

Job Description

Post Title:	Business Support Officer
Responsible to:	Headteachers' PA
Responsible for:	There are no line management responsibilities associated with this post
Terms:	Grade 3, SCP 4 – 6 27 hours per week, 40 weeks per year (term time plus 2 weeks) 8.15am-1.00pm x 4 days 8.00am-4.30pm (30-minute unpaid lunch) x 1 day

Main Purpose:

To be a main point of contact for to parents and visitors and be responsible for the provision of a first class reception service and support the Trust's Finance Manager in all financial tasks as required.

General Responsibilities

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Specific Responsibility

- Collect and receive income from various sources.
- Reconcile cash balances. Enter onto PS Financials.
- Prepare banking.
- Purchase order processing.
- Receive and process authorised petty cash claims entering details on the PS Financials.
- Receive and process authorised cheque requests entering details on the PS Financials.
- Receive invoices passing to relevant department for authorisation. Make relevant entries on PS Financials. Process for payment
- Calculate internal recharges and make relevant entries on PS Financials.
- Raise debtor invoices.
- Maintain and monitor income records, process income and chase late payments.
- Reconcile income and expenditure for educational visits.
- Reconcile monthly bank statements and pass to Finance Manager for authorisation.
- Maintain accurately filed financial records archiving in accordance with Trust's procedures.

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- Make and receive telephone enquiries relating to financial matters, answering queries and referring to the Finance Manager if necessary.
- Administration of the Cunningham system.
- Administration of Parentpay.
- Arranging fingerprinting and card issues.
- Troubleshooting Impact system. Maintaining student accounts. Debt management.
- Undertake any other tasks as reasonably required by Senior Leadership Team, Headteacher and other key members of staff.
- Act as back-up cover to Reception by being first point of contact to all visitors to the school, providing a professional warm welcome and following the school's safeguarding procedures for signing visitors in and out.
- Support managing the school's Enquiry mailbox.
- Receive and transfer external calls, take and deliver messages and deal with general telephone enquiries.
- Arrange hospitality for visitors, as requested.
- Provide assistance with the organisation of school events.
- Attend team meetings.
- Administer general first aid.

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.

Signed (post holder)

Date:

Signed (Headteacher)

Date:

Person Specification

Essential skills, knowledge, experience and personal qualities

- Strong IT skills/ knowledge and experience of Microsoft Office (Outlook, Word & Excel).
- Ability to prioritise.
- Strong attention to detail.
- Good communication skills, both oral and written.
- Initiative and ability to work without direct supervision.
- Flexible, helpful nature and be able to be to deal with visitors and students in a calm and efficient manner.
- A team-player who is happy to go beyond their own responsibilities to help others at busy times.

Desirable skills, knowledge, experience and personal qualities

- Experience/knowledge of working within a financial setting.
- Experience of working with young people in a school setting.
- Knowledge/understanding of SIMS and PS Financials.
- AAT Level 1/2