

## BROOMHILL BANK SCHOOL

### JOB DESCRIPTION

**JOB TITLE:** Business Admin Officer

**REPORTING TO:** Broomhill Bank School (West Site) in Tunbridge Wells

**SALARY RANGE:** Kent Range 5

**DIRECTED HOURS:** 37 hours per week, 40-week contract (term-time plus 10 days [74 hours] to include INSET, holiday working and after school parent meetings as agreed with Line Manager)

**EFFECTIVE DATE OF JOB DESCRIPTION:** Reviewed April 2023

<b>JOB PURPOSE</b>	
To provide the school with a first point of contact for all visitors / callers to the school and provide a positive friendly service. To provide administrative support to the school.	
<b>1</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>
1.1	Provide effective administrative support and reception service
1.2	Manage telephones and respond to and resolve all front desk enquires from students, staff and visitors in a professional, polite, positive and welcoming manner.
1.3	Maintain staff, student and visitor signing in sheets, ensure accuracy of arrival and departure time, staff pigeonholes, telephone extension lists
1.4	Sorting, date stamping and distribution of mail and franking post (and take to post office).
1.5	General administrative duties to include typing, filing, shredding, photocopying, scanning and distribution of documents as required. Photocopier: supplies/book engineer when required, replace toner cartridges as necessary.
1.6	Maintain refreshment supplies in staff room and keep the staff noticeboards and Vodeck TV up to date so staff are always kept informed.
1.7	Maintain stationery supplies, conduct stock checks, order stationary, paper, pens, school equipment as required. Receive and check deliveries and inform staff by email to collect their equipment
1.8	Daily review and maintaining student records in SIMS, inputting absences, following up absences as necessary and monitoring as necessary.
1.9	Collect and log money from students and send tickets for events such as school trips, leavers prom
1.10	Distribute school uniform and monitor stock control, request appropriate sizes for students
1.11	Manage all resources such as laptop bookings, storage of electronic equipment, cameras, Ipads, phones
1.12	Manage booking system of minibuses and school vehicles, ensuring all vehicle packs & equipment in the packs is kept in place

1.13	Manage and ensure effective communication is maintained including parent mail notification and queries for the whole school, checking appropriate mailboxes and forwarding on messages.
1.14	Administer all admin tasks in relation to implementing Parent evening
1.15	Participate in identified specific projects to improve all administration
1.16	Type and distribute minutes from meetings and distribute accordingly
1.17	Create & manage income log for payments received for: after school clubs, breakfast club, school uniform, trips
1.18	Log whole school card / PayPal payments on Financial Management System
1.19	Co-ordinate and participate in tasks required to ensure all exams are executed within the examination board guidelines, as directed by the Data and Exams Lead officer
1.20	Ensuring student files are filed, stored, accessed and destroyed according to the GDPR guidelines
<b>2</b>	<b>COMMUNICATION</b>
2.1	Maintain entries into the school's electronic diary. Assist with school tours when required
2.2	Preparing letters to parents regarding outstanding payments for clubs / trips/ lunches to ensure payments are kept up to date
2.3	Update Pride Winners photo board and TV
2.4	Update school calendar with meetings, events and room / vehicle bookings
2.5	To attend and participate in team meetings to identify ways to improve services provided
<b>3</b>	<b>DATA AND REPORTING</b>
3.1	Provide monthly exception reports prepared and submitted to KCC
3.2	Allocating the 16-19 Bursary's funds on Parent mail
3.3	Monitor and enter Free school meals
<b>4</b>	<b>STAFF DEVELOPMENT AND SUPPORT</b>
4.1	Training to normally take place during directed hours (may include time on designated INSET days).
4.2	Full participation in regular Appraisal / CPD and review meetings with office manager to update and improve identified areas, such as MS Office 365, SIMS, School intranet,
4.3	Having a solution focused approach and ensure professional positive behaviours are implemented when approached with challenges so you continuously improve your job skills and performance.

<b>5</b>	<b>OTHER DUTIES AND RESPONSIBILITIES</b>
5.1	Positively promote and enhance the profile of the school to all visitors and external agencies whenever possible.
5.2	Treat information relating to all school matters as strictly confidential at all times and adhere to and be compliant with the General Data Protection Regulations and implement all other school Policies.
5.3	Raise any issue, concern or grievance relating to this employment directly with the Director of

	Business, Estates and Communication in the first instance.
5.4	Any other duties that may reasonable be required by the Head of School or Governors.
5.5	You may be required from time to time, in line with the need of the school, to work at either BBS(W) or BBS(N).
5.6	Review this JD with the Director of Business, Estates and Communication annually. Any changes will be made following consultation.

***The governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service.***

***Broomhill Bank School recognizes diversity and welcomes applications from anyone with relevant qualifications and knowledge.***