Job Description

Title of post	**School Business Officer**
Salary	Grade H SCP 18-23
Hours of work	*37 Hours per week, term time only plus 4 weeks*
Line manager and responsible for reviews	Chief Operating Officer

Purpose of the Post

With day to day direction from the Headteacher and Deputy Headteacher, the School Business Officer will provide business and administration support to Harrogate High School to ensure the smooth running of the school.

Main Duties and Responsibilities

The School Business Officer will have oversight of the school's administrative staff, with line management of the admin team leader.

Good interpersonal skills are vital for this post. The postholder will develop good working relationships with colleagues across the school, as well as external contractors and suppliers.

The School Business Officer will be supported professionally by the Hub Business Leader who carries responsibility for overall strategic business management for the Harrogate Hub as a whole.

Finance, Procurement and Contract Management

- Work with the Hub Business Manager to support the procurement of goods and services required by the school and to oversee contracts for good and services to ensure best value.
- Raise requisitions and orders, liaising with the Central Finance Team as required.
- Monitor all ongoing contracts, entering them onto the school contracts register.
- In-year monitoring of the school's agreed budget.

Staffing

- Lead the management of staff recruitment processes at school level, following the Trust Recruitment Manual.
- Ensure staff attendance policies and procedures are followed at school level, including the completion of Return To Work processes.
- Ensure that the school's Single Central Record is maintained accurately in line with Trust policies and procedures.
- Ensure accurate staff contract and employment information is provided to the Trust People Team.

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- Provide information about payroll variations to the People Team on a monthly basis.
- Liaise with the Trust People Team as required.

Day to Day Business Management

- Line management of the school office team leader to ensure the smooth day to day administration of school business.
- Work with the Hub Estate Manager to support the implementation of the school's health and safety policies as directed.
- Maintain relevant risk assessment records on the Trust's IT system.
- Maintain school emergency documents and Business Continuity Plan in liaison with the Hub Business manager.

School MIS System (Arbor)

- Ensure the school's Arbor system is used effectively to promote efficient working, with hands-on use of Arbor to ensure efficient administrative and business processes are in place, including:
    - Enabling payments by parents;
    - Facilitating the smooth running of clubs, trips and educational visits;
    - Supporting delivery of the school meal service;
    - Ensuring accurate information is held for every student;
    - Enabling effective cover management;
    - Supporting effective communication with parents.

Compliance

- Track schools' policies and ensure they are updated in accordance with the policy review schedule.
- Maintain records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Ensure that arrangements in place for the delivery (and recording) of mandatory annual staff training requirements

Maintaining Relationships and Effective Administration

- Take day to day direction from the Head and Deputy Head and liaise with other members of staff on a day to day basis.
- Work closely with the Harrogate Hub Business Leader, following their professional support and guidance.
- Provide overall leadership and direction to the school administration team.
- Build strong working relationships with external stakeholders, such as contractors, suppliers and the school's PFI partners.
- Liaise with parents, as directed by the headteacher and senior leaders.

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Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and Culture Code reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible and positively promote the work that is carried out.

Special Conditions Of Service:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.

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- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.

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