



## Greenvale Primary School

Job Title	School Business Assistant
	Greenvale Primary School Symons Avenue, Chatham, Kent ME5 4UP
Responsible To	School Business Manager and Headteacher

Hours of Work	30 hours per week 39 weeks per year. This includes 5 Staff Development Days.
Grade	C2 (points 12-25)
Contract Type	Permanent

General Description	The School Business Assistant will support the School Business Manager and Headteacher. The role will provide effective support to teaching and non-teaching staff with focus on recruitment, employee records, policies and operational HR, order processing and Data Protection.
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### Key Responsibilities

#### Recruitment

- Support the School Business Manager and Headteacher in the recruitment of all academic and support staff.
- Place vacancy advertisements and respond to communications from candidates. Carry out pre-interview checks following KCSIE and safer recruitment guidelines and preparing shortlisting packs.
- Ensure that the school's website provides accurate information on school vacancies and that relevant documents on the vacancies page are up to date by liaising with the School Business Manager and Headteacher.
- Apply for references and make follow-up calls where necessary to referees as directed by the School Business Manager/Headteacher.
- Support interview arrangements on the day, greet candidates and photocopy ID and other documents and oversee any practical tests or assessments as directed by the Headteacher.
- Ensure all new staff are issued with appropriate documentation including Staff Handbook and relevant policies.
- Support the School Business Manager in ensuring all probationary periods are diarised and that confirmation letters are produced once probationary reviews have been undertaken by line managers and confirmed by the Headteacher.

### Employee Records

#### To include the following:

- Prepare personnel files for the School Business Manager and keep all staff files, both electronic and hard copy up to date.
- General filing and archiving.
- Administer and accurately track staff sickness, checking for absence triggers and reporting to the Headteacher. Arrange and prepare paperwork for absence review meetings where required. Ensure special leave requests are updated on the school calendar and SIMS and are in line with the Staff Special Leave policy.
- Ensure staff sickness forms are signed by both staff and Headteacher before handing to the School Business Manager.



## Data Protection

### To include the following:

- Ensure staff are aware of and follow current Data Protection and GDPR guidelines within school as per the Data Protection Policy.
- If a data breach has been reported, follow guidance procedures and advice from Judicium (the school's Data Protection Officer).
- Carry out regular spot checks of class rooms and offices, reporting any issues to the Headteacher.
- Ensure records are archived and/or disposed of within data retention guidelines, as per the policy.

## General Responsibilities

### To include the following:

- To coordinate trip bookings, using Evolve where necessary, liaising with Deputy Head and teachers for dates, trip objectives, risk assessments and 1:1 requirements, investigating costings including coach, venue entrance/workshop and setting up trip and payment information on ParentMail.
- Monitor the policy list and review schedule, updating policies in line with statutory guidance and under the direction of the Headteacher. Ensure all statutory and relevant policies are uploaded to the school website.
- Ensure risk assessments are reviewed annually by the Headteacher and maintain the risk assessment register.
- Ensure staff have read, signed and returned policy agreements at the beginning of their employment and annually at the beginning of term.
- Adhere to all school policies, procedures and systems.
- FMS order processing, ensuring all orders approved by the Headteacher and School Business Manager and correct use of budget codes. Placing orders online or via email with suppliers.
- Ensure COSHH sheets are obtained and printed for orders containing substances/chemicals for Risk Assessment evaluation.
- Monitor stock levels of stationery and paper and order when necessary with the approval of the Headteacher and School Business Manager ensuring
- Cover the school office in times of staff absence and meetings.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Undertake other operational duties commensurate with the role such as working with the premises team and School Administrator, liaising with external staff and contractors, etc. Working as part of our friendly whole office team, contributing to the overall ethos and aims of the school.

## Operational

### To include the following:

- Participate in training opportunities and professional development as required.
- Answer and deal with day to day enquiries (both internal and external) in a timely and efficient manner.
- Checking deliveries as they arrive, ensuring completed orders are ready for invoice in-line with current procedures. Advising the supplier of any discrepancies where necessary.
- Inform the Site Manager of any building issues that arise in line with Health & Safety.
- Report any issues with equipment that are needed in-line with Health & Safety to the relevant contact person.
- In the absence of the Attendance and Office Administrator, ensure attendance registers and register of on-site visitors are taken out to Fire Meeting Point when there is a fire drill or emergency.



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Person Specification		
Please note the following areas that are appropriate for this post:		
	Essential	Desirable
<b>Qualifications and Training</b>		
Good qualifications in both English and Mathematics	✓	
Experience in using SIMS		✓
Experience in using FMS		✓
Experience in using Microsoft Office applications including Excel and Word	✓	
Good typing skills	✓	
Willing to undertake further training	✓	
<b>Knowledge and understanding</b>		
Excellent written and oral communication skills	✓	
Ability to maintain confidentiality at all times	✓	
Ability to demonstrate a sensitive approach when dealing with certain situations	✓	
Awareness of Health and Safety / Safeguarding issues	✓	
Awareness of Data Protection and GDPR	✓	
A positive attitude towards workload, staff, parents and pupils	✓	
A flexible and organisation approach to workload	✓	
Ability to use own initiative and be able to work efficiently from start to end of a piece of work with a focus on attention to detail.	✓	
Work as part of a whole-school team and participate in school events	✓	

Post Holder Name .....  
(PRINT NAME)

Signed by Post Holder .....

Agreed On .....