



**JOB DESCRIPTION**

<b>Post Title:</b>	<b>School Business Administrator</b>
<b>Working Time:</b>	35 hours per week Term Time only plus one week
<b>Salary/Grade:</b>	<b>GRADE 4: (Points: 5 – 9)</b>
<b>Hours of work:</b>	09.00 to 04.30 (includes 30 minute unpaid lunch break) Flexibility required
<b>Line Manager:</b>	Business Manager/Office Manager & PA
<b>DBS Disclosure Level:</b>	Enhanced with Children's Barred Checklist

**Main purpose:**

**Human Resources:**

- To support the Headteacher and School Business Manager with the efficient management and administration of recruitment and human resource related matters.
- To ensure effective and efficient procedures related to staff recruitment to include all safer recruitment and safeguarding requirements.

**Finance and Compliance:**

- To support the Headteacher and School Business Manager with operational practices and procedures related to Financial Management to ensure effective budget management and monitoring
- Assist the School Business Manager to manage the school's compliance with statutory obligations and advise others on the relevant legal and regulatory requirements.

**School Administration**

- To support the Headteacher and Office Manager & PA with operational administration requirements.
- To undertake timely and efficient admissions administration duties, liaising with all required stakeholders.
- Provide effective administrative support to the governing body and its committees liaising with the Governing Body, Clerk to Governors, staff, parents/carers as required.

Work flexibly to meet the needs of the school.

**General Responsibility**

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school policies and procedures or other documentation available to all staff.

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### Core Responsibilities and Tasks

#### Human Resources

- Ensure all HR processes and systems are both legal and compliant with internal policies and are efficient.

#### 1. Recruitment

When required undertake the recruitment process of staff and Governors provide relevant guidance to senior colleagues within school.

Manage the recruitment process of staff and volunteers to include:

- Arranging adverts, organise recruitment packs, monitor recruitment emails, responding to enquiries as appropriate.
- Coordinate the interview process to include liaising with governors, staff and candidates, taking up references, and interview arrangements within school
- Follow Safer Recruitment procedures to ensure all pre-employment checks are carried out for both shortlisted candidates and new employees ensuring all safeguarding procedures are in place completed and adhered to
- Issue appointment letters
- Manage and arrange new staff induction requirements
- Manage and reconcile all required recruitment documentation including contractual arrangements to include issuing of Contracts of Employment
- Liaising with School Business Manager in respect of subsequent payroll requirements
- Maintain the Single Central Record ensuring compliance with safer recruitment policy and procedure
- Input and maintain staff records electronically utilising the MIS system, ensuring records are up to date and accurate

#### 2. Staff CPD/Training

- Support the Leadership Team and Office Manager & PA with arrangements related to all staff training to include maintaining records of all staff training undertaken.

#### 3. Payroll & Pensions

- Prepare, submit and reconcile payroll monthly submissions and output to payroll bureau
- Process pension documentation as required
- Produce absence monitoring reports as required
- Respond to queries from staff or external agencies as required

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### Finance

- Assist the Headteacher and Business Manager with budget planning setting and monitoring and implementing value for money processes
- Support the Business Manager in the day-to-day operation of financial management and organisational processes
- Deputise for Business Manager in regard to monitoring of budgets and continuity of finance day to day management and processing
- Carry out monthly budget monitoring and liaise with budget holders
- Process financial transactions when required such as orders, invoices, payments utilising Finance Management Software (FMS)
- Process required transactions utilising software to include Parent Pay, Cunninghams
- Compiling and managing financial reports such as DfE funding streams, Catering Trading etc to monitor expenditure utilising FMS and Microsoft Office
- Assist the School Business Manager with both month end and year end reporting and requirements submitted to the Local Authority
- Assist in updating and maintaining the school Asset Register

### 2. Compliance

- Track all school policies and ensure they are updated by staff and approved in accordance with the policy review schedule
- Ensure all policies are produced in the school's house/style format
- Assist the School Business Manager in ensuring adherence to the requirements of financial policy
- Communicate all policy revisions to staff and stakeholders as required
- Maintain documentation in accordance with both GDPR and document retention schedules

Work closely with the School Business Manager and support ad-hoc tasks when required

### School Administration

- Assist the Headteacher and Office Manager & PA to ensure all admissions administrative requirements are completed to deadlines, working with minimal supervision.
- To assist with the admissions process both for primary students into Year 7, in year admissions and Sixth Form liaising with staff, external agencies, parents, carers as appropriate.
- To assist in maintaining a database of admission applications.
- To process student data via the schools MIS system.
- Provide administrative support for the appeals process.
- Produce reports as required from school MIS system or utilising Microsoft Office.
- To assist with Open Evenings and Transition events.
- Support the full administrative functions of the school.
- To cover main or student reception as required.

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**Governing Body Administration**

- Provide efficient administrative support to the Governing Body.
- Maintain up to date records of the Governing Body, committee members, link governors.
- Assist with governor elections.
- Liaise with Clerk to Governors, and staff to ensure documentation is prepared in advance and available on time for Governing Body Meetings.
- Act as school point of contact for Governing Body and Clerk to Governors.
- Ensure all Governing Body documentation is maintained as required in school and in accordance with retention schedules.
- Minute Governing Body meetings when required
- Update Governorhub and other IT Systems as required
- Perform such other tasks as may be determined by the governing body from time to time

**Confidentiality**

- To understand the nature of the role and to always ensure confidentiality.

**Knowledge, skills, experience:**

1. Knowledge of Human Resources, Financial and Administration.
2. Experience of development, management and operation of administrative system, including full operational experience of all Microsoft Office and school MIS
3. Knowledge and understanding of relevant information systems and how to run reports
4. Shorthand qualified or ability to take minutes in a timely fashion
5. ECDL qualified or working towards Certification

**Professional Development:**

1. To evaluate and review own practice within the school performance management system for support staff.
2. To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

**This role is envisaged to be as above, subject to negotiation with the post holder.**

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**

<b>Signed (post holder):</b>	<b>Signed (Headteacher):</b>
<b>Date:</b>	<b>Date:</b>

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