



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

BUSINESS SUPPORT OFFICER – FINANCE, ADMISSIONS, ATTENDANCE AND STAFF WELFARE

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide support to the Head of Finance and Business Manager with regards to the resource and business functions of the school.
2. Contribute to the development and maintenance of financial systems and processes.
3. Provide financial support and administration to the school.
4. Provide reception cover.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Financial Administration

- 1.1 Assist with the operation and maintenance of the school's manual and computerised financial control and information systems, updating financial records and assisting in the production of financial information and reports for the Finance Business Partner.
- 1.2 Support the processing of the financial transactions within the financial systems of the School.
- 1.3 Undertake accounting operations including the receiving and processing of orders, checking and processing invoices and requests for payment, and raising cheques for suppliers.
- 1.4 Support the response to account queries from staff and suppliers, resolving problems and using discretion in referring issues to the Finance Business Partner.
- 1.5 Support the receipt and bank processing of monies received and following up debts.
- 1.6 Assist the Head of Finance with financial month and year end processes.

2 Human Resource Administration

- 2.1 Undertake a range of administrative processes related to the HR function, including of recruitment and selection, appointments, pay, resignations, absence including return to work and contract changes.

- 2.2 Support the maintenance and updating of the manual and computerised personnel records / management information systems.

3 Student Welfare Administration

- 3.1 Support the effective administration and monitoring of attendance through inputting of daily absence data, preparation of daily/weekly reports for staff and liaising with parents to query and authorise absences.
- 3.2 Support the processing of the administration of free school lunches for students.
- 3.3 Provide administrative support in organising safety procedures, including fire drills.
- 3.4 Assist staff in contacting parents and students where necessary, and liaising with staff on outcomes.

4. School Administration

- 4.1 Provide administrative support to the organisation and arrangement of trips and school events.
- 4.2 Maintain manual and computerised records using Management Information Systems if required.
- 4.3 Undertake and follow specified administrative procedures and processes in a professional manner.
- 4.4 Participate in training and professional development opportunities as required to fulfil the role.
- 4.5 Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.
- 4.6 Undertake reception duties including answering the telephone and dealing with visitors.

5. Other Responsibilities

- 5.1 Work within the Trusts policies and procedures.
- 5.2 Make the best use of ICT equipment and processes.
- 5.3 Contribute to the provision of an effective work environment.
- 5.4 Be aware of, and respect, the confidential nature of issues within the role.
- 5.5 Carry out any such duties as may be reasonably required by the Finance Business Partner/Business Managers.
- 5.6 Attend meetings and training as required.
- 5.7 Provide cover for other administration staff tasks during absences.
- 5.8 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.9 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.10 Contribute to the wider life of the Trust and the Star community.
- 5.11 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS				
1.	5 A*- C or 9-5 at GCSE including English and Maths or equivalent.	E	✓	
2.	A Levels or equivalent qualifications in finance or business administration.	D	✓	
3.	Evidence of Continuous Professional Development.	E	✓	
EXPERIENCE				
4.	Experience of working in a school administration or finance setting.	E	✓	✓
5.	Experience of using a Financial System or other school data application / database.	D	✓	✓
6.	Experience of working on Bespoke computer packages.	D	✓	✓
7.	Experience of working under pressure to tight deadlines.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Ability to use MS Office software packages such as excel, Word and Outlook, as well as Explorer and databases.	E	✓	✓
9.	Ability to work with minimal supervision and use initiative.	E	✓	✓
10.	Ability to prioritise, be organised, and work efficiently and accurately.	E	✓	✓
11.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
12.	Ability to maintain positive relationships with staff, parents and members of the community.	E	✓	✓
13.	Strong verbal and written communication skills.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
PERSONAL QUALITIES				
14.	Enthusiastic, adaptable and committed.	E	✓	✓
15.	Reliability and punctuality.	E	✓	✓
16.	A passionate belief in the school's mission statement.	E	✓	✓
17.	Strong team working skills.	E	✓	✓
18.	Highest levels of professional and personal integrity.	E	✓	✓
19.	Excellent interpersonal skills.	E	✓	✓
20.	Personal resilience, persistence and perseverance.	E	✓	✓
21.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓