

Hull Collaborative Academy Trust Job Description

Post title	School Business Officer
Reports to	Office Manager
Grade	4

Main Purpose of the Post

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school and assisting with the development and planning of these support services. These services include the handling of highly sensitive, confidential and conflicting issues on a daily basis, dealing with staff, parents, governors, the LA and other external bodies.

Main Duties and Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To undertake regular approved First Aid training (requalification every three years) and to provide First Aid assistance as necessary to employees, pupils and visitors to the Academy.
3. To contribute to the planning, development and organisation of admin support services/systems/procedures/policies. To provide admin, finance and organisational support to staff and Governors including covering Reception duties when required. Will be expected to participate and contribute to internal audits/inspections and Ofsted Inspections.
4. To manage manual and computerised record/information systems including Microsoft and Arbor, ensuring the information is up-to-date and accurate. To analyse and evaluate the data/information and produce reports as required. To undertake research and obtain information to inform decisions. Examples: inventory, pupil/staff personnel records, Single Central Record, health and safety records.
5. To manage the administration of facilities including use of the school premises e.g., community use.
6. To undertake financial and administrative procedures including the management of meetings and the completion and submission of documents e.g., Education Health Care Plans, orders, invoices, bank account returns, census reports, staffing returns.
7. To manage expenditure within agreed budgets, management of stock and assets, cataloguing of resources and undertaking audits as required.
8. To supervise, develop and train staff as appropriate including apprentices. To complete performance management tasks as directed.

9. To manage the school website with the Access and ICT Technical Officer. To assist in the promotion and marketing of the school.
- 10 To attend and minute meetings, including Governor meetings. To write and circulate minutes quickly, efficiently and in line with HCAT requirements.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Responsibility

1. Responsibility for Staff:

Required to supervise a Level 1 School Business Assistant/s, including performance management. Can be required to mentor any apprentices within the Admin Team.

2. Responsibility for Customers/Clients:

This role will impact on the pupils and staff in school.

3. Responsibility for Budgets:

Not applicable

4. Responsibility for Physical Resources:

Required to be responsible for the management of all admin stock and school assets (inventory).

Contacts and Reason for the Contact:

1. Within School:

Works closely with an Admin Team, under the direct supervision of the school Office Manager.

Reports to the School Office Manager to provide and receive information and to receive direction.

Supervises admin staff/apprentices as directed.

Supports and advises staff on matters relating to their responsibility areas when appropriate.

Consults with staff on policies that impact on them.

Attend meetings with stakeholders e.g., Trustees, parents.

2. With Any Other HCAT Areas:

Liaises with other departments for the sharing of information, seeking of advice and support and to explore opportunities for maximising resources and improving services

3. With External Bodies to the Trust

Works alongside Health Authority staff on site i.e., Physio, Speech Therapy, Nurses

Works with external contractors/suppliers in relation to contracts and agreements.

Consults with stakeholders.

Submits information to LA/DfE as required.

Submits information to HMI/Ofsted as required.

Risks to health

Physical risks – not applicable

Working conditions - low risk. The post holder is required to occasionally deal with stakeholders who may be upset, angry or occasionally violent.

Emotional Demands - not applicable.

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

CRITERIA - headings and details for this post	ESSENTIAL	METHOD OF ASSESSMENT*	DESIRABLE	METHOD OF ASSESSMENT*
QUALIFICATIONS	<p>GCSE Maths and English, Grade C or above (or equivalent)</p> <p>Qualified First Aider, or a willingness to undergo such training and re-training as necessary</p> <p>CSBM (or agreement to work towards)</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p>	<p>ICT qualification in Microsoft Office, Arbor</p>	<p>AF, I</p>
EXPERIENCE	<p>Experienced in the management and operation of financial and administrative systems (Intacct)</p> <p>Experience of working under pressure and to tight deadlines</p> <p>Experience of working in a Team</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>	<p>Experienced in the use of Arbor and Microsoft Office</p> <p>Experience of working in a school environment</p> <p>Experienced in the preparation and submission of reports to management / committees</p> <p>Experience of managing a budget</p> <p>Experience of managing stock and assets</p> <p>Experience of taking, preparing and circulating minutes of meetings</p> <p>Experience of managing the letting of premises</p>	<p>A, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>

			Experience of supervising staff and completing performance management tasks	AF, I, R
			Experience of managing and updating a website	AF, I, R
KNOWLEDGE	<p>A knowledge and commitment to safeguarding and promoting the welfare of children and young people</p> <p>Knowledge of DBS vetting procedures and processes</p> <p>Knowledge of Arbor, Intacct, Oracle, Assyst, Microsoft Office</p> <p>Working knowledge of school policies and codes of practice</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>		
SKILLS	<p>Motivation to work with children and young people</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Able to work with a range of ICT packages; has well developed spreadsheet and word processing skills.</p> <p>Strict confidentiality – a high degree of confidentiality and discretion is required.</p> <p>Accurate and well organised approach to work using initiative to plan/prioritise work, especially when facing a number of conflicting deadlines</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>		

	<p>Excellent literacy, numeracy and ICT skills</p> <p>Ability to compile and analyse statistical data</p> <p>Ability to work with minimum supervision</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>		
PERSONAL QUALITIES	<p>Well-developed ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.</p> <p>Ability to communicate effectively in writing with a wide range of professionals including producing and exchanging sensitive and confidential information.</p>	<p>AF, I, R</p> <p>AF, I, R</p>	Excellent negotiating skills.	AF, I, R
OTHER REQUIREMENTS				

*Key: AF=application form; I=interview; T=test; P=presentation; R=references