Business Support Assistant

Post title:	Business Support Assistant
School:	Arbour Vale School
Salary and grade:	Level 4 19-22.0
Line manager/s:	School Business Manager

Purpose of Role

To provide efficient and effective administrative support across both finance and human resources functions within a busy school environment. The role ensures accurate financial processing, compliance with policies, and smooth HR operations to support staff and leadership.

Finance

- Assist in processing school orders, ensuring budget provision and authorisation prior to processing. Enter all orders onto the OHCAT Finance system. Subsequently receiving deliveries and checking against orders before distributing to budget holder. Liaise with suppliers regarding delivery dates and track
- Ordering resources for the stockroom ensuring delivery notes are ticked off and good received on the financial system in a timely manner
- Monitor Agency staff timesheet approvals and provide Agency Flash Report data on a weekly basis
- Ensuring Contractor vetting forms received and completed correctly for the SCR.
- To assist in maintaining Single Central Records for all establishments and undertaking training to enable safer recruitment of staff. This includes compliance checks for agency staff and contractors across OHC&AT.
- Undertake all such other reasonable tasks commensurate with the post dependent on skills and experience

HR

- Assist with recording leave requests on HR systems and advise staff whether leave of absence is authorised as paid/unpaid and filing them.

- Monitor and manage the HR mailbox daily, providing professional, accurate, and timely first-line responses to staff queries.
 - Ensure accurate and timely data input into HR systems, including:
 - New starters, leavers, amendments, maternity/paternity, absences, annual leave, etc.
 - Leave requests, including notifying staff and filing appropriately.
- Maintain accurate staff records, including contracts and personnel files
- Administer onboarding and induction processes for new staff
- To undertake the administrative duties associated with recruitment, probation, including drafting letters, filing etc. to ensure smooth operations
- Assist with note taking and document preparation for Absence review meetings Disciplinary, Grievance and other HR investigations, hearings and meetings.
- Preparation of standard letters offers, leavers, flexi working, payroll queries
- To support the administration of staff Flexible Working Requests. To liaise with staff and managers proactively and to ensure agreed working arrangement is set up correctly on HR systems, and new salary & working details are communicated to staff effectively.
- Supporting all aspects of Child Protection and Safeguarding of Vulnerable Adults;
- Promoting the Equality and Diversity policy in all areas of work;
- Supporting Health, Safety and Wellbeing within the workplace.
- To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
- To carry out other such similar duties that may be reasonably required by Director of HR, Head of HR and Senior HR Business Partner.
- To undertake similar duties at Arbour Vale School Satellite Centre as requested by the Principal and School Business Manager

General Administration

- Provide general administrative support to the business office as needed
- Respond to internal and external queries in a professional manner
- Maintain confidentiality of sensitive financial and HR information
- Ensure compliance with school policies and statutory requirements
- Contribute to the smooth day-to-day running of the business office

Signature of post holder:

Date: / /

Signature of Principal:

Date: / /

Person Specification

Essential

- Strong organisational skills and attention to detail
- Good numeracy and IT skills (e.g., Excel, MIS systems)
- Ability to handle confidential information with discretion
- Strong communication and interpersonal skills
- Ability to prioritise workload in a fast-paced environment

Desirable

- Experience working in a school or education setting
- Experience in finance, HR, or administrative roles
- Knowledge of school finance systems (e.g., Arbor, Itrent and Sage)