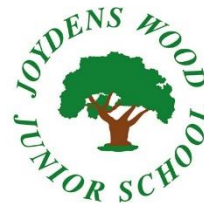


Job Description – Business Support Officer



Job Title:

Business Support Officer

Responsible to:

SLT and the Governing Body of the school.

Purpose of the Job:

To provide general clerical or administrative support to the school under the direction or instruction of senior staff.

Key duties and responsibilities:

MAIN DUTIES AND RESPONSIBILITIES

Finance

- Undertake the processing of orders, invoices and BACS payments as necessary, maintain up to date records and ensure that information is accurate and easily accessible.
- Input and monitor all financial transactions and activities within the school (e.g. requisitions, orders, invoicing, banking, petty cash and accounting entries) for accurate analysis and reporting
- Process and monitor payments, including petty cash
- Carry out monthly financial reconciliations and produce reports
- Assist in providing financial information to respond to clients (suppliers, parents, Local Authority) queries and maintain a quality service and customer satisfaction.
- Reconcile bank statements
- Assist with events in the school where necessary.
- Undertake training in all aspects of the finance to provide the ability to assist with all day-to-day activities and ensure the smooth running of the finance in the event of other staff absence.
- Placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues.
- Funding avenues that can support the school with its income revenue.
- Support the SLT in undertaking project work that will support the work with financial and business-related gains.
- Archiving of finance folders

Staffing

- Assist in the administration for the appointment of new staff – flowchart to be followed
- Organise and run the induction of new staff – put schedule in place
- Ensure personnel administration and payroll processes are accurate
- Maintain sickness and leave of absence records and absence returns for teaching and non-teaching staff where appropriate
- Occupational Health Checks
- DBS Checks
- School census – staff
- Maintain the Single Central Record
- Organise Safeguarding and Data Protection training yearly – add information to staff records

- File appraisal, letters etc into staff folders
- Responsible for updating and distributing staff handbook
- Responsible for distributing safeguarding, whistleblowing, KCSIE and all other policies that require an acknowledgement that staff have read them.
- Organise staff rotas for playtime/lunchtime, including wet play
- Record Covid attendance and distribution of test for staff

Communication/Marketing

- To produce, and disseminate by email, the weekly Newsletter
- Maintain and keep the school's website up to date with relevant information, including those that are statutory
- Ensure school website is compliant
- Update and manage weekly diary
- Communicate with local community newsletters and local press for PR

Policies

- Ensure School Policies are up to date
- Forward policies to the person responsible for writing 4 weeks in advance of renewal.

School Visits/Trips

- Support the management and organisation of the school's external trips, including residential (use of EVOLVE).
- Take a lead in the administration of the school trips and visits in conjunction with the Education Visits Coordinator and Trip leaders including: setting up payments on the school's online payments system, sending notifications to parents, recording payments and permission slips received, chasing outstanding payments and paperwork, administering the Outdoor Education Evolve programme, updating the Trips Overview spreadsheet and working in conjunction with the Business Manager to ensure that trips / visits are financially viable.
- Produce all necessary financial and administrative reports and information as required by trip leaders.
- Undertake the banking, administration and recording of the school trips

Administration

- Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary
- Maintain notice boards in staff room area
- Responsible for updating and distributing staff handbook
- Responsible for distributing safeguarding, whistleblowing,
- Organise Safeguarding and Data Protection training yearly – maintain a record of staff who attended or those requiring the training
- Update GIAS

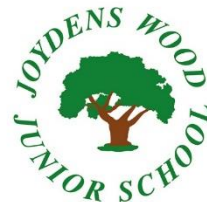
First Aid

- Be the lead first aider in the School
- Carry out first aid to both children and adults if and when required
- Oversee the administration of medicines to children.
- Arrange and update first aid training in school
- Report any incidents to RIDDOR

Other Duties

- To understand and comply with policies and procedures relating to Child Protection, equal opportunities, Health & Safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment;
- To perform such other additional duties as the SLT require from time to time

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities that are commensurate with the level of the post.



	CRITERIA
EXPERIENCE	<ul style="list-style-type: none"> • Experience of using financial management systems (FMS) • Experience of using school information management systems (SIMS). • Be a Qualified First Aider • Experience of working in a school office • Experience of using online payment systems • Excellent IT skills • Be adaptable and work well under pressure • Be able to prioritise efficiently and work to deadlines • Have the ability to deal with issues sensitively and confidentially • Experience of drafting reports and correspondence.
QUALIFICATIONS	<ul style="list-style-type: none"> • Knowledge and skills equivalent to national qualifications levels 2-3. • Minimum of English and Maths GCSE A-C (or equivalent). • Good standard of personal literacy, numeracy and basic ICT competency.
PHILOSOPHY & BEHAVIOURS	<ul style="list-style-type: none"> • Passionate about Primary education. • A positive approach, encouraging pride in all aspects of school life. • A commitment to learning about learning. • A commitment to developing independence and creativity.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to own professional development. • Commitment to effective practice within an inclusive environment. • Prepared to undertake training relevant to the post. • Ability to develop positive relationships with pupils, staff, parents and outside agencies. • Commitment to all aspects of equal opportunities in principle and in practice.