

Job Description – Business Operations Officer (BOO)



Job Title:

Business Operations Officer (BOO)

Responsible to:

Business Manager, Deputy Headteacher, Headteacher and the Governing Body of the school

Responsible for:

None

The Business Operations Officer must uphold the standards of personal and professional conduct at all times, ensuring honesty and integrity prevails in every situation. The Business Operations Officer must maintain appropriate professional boundaries and respect the unique position of trust as the Business Operations Officer at all times.

Purpose of the Job:

To provide specific business and financial related clerical and/or administrative support to the school under the direction or instruction of the Business Manager and other members of the senior staff.

Scope for Impact:

Support staff in schools make a strong contribution to ensure the smooth operation of the school on a daily basis. They are able to assist the Business Manager, senior leaders and other members of staff with business operations related tasks.

To provide excellent welfare support so all pupils feel safe, secure and happy at our school.

To support and be involved in the constant development of the school in all areas and aspects.

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.
- Explore and apply (with HT's permission) for 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

- Complete all administrative tasks related to the setting up of a contract for a new member of staff.
- Ensure personnel administration and payroll processes are accurate.
- Update contracts where variations take place.
- Update staff absence with payroll.
- Update payroll with overtime.
- Deal with any HR inquiries.
- Maintain all staffing files.

First Aid

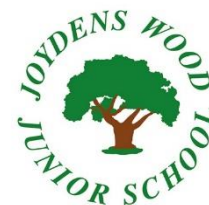
- Carry out first aid to both children and adults if and when required
- Report any incidents to RIDDOR

Other Duties

- Work with Business Manager, to ensure the business office kept tidy and welcoming to all.
- Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Fulfil wider professional responsibilities.
- To ensure that school policies are reflected in daily practice.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- Maintain confidentiality at all times.
- Understand the importance of sharing values.
- Recognises health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy.

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
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum of English and Maths GCSE A-C (or equivalent). • Good standard of personal literacy, numeracy and basic ICT competency. • Level 2 Diploma (or equivalent).
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working for senior school staff / Head teacher. • Experience in administrative / finance roles. • Experience of using school information management systems. • Detailed and authoritative knowledge and experience in financial procedures, as is computer literacy, payroll and some level of accountancy.
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.
SKILLS AND ABILITIES (incl. Personal Skill)	<ul style="list-style-type: none"> • Keyboard skills, applied with precision and speed. • Communicates basic financial information to teachers, other staff and external suppliers. • Literacy and numeracy skills. • Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows Office package and basic spreadsheet and database functions. • Ability to organise and prioritise workload to achieve deadlines. • Ability to communicate basic financial information to teachers, other staff and external suppliers. • Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information. • Ability to investigate queries and anomalies when required. • Ability to operate computerised and manual filing systems and to make improvements where necessary. • Ability to process and maintain financial records. • Commitment to equalities and the promotion of diversity in all aspects of working. • A flexible, efficient approach is required with the ability to resolves complex problems and work on own initiative to tight deadlines. • Confidence and ability to ask questions relating to achieving the task. • Ability to retain and use a range of new information. • Ability to work confidentially, keeping work-related issues and discussions in the workplace. • Willingness to attend training courses which help you in your current role and develop your potential for other roles.

	<ul style="list-style-type: none"> • Report-writing skills and ability to draft correspondence. • Ability to balance constantly changing priorities. • Ability to work within a climate of change. • Ability to take a proactive approach. • Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements. • Commitment to equalities and the promotion of diversity in all aspects of working. • Ability to deal with difficult/sensitive situations and to manage confidential information. • Ability to deal with difficult/sensitive situations. • Positive attitude to change. • Ability to form caring and positive relationships with children and adults • Must be flexible with effective time management skills. • Have a creative approach to problem solving and use this to inspire and motivate others. • Good organisational skills and ability to prioritise tasks, set tasks and monitor effectiveness. • A good team player. • Reliable & Punctual. • Good sense of humour.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring. • Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages. • Awareness of equalities and diversity issues – respecting the needs and views of other people. • Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety. • Demonstrate an understanding of confidentiality and safeguarding / child protection issues in a school setting. • Willingness to reflect on own performance. • Thorough knowledge and understanding of safeguarding children.
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.

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
