

# Job Description



<b>Post Title</b>	School Business Assistant
<b>Grade</b>	Grade 3
<b>Location</b>	Chiltern Primary School
<b>Reporting to</b>	Business Manager

## Purpose of Role

To provide general administrative support to the school as required

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Present a welcoming, friendly manner and deal with complex reception/visitor, pupil and staff issues sensitively.
3. Supports teaching staff with routine administration and uploading work to Google Classrooms.
4. Comply with and assist in the development of school policies, procedures and protocols including those related to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
5. Manage admission processes and procedures including organising the induction of new children to the school and the foundation unit.
6. Assist with pupil attendance, contacting parents, completing returns, analysing and imputing data, preparing reports and liaising with the Family Links Worker.
7. Manage school meals, checking data and balances, completing returns, preparing money for collection etc.
8. Conduct risk assessments and take responsibility for ensuring that risk assessments are carried out whenever necessary across the school and for the whole school community.
9. Assist with pupil first aid and welfare duties, looking after sick pupils and liaising with parents/carers and staff.
10. Take a lead role in the development and management of manual and computerised record and information systems, analyse and evaluate data/information and produce reports as required.
11. Produce and respond to complex correspondence, and other complex IT tasks.
12. Provide administrative, organisational and complex advisory personal support to the Business Manager, other staff and the Governing Body.
13. Maintain upkeep of all displays in the reception area and in general areas on a daily basis.
14. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required, including managing school uniform.
15. Be responsible for the completion and submission of complex forms, returns etc. and undertake administration of complex procedures.
16. Work closely with the Caretakers to manage the administration of facilities e.g. maintain Health & Safety records, organise lettings, etc.
17. Assist the Business Manager in procurement and sponsorship, marketing and promotion.
18. Be responsible for complex financial administration procedures including assisting with the planning, monitoring and evaluation of the budget.
19. Manage the administration of banking and payroll systems.
20. Administering of school trips and outings using the School Money Software package.
21. Maintain and publish the school's website as necessary.
22. Participate in training and other professional development as required.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Responsible for pupil safety relating to signing in and out during the school day Responsible for ensuring important information reaches parents Responsible for presenting a friendly, welcoming reception to visitors, parents and members of the school community
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

		E	D	How Identified
<b>Qualifications</b>	NVQ level 2 or equivalent in administration or ICT	✓		Application Form Certificates
	GCSE English and Maths at C or above (new level 4 or above)	✓		
	First Aid or willing to work towards	✓		
<b>Relevant Experience</b>	Experience of working with administrative systems	✓		Application Form Interview
	Experience of using Microsoft office and Google Forms		✓	References
	Experience of working in a school environment		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		Application Form Interview References
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Very good ICT skills	✓		
	Ability to self-evaluate learning needs and actively seek learning opportunities	✓		
	Present a welcoming and friendly manner to members of the school, community and other visitors	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		Application Form Interview
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		Application Form Interview References
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)