

School Business Assistant Job Description & Person Specification

Reports to: Head of School/School Business Officer

Salary: Grade C, Pay Points 5-6

Purpose of the Job:

To be responsible for the smooth running of the school office, responsible for assisting the Head of School and School Business Officer in the school's administration.

Main duties and responsibilities:

- To undertake reception duties, welcoming visitors and handling general enquiries in person and over the phone from visitors, parents, and external organisations.
- Ensure signing in/out procedures are adhered to and appropriate security checks are carried out.
- To act as the first point of contact with parents and visitors on a range of matters.
- To operate the school telephone, e-mail systems and manage electronic calendars as appropriate
- To help ensure that the school reception area and displays are neat, tidy and clean showing the school at its very best at all times (this is a particular priority at open evenings and school functions)
- To provide administrative and secretarial support to the Head of School including typing/word processing, photocopying, scanning activities and receiving telephone calls.
- Open and prioritise the schools/Head of Schools/Headteacher mail, distribute internal and external mail.
- To keep the school website, social media accounts and MIS up to date.
- Manage the communication channels between school and parents/carers.
- Process purchase orders.
- Upload invoices to the appropriate schools' systems.
- Assist in monitoring expenditure in relation to financial budgets.
- Assist in year-end procedures.

- Record and notify dinner numbers to the catering teams.
- To deal with administration in connection with new pupils and pupil transfers.
- To care for sick pupils under the agreed school procedures to give first aid/medicine where necessary, and inform parents if their child becomes ill at school.
- To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
- To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
- To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.
- To assist with the receiving deliveries of stock, checking against delivery notes and informing intended recipients of any shortages, damage etc.
- To maintain stocks of stationery and office supplies and oversee stocktaking.
- Maintain and develop efficient and accurate filing systems.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To continually promote and support the ethos and principles of the school and to avoid any action that may be detrimental or prejudicial to the interests of the school.
- To undertake any other duties of a similar level and responsibility as may be required.

PERSON SPECIFICATION

JOB TITLE: School Business Assistant

Attributes	Essential	Preferred
Education/Qualifications	<p>Education to GCSE level with Maths and English at Grades A* - C or equivalent</p> <p>Word Processing/Secretarial Skills RSA II or equivalent</p>	<p>RSAlll or equivalent in Word Processing/Secretarial Skills</p> <p>Management Information System (MIS) experience</p>
Experience	<p>Minimum of 2 years office experience</p> <p>Experience of undertaking a range of administrative tasks</p>	<p>Experience of working in a school office</p>
Skills/Knowledge/Aptitude	<p>Good interpersonal skills</p> <p>Good standard of ICT skills</p> <p>Ability to solve problems on a day to day basis</p> <p>Ability to work with minimal supervision and to act on own initiative</p> <p>Ability to cope with conflicting demands, deadlines and interruptions</p> <p>Empathy with children and young people</p>	
Motivation	<p>Willingness to be flexible</p> <p>Willingness to undertake further training as appropriate</p>	

Other	Willingness to undertake First Aid training	Current First Aid Certificate
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