



JOB DESCRIPTION

Senior Business Assistant

Post: Senior Business Assistant
Grade: Grade 7
Responsible to: School Business Manager / Headteacher

Function:

- Act as main point of contact for the School Business Manager
- Provide secretarial and administrative support for the School Business Manager/Headteacher
- Allocate and supervise work for team colleagues
- Provide support services for the teaching and support staff
- Deputise for the School Business Manager in her absence

Main duties and responsibilities

- Ensure effective management of office routines and systems
- Receive visitors and ensure compliance with the school's safeguarding procedures and updating the Single Central Record
- Maintain pupil tracking data and produce related reports
- Manage school dinners including producing and updating the table plan, liaising with the Senior Midday Supervisor and Senior Cook, calculating daily dinner numbers and recording attendance at dinner Parent Pay
- Record, adjust and monitor parental finance affairs on Parent Pay, including monitoring and chasing debts. Create and distribute associated invoices eg wraparound care, nursery extra hours and extra-curricular clubs
- Liaise with teaching staff to plan, organise and book school trips and residential visits
- Monitor and input staff attendance and produce a termly report for governors
- Monitor pupil attendance and produce a termly report for governors – includes processing leave of absence requests and liaising with agencies and Family Support Manager
- Manage parent evenings and open events
- Manage pupil admissions and leavers including thrice yearly intake of nursery pupils, transition sessions and new parent meetings

Finance

- Support the School Business Manager in the monitoring of the school budget, preparing reports as and when required
- Code VIM invoices for payment using finance systems
- Create purchase orders using finance systems
- Process timesheets, statutory sick pay and payroll returns via finance systems

Administration

- Prepare the school newsletter in conjunction with staff
- Ensure the school equipment is maintained and in full working order
- Communicate with parents via the school's chosen app
- Update the school's social media pages
- Type general correspondence or documents as requested by the Headteacher/School Business Manager and teaching staff
- Prepare and maintain pupil data records including attendance and transfers
- Carry out routine administrative tasks including: record keeping, filing, photocopying, message taking, distribution of mail and dealing with enquiries

General

- Manage information effectively in accordance with legal requirements
- Comply with all Health and Safety policies and legislation
- Safeguard and promote the welfare of pupils and follow school policies and the staff code of conduct.
- Undertake training where necessary
- Be aware of the General Data Protection Regulation
- Maintain strict confidentiality relating to all school matters
- Carry out any other reasonable duties within the overall function, commensurate with the grade and level of responsibility of the post