

JOB ACCOUNTABILITIES

Job Title: Business Support Assistant	Job number / Grade Grade 4 (point 7-11)
Directorate: Education	Unit: Alwyn Infant School and Courthouse Junior School Primary Federation

JOB PURPOSE

To provide business support across financial, HR, recruitment and facilities tasks/processing, working closely with the Business Manager.

SCOPE OF JOB (Budgetary/resource control, impact)

Administer financial, staff personnel and other administrative work to ensure the provision of an efficient and effective service to the school.

Working closely with the Business Manager to provide support and information as necessary to enable smooth day-to-day operations.

Has contact with all stakeholders including school visitors, teachers, parents, pupils, governors, support staff and external companies.

Operates in a busy, often noisy environment and required to juggle conflicting priorities.

Often the first point of contact for external contracts and queries.

Will have access to confidential information, which must be dealt with discreetly.

POSITION WITHIN UNIT STRUCTURE

Reports to the School Business Manager

KNOWLEDGE, SKILLS & EXPERIENCE

Experience of working in a financial role or has attained book-keeping qualifications

5 GCSEs including English and Maths at grade 9-4/A*- C

ICT literate and able to operate software at an intermediate level, including Excel and Word

Sound communication skills.

The ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.

Able to use technology and office equipment.

Training would be provided for Bromcom (MIS and school financial system).

JOB ACCOUNTABILITIES

To be responsible for financial administration such as placing orders

Processing accounts payable invoices

Maintain manual and computerised financial records

Recording income and banking of cash/cheques

Raising invoices for external parties

Liaising with hirers for lettings-relating queries

Assisting with trips and school clubs finances

Chasing up outstanding payments for lettings, trips and in-house sports clubs

Helping to ensure the school is following 'Best Value for Money' procedures

Maintaining of the school fund account and make appropriate arrangements for banking

Processing monthly timesheets

Recruitment administration i.e. reference requests, invite to interview, liaising with candidates etc.

Logging staff absences and running absence reports for line managers

Assist with maintaining the school inventory and asset registers

Liaise with the office staff

Ad-hoc cover for school office

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious, report to line manager immediately.

Any other reasonable requests by the Business Manager/SLT

Post holder's signature _____ **Name** _____ **Date** _____

Manager's signature _____ **Name** _____ **Date** _____

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