

JOB DESCRIPTION

BUSINESS SUPPORT OFFICER



At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of their students.

GRADE: **SCALE 6, TERM TIME + 2 WEEK, 35 HRS**

RESPONSIBLE TO: **SCHOOL BUSINESS MANAGERS / EXECUTIVE HEADTEACHER**

PURPOSE OF THE POST:

- The post holder will support with the school operations including Finance, HR, Health & Safety, Data Management, Administration and ICT.
- Take the lead role in the school's recruitment administration.
- The post holder will work closely with the HR Officer to support staff absences and ensure efficient operational support across all sites, and take the lead in their absence.

THE MAIN AREAS OF RESPONSIBILITY WILL BE:

LEAD IN RECRUITMENT:

1. Lead the school's recruitment process, from drafting job adverts to managing interview schedules and candidate communications across all sites.
2. Manage all pre-employment checks, ensuring compliance with safeguarding and regulatory requirements, including DBS checks and other necessary background checks.
3. Prepare and organise recruitment documentation, including job descriptions, candidate packs, and interview materials, ensuring these are delivered promptly.
4. To administer the day-to-day activities in the recruitment process, including developing job descriptions and adverts, placing them with suitable media and schools' recruitment platforms.
5. Overseeing the onboarding and induction of new staff, ensuring a smooth transition and accurate onboarding onto the school's MIS system (SIMS)

HR MANAGEMENT AND PAYROLL SUPPORT

1. Work closely with the HR Officer to support staff absences and ensure operational needs are met.
2. Support HR in monitoring staff absences, issuing correspondence related to absence management, and compiling data for reviews and reports.
3. Support HR with attendance reminders and write review letters which are processed in a timely manner.
4. Provide support and advice to staff on HR policies, procedures, and best practices to foster a positive working environment across all sites.
5. Support in monitoring and tracking absence management to ensure effective resource allocation and operational continuity.
6. Support HR management by ensuring compliance with the Single Central Record (SCR) and maintaining accurate records of staff data.
7. Support HR with probation tracking and supporting managers with 1st line support and advice.
8. Assist in tracking personnel records and files to ensure compliance with professional development requirements.
9. Support in management referrals to Occupational Health, ensuring timely reporting and follow-up.
10. Provide administrative support for HR casework, including disciplinary and grievance matters, ensuring accurate and confidential record-keeping.

11. Support with payroll transactions and enquiries, maintaining accurate records and tracking to ensure timely and correct processing of payroll information.
12. Preparation and quality checking of information to be submitted on a monthly basis to the payroll provider and support dealing with payroll enquires.
13. Support with sickness and absence returns and payroll adjustments.
14. Support in minute taking during disciplinary and grievance meetings, ensuring detailed records are maintained.
15. Assist in preparing documentation and evidence for investigations or of similar category, ensuring compliance with relevant policies and procedures.
16. Collaborate with the HR Officer to follow up on action points and ensure timely resolution of investigation outcomes.
17. Support with HR contracts and amendment ensure data entry and records are correctly issued and followed up using school HR and MIS systems.

FINANCIAL ADMINISTRATION:

1. Assist School Business Manager in supporting the school's finance audits, ensuring accurate records and compliance with audit requirements.
2. Take responsibility for managing the financial records of the school's charity PSACT, ensuring donations, payments, and expenditure are accurately recorded.
3. Assist with the reconciliation of funds and help prepare financial reports for stakeholders.
4. Ensure all financial transactions for both the school and PSACT are correctly coded and logged, in compliance with financial regulations.
5. Undertake any relevant training related to supporting finance duties and keeping a understanding of charity commission updates.

HEALTH & SAFETY AUDITS:

1. Support the School Business Manager in ensuring compliance with Health & Safety regulations, assisting in the preparation for and execution of Health & Safety audits across all sites.
2. Help maintain accurate records in Health & Safety CPD matrix and compliances protocols, ensuring that any audit requirements are met and properly documented.

GENERAL ADMINISTRATION AND SUPPORT:

1. Perform general administrative tasks, including data entry and filing, to ensure efficient record-keeping and information retrieval.
2. Manage the handling of sensitive data in compliance with GDPR requirements, ensuring all records are stored securely and accessed only by authorised personnel.
3. Maintain accurate and up-to-date documentation across all administrative functions, including HR, financial, and operational records.
4. Maintain systems in accordance with school policies and procedures, ensuring that all operational practices adhere to legal and regulatory standards.
5. Support with school census and ensure it is accurately maintained at all times and submitted to Dfe.
6. Ensure that all current databases and spreadsheets used for the collation of and reporting of HR data are accurate and maintained at all times (e.g. probation tracker, payroll tracker)
7. Produce workforce information reports as required and undertake a first level analysis to identify high level issues and trends
8. To undertake appropriate development and training and keep up-to-date of relevant HR legislation and policies and procedures.
9. Maintain an active awareness of HR best practice at all times proactively seeking to improve own CPD and advice to others.
10. Assist the Business manager and Executive Headteacher with ad hoc projects and duties as required.

ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:

- Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Executive Headteacher or Business Manager.
- Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
- Attending and participating in relevant training (including training and development days), sharing the knowledge and ideas gained with colleagues.

VARIATION CLAUSE:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

Person Specification



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Selection criteria – please address these in your personal statement

Qualifications and experience	Must have grade C in English and Maths GCSE level or equivalent
	Hold a relevant NVQ Level 3 in HR, Business or relevant qualification or above
	Experience and familiar with legislation across a range of HR functions.
	Experience of working in a fast-paced HR environment, ideally within a school/education setting.
	Experience of using and maintaining the school's management information system SIMS or similar School MIS.
	Experience in report handling and data analyst issuing of timely contractual documentation. Not sure what this means – is it required?
	Experience of providing first line HR support
	Experience of administering payroll administration, whilst working with an external payroll provider.
	Ability to communicate effectively with individuals and groups of senior staff, teachers, other members of staff and, as appropriate, students, parents and other professionals.
Knowledge and understanding	Understanding of and commitment to equal opportunity issues within the workplace.
	Understanding and knowledge of IT administration systems.
	Working Knowledge of Safer Recruitment, Safeguarding, Keeping Children Safe in Education and Child Protection.
	Knowledge of good practice in information management and GDPR legislation and requirements as it relates to HR.
Skills	Working knowledge of using Microsoft Word, Excel, Outlook and PowerPoint.
	Ability to be self-motivated, flexible and well organised to manage at times, unpredictable and variable work loads.
	Ability to meet targets and deadlines in a pressurised environment.
	Ability to communicate effectively, having excellent interpersonal and communication skills (both oral and written).
	An understanding of the necessity to maintain strict confidentiality.
	Ability to build and maintain excellent professional relationships with stakeholders and a wide variety of people and organisations.
	Ability to use inter-personal skills to build and maintain effective working relationships.
	Resilience, reliability, professionalism and integrity.
	Thoroughness and efficiency with an attention to detail.
	Commitment to developing the role by undertaking CPD and seeking out opportunities to enhance and update practice.
	Willingness to operate autonomously and make decisions as appropriate.
	Positive work ethic – being flexible and willing to 'go the extra mile'.
Other	A DBS enhanced disclosure that is satisfactory to the School.
	Flexible working hours, which may involve occasional out of hours work including holidays to meet the needs of the school.