

# The Chiltern School

## Business Support Assistant

### Job Description

#### School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Point 8-12 - Salary £20,493-£22,183 pro rata
Working Hours	Full time - 41 weeks term time plus 2 weeks worked across school holidays

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### General description of the post

#### Finance

- Assist in the administration of a range of financial procedures. As direct by the Finance manager
- Assist and support the Finance Manager with returns and budget setting
- Ensure under direction of the Finance manager that compliance with financial regulations and procedures are adhered to
- Support the Finance Manager with the year-end audit process
- Invoices, Goods, Receipt, Weekly payment run. Ensuring appropriate authorisation and payments are made in accordance with financial regulations, bank mandate rules and done in a timely manner
- Reconciliation of corporate card payments
- Deal with enquiries from suppliers regarding deliveries and payments. Investigating and resolving supplier invoice queries
- Place order, ensure orders are received in full and if necessary make contact with the supplier to resolve any issues around incomplete orders
- Support the Finance Manager in the operation of the debtor system, including the recovery of unpaid sums. Cash handling and debt recovery processes
- Assist and support school trip arrangements and advise on insurance requirements, including collection, banking and recording monies received using the schools finance platforms – SIMS and ESS Pay360
- To be responsible for petty cash and corporate card, ensuring all transactions are recorded in accordance with agreed procedures Ensuring the float is replenished
- Income recording and banking
- Maintain all non negotiables stock for the school, i.e. printing and stationary stocks
- Process incoming mail in relation to Finance
- Maintain relationship with suppliers such as Millbrook of non-premises items
- To produce data and reports on financial matters as required by the Finance Manager and Headteacher

#### Health, Safety & Premises

- Assist the Health, Safety and Premises Manager with maintaining the Asset Registers,

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ensuring these reconcile to the accounting record

- Support the Health, Safety and Premises Manager in ensuring furniture is adequate and order as necessary

### **Administration**

- Manage the retention and destruction of HR, pupil and financial files in accordance with national destruction compliance instructions and GDPR
- To support the daily workings of the human resources, administration, and operational teams. This includes filing, scanning
- Provide administrative and clerical support to the Human resources, administration and operational teams. Ensuring that all set admin procedures are followed at all times. This includes printing, filing and scanning
- To liaise with the Catering team in relation to school meals payment and debit control
- To support the Transport team ensuring all pupils are safeguarded.
- To support in other administrative areas of the school during periods of staff absence. E.g. Reception duties
- To ensure office housekeeping by keeping work spaces tidy, notice boards are kept up to date and refreshed. Computers and electrical equipment to be switched off at the end of the day

### **Other duties**

- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information
- To participate as a member of the school community in promoting the work of the school
- To undertake any other tasks and responsibilities appropriate to the level of this post, as required by the Headteacher

### **Values and behaviour**

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

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### Personal and professional conduct

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

### Responsibilities

The post holder is accountable to their line manager at all times.

### Conditions of employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be

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willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

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Person Specification		
	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>At least five A*-C GCSEs, including English and maths</li> <li>AAT Qualified or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Have relevant finance training</li> <li>An up-to-date first aid certificate</li> <li>Understanding of current education Financial Planning and funding</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working within a busy office environment</li> <li>Using computers for office administration</li> <li>Working in finance environment</li> <li>Knowledge of financial systems/purchase ledger management control. (PS Finances, FMS, Corero)</li> </ul>	<ul style="list-style-type: none"> <li>Working within a busy finance environment, preferably in a school or educational setting</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Be adept at problem-solving, including being able to identify and resolve issues in a timely manner</li> <li>Possess strong interpersonal skills</li> <li>Be able to communicate clearly, both written and orally</li> <li>Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information</li> <li>Be organised, accurate and thorough in their work</li> <li>Be dependable, able to follow instructions and respond to management directions</li> </ul>	<ul style="list-style-type: none"> <li>Have a finance qualification</li> <li>Have a general awareness of bookkeeping and accountancy software, including invoice and purchase ledger input</li> </ul>

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	<ul style="list-style-type: none"> <li>• Have good working ICT knowledge including Microsoft Office.</li> <li>• Have a willingness to extend skills through appropriate training</li> <li>• Have the ability to record and analyse data using different systems</li> <li>• Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR</li> </ul>	
<b>Personal qualities</b>	<p>At The Chiltern school we expect all staff to demonstrate and model our core values. Kindness, Resilience, Courage, Happiness, Respect, Humour and Curiosity.</p> <p>These are particularly important for this role but you will also need to demonstrate that you are:</p> <ul style="list-style-type: none"> <li>• Empathetic</li> <li>• Well organised</li> <li>• Diligent</li> <li>• Conscientious</li> </ul>	