

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*

**JOB DESCRIPTION**

**POST TITLE:** School Business Assistant

**MEMBER OF STAFF:** Vacancy

**GRADE:** 5

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** School Business Officer

**OVERALL RESPONSIBILITY:**

To work flexibly to assist in providing support to staff, parents and students in a range of administrative activities within well-defined processes.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Be responsible for allocated work; planning and organising, maintaining awareness of when and how tasks are to be undertaken and taking responsibility for completing work and meeting deadlines.
2. Develop, create and maintain documents in accordance with standard formats.
3. Support the communication process to ensure the smooth running of the school. This will include written, face to face, telephone and email correspondence with both internal colleagues and external agencies.
4. Maintain electronic and manual filing, document management and record keeping systems.
5. Carry out data entry and straightforward data analysis and interpretation.
6. Compile information for use in management information reports.
7. Make routine arrangements and prepare straightforward materials for external and internal events and activities.
8. Provide support at external and internal events and activities including minute-taking.
9. Work flexibly as part of the administration team, covering for absences and assisting colleagues.
10. Provide an efficient, friendly and professional reception service.
11. Provide administrative support for the purchase of resources (e.g. raising requisitions, processing invoices, monitoring stock levels etc.)

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.

1. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
2. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
3. Support the aims and ethos of the school.

5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.

6. Maintain an awareness of Safeguarding Children, Safer Working Practice and Every Child Matters initiatives.

7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
|  | **Essential or Desirable** |
| **Experience:** |
| Working in an office environment | Essential |
| Using ICT, including Microsoft packages | Essential |
| Working in a school | Desirable |
| Working in a customer-focused environment | Desirable |
| Minute-taking | Desirable |
| **Qualifications:** |
| Good standard of education at GCSE or equivalent | Essential |
| IT qualification e.g. ECDL | Desirable |
| NVQ Level 2 in Administration (or equivalent) | Desirable |
| Evidence of continuing professional development | Desirable |
| 5 GCSEs grade C+ including English and Mathematics | Desirable |
| **Knowledge:** |
| Understanding of the importance of safeguarding children and of safer working practice | Essential |
| Administration processes (e.g. correspondence, filing, data entry) | Essential |
| Data Protection Act  | Desirable |
| Data analysis techniques | Desirable |
| School policies and procedures | Desirable |
| **Skills:** |
| Ability to work within standard procedures | Essential |
| ICT skills | Essential |
| Ability to interpret information and data | Essential |
| Ability to recognise the need for and maintain a high degree of confidentiality | Essential |
| Ability to relate to teachers, other professionals, parents and students | Essential |
| Ability to work as part of a team and on own initiative | Essential |
| Ability to work calmly and professionally under pressure  | Essential |
| Attention to detail | Essential |
| Ability to organise and prioritise work effectively and to deadlines | Essential |
| Good communication skills | Essential |
| **Attitudes and Values:** |
| Commitment to school improvement and raising achievement for all students | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with young people | Essential |
| Takes responsibility and understands accountability | Essential |
| Committed to the needs of the students, parents and other stakeholders  | Essential |
| Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations | Essential |
| Adaptable to change | Essential |
| Ability to relate to and promote the school ethos | Essential |
| **Other:** |
| Willing to self-improve / attend training | Essential |

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

Evidence will be drawn from some or all of:

* Letter in support of application
* Application form
* Response to questions during interview
* Test or task
* References