



Business Admin Assistant

Job Description

Salary Range: £19,772 – £20,855pa (actual salary £11,440pa - £12,067pa depending on experience)

Grade: Grade 4

Responsible to: School Business Manager

Working pattern: 25hrs per week/5 hours per day, 39 Weeks per year (Term Time plus Inset)

Main purpose:

Working closely with the School Business Manager to support the operation of a wide variety of essential business administration functions within the school, providing a high-quality admin service to colleagues, students and parents.

Assisting with the evolving needs of the school and the work of the School Business Manager, often involving co-ordinating the work and input of others and liaising with the Trust's central finance function.

Health & Safety Administration

- Holding and maintaining the risk assessment records and other related information.
- Initiating the annual review and update exercise, prompting relevant colleagues to undertake/ update their Health & Safety review documentation, following up on late submissions and escalating issues as necessary.
- Holding and updating the first aider register, prompting individuals when refresher training needs to be undertaken, booking refresher courses, recording and storing evidence of the first aiders' qualifications.
- Holding and maintaining the register of approved minibus drivers and maintaining records of the supporting documentation.
- Supporting the operation and recording of termly fire evacuation drills.

ParentPay Administration

- Creating and activating ParentPay accounts, dealing with ad hoc parental enquiries relating to ParentPay and processing the annual exercise to prepare for the next school year.
- Setting up and monitoring school trips and activities accounts on ParentPay, providing status reports and updates for the trip organiser and SBM to ensure the smooth operation of the collection of parental contributions and the processing of approved refunds.
- Setting up and monitoring the use of ParentPay for small purchases or services offered by the school, creating reports to inform relevant staff of which parents have paid and assisting with distribution of the items sold.

- Monitoring prompt parental payments in respect of school lunches, ensuring debts are followed up and cleared to ensure fairness. Supporting and encouraging parents to utilise the auto-top up facility.

Other Admin duties

- Managing the supplies of tea and coffee making facilities in the staff room, ensuring stocks are maintained and available for use.
- Liaising with both the Premises Staff and Central Finance Team to ensure deliveries are received, processed and distributed efficiently and correctly.
- Collecting and collating Gift Aid Declaration information, cross referencing these against donations received to enable consolidation into a Trust-wide claim.
- Holding, distributing and ensuring the safe return of mobile phones and first aid kits issued to trip organisers.
- Liaising with the Central Finance Team to arrange the provision of trip credit cards; facilitating collection by the trip leader and return to Finance after the end of the trip.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Knowledge	• Working knowledge of common ICT applications, (e.g. Microsoft Outlook, Word and Excel, etc).	Essential
	• Good verbal and written communications skills, liaising with students, parents, staff, external partner organisations.	Essential
	• An awareness of and commitment to safeguarding children.	Essential
Qualifications & Experience	• Good level of education with a minimum of GCSE Maths and English	Essential
	• L3 Business Administration (or equivalent)	Desirable
	• Experience of working in a school setting	Desirable
	• Experience of working in an office setting	Desirable
Skills & Abilities	• Well organised with excellent attention to detail	Essential
	• Confident in checking and verifying data	Essential
	• Ability to keep accurate records, inputting data accurately into electronic systems and spreadsheets	Essential
	• Able to prioritise own workload to achieve deadlines	Essential
	• Ability to accept guidance and direction from other staff.	Essential
	• Ability to build a good rapport and to communicate effectively with school staff; students; and parents.	Essential
	• Experience of, or empathy with, working in a multicultural environment.	Essential
	• Commitment to Safeguarding, and the well-being and safety of students.	Essential
	• Willingness to participate in further training and developmental opportunities to further knowledge.	Essential

Application Process

To Apply: Complete the online application process by visiting the Careers & Vacancies page of our Trust website www.endeavour-mat.co.uk We regret that we are unable to accept CVs

Closing Date: 11:59pm on Sunday 23rd October 2022

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

All offers of employment are subject to an Enhanced DBS check.