

**Job Description**

**School Business Assistant**

**Roles and Responsibilities:**

**Administration and Information Systems**

* Be responsible for the efficient delivery of all internal/external mail and relevant electronic mail
* Management of school inventory tracking system
* Management of school text message system
* Management of collecting parental consent for trips, clubs, and other activities via the Microsoft Forms program.
* To be responsible for the efficient operation of all aspects of the pupil management system
* Ensure the Free School Meal register is kept up-to-date
* Assist with accurate and timely population of attendance registers
* Liaise with kitchen regarding school meal numbers
* Assisting first aid lead with pupil medical data tracking, medical letters and new medical system

**Site Security**

* To be responsible for the security of the school reception area
* First point of contact for all visitors, and agency workers
* Identification checks and correct sign-in procedures via Sign-in app
* Support SBM with population of SCR
* To liaise with supply staff and other agencies to ensure DBS checks and other security/safeguarding checks are received

**Financial**

* Management of ParentPay school payment system
* To ensure all deliveries are correctly received and checked, and follow up any discrepancies
* To collect and bank monies received by the school, including but not limited to school dinner monies, school trip payments, school clubs
* To track, manage and pursue outstanding school meal debts

**General Responsibilities**

* To comply with all financial, safety, data protection, ICT, software, licensing, child protection and equal opportunity requirements and any other relevant guidelines
* To undertake all office, reception and telephone duties as required, acting as a point of contact for the general public, all teaching and support staff and all outside agencies
* To make necessary arrangements for visits/trips throughout the school year, including the hire of transport and liaising with and booking of locations
* School calendar population
* Manage office diary and prioritise tasks with the school business and senior leadership teams
* Population of behaviour tracking spreadsheet
* Support SLT with KS1-KS2 transition and track in-year pupils transfers
* Risk assessment record keeping
* To be responsible for the ordering, organisation and distribution of equipment, books and stationery
* Management of school policies
* To provide support as relevant to the Headteacher and School Business Manager and undertake any other reasonable duties as may be agreed, which are commensurate with the grading and level of responsibility of the post

**Personal Development**

* To take an active role in appraising own work and take responsibility for own professional development in order to ensure continued effectiveness
* To undertake any necessary training associated with the duties of the post.