



Riddings Junior School

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JOB DESCRIPTION

Title of Post: School Business Assistant (initially fixed term – 1 year)

Responsible to: School Business Manager and Headteacher

Hours: 18 hours per week – 39 weeks per year

Working Pattern: Wednesday: 12:00 – 4:00pm
Thursday & Friday: 8:30 – 4:00 with 30 minute lunch break

Salary: Grade 5

The Governors of Riddings Junior School are looking to appoint an additional School Business Assistant to be responsible to the Headteacher and School Business Manager for School Administration.

The successful applicant will:

- Be an excellent representative and first point of contact for our school.
- Effectively undertake a range of office administration and reception duties.
- Work alongside, support and be responsible to the School Business Manager.
- Have great communication skills and demonstrates a friendly and helpful manner.
- Have proven organisational skills, ICT experience and is efficient in time-management.
- Take PRIDE in their work, with a desire to solve problems and support the school community.
- Possess a strong team ethos, is willing to listen but also to share ideas in order to improve systems.
- Show a willingness to train and engage in continuous professional development.

Our school and its community offer you:

- A work environment that is supportive and to be part of a team who work very hard yet have fun – everyone will support you in your role.
- A personalised professional development programme.
- A workplace where your developing skills will improve outcomes for children.
- Opportunities to be fully involved in the life of our school and a chance to develop your skills further.
- Children's safety and well-being is of the highest priority in our school; all candidates must be able to show an awareness of the vital role in safeguarding children that their role carries and absolutely understand the importance of confidentiality in their work.

DUTIES & RESPONSIBILITIES

Reception

- Be the main point of contact for both telephone and face to face enquiries in the school office.
- Welcoming and monitor visitors to and from the school site in line with the school safeguarding policy.
- Provide a professional representation of our school to all stakeholders.

Administrative

- To operate and maintain the schools' electronic and paper-based administration systems including Arbor.
- Maintain attendance records including late arrivals and absences including contacting parents / carers of absent pupils on a first day basis.
- Manage dinner registers, and payments for school meals, trips and after school clubs monitoring payments and chasing debt.
- Managing the school incoming mail including email.
- General Typing and processing of electronic documents using Microsoft programs including Word, Excel, PowerPoint and Outlook.
- Updating and distributing communications to stakeholders which include the school's website, email, text messaging, Twitter, school noticeboards, newsletters, letters.
- Assisting with the processes of School Admissions and Leavers including Education Welfare.
- Photocopying, scanning and collating office and school resources.
- Assisting with arranging school visits – booking venues and transport.

General

- To understand and comply with the Trusts Equal Opportunity Policy.
- To understand and comply with GDPR legislation and liaise with the Data Lead regularly.
- To comply with the Health and Safety Policy for the school and legislation within the duties of the role.
- To work within the boundaries of all School Policies.
- Ensure that all information is treated confidentially and have absolute discretion at all times.
- Be able to maintain a calm exposure under pressure and in difficult circumstances.
- To carry out any other reasonable duties within the grading of the post.

