

St Patrick's Catholic Primary Academy

Nova Lane, Birstall, West Yorkshire, WF17 9LQ
Telephone: 01924 423220 Website: www.stpatricksbirstall.co.uk



BUSINESS SUPPORT ADMINISTRATOR

Salary Range: Grade 5 (SCP 5-6)

JOB DESCRIPTION

St Patrick's Catholic Primary Academy, the Blessed Peter Snow Catholic Academy Trust and the diocese acknowledge the importance of the role of the *Business Support Administrator* and will actively offer continuing support, encouragement, affirmation and realistic challenge to the successful candidate.

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people. The Business Support Administrator must ensure that the highest priority is given to following the guidance and regulations relating to safeguarding and child protection. Appointment is conditional upon receipt of satisfactory Disclosure and Barring Service (DBS) checks in relation to criminal and child protection matters.

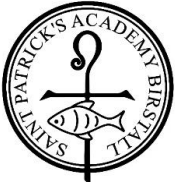
Main purpose

The School Office Administrator is responsible for supporting the administrative and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities

General administration

- Maintain and update the school's MIS system - computerised record/information systems and any associated materials.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from Parents and Carers
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Order, monitor and manage administrative stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times



St Patrick's Catholic Primary Academy

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

Website: www.stpatricksbirstall.co.uk



**The Blessed
Peter Snow**
Catholic Academy Trust

- Ensure Parents and Carers are given the appropriate information when pupils join the school ie school website, school jotter app for newsletters/information, class dojo, parent pay

Office Reception

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

Written communication

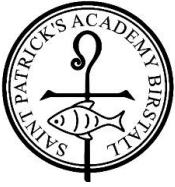
- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

Safeguarding

- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Ensure visitors are accompanied to any meetings or toilets within school, following safeguarding procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Maintain and update the school's Single Central Record; liaising with the Designated Safeguarding Lead and Business Manager

Attendance and Pupil Records

- Prepare and maintain both manual and computerised pupil records including admission, registration, attendance / absence details and school meals.
- Maintain/update the school pupil database and pupil timetable systems training staff as and when required.
- To be responsible for the year end routines on the management information systems. Updating documentation, computer records, etc as necessary.
- Responsible for extracting reports as required by Pastoral staff and ESW's from computer generated systems.
- Responsible for telephoning parents to advise them of their child's absence from school.



St Patrick's Catholic Primary Academy

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

Website: www.stpatricksbirstall.co.uk



**The Blessed
Peter Snow**
Catholic Academy Trust

- Responsible for communicating with parents with regards to updates of pupil records e.g. letters home etc.
- Responsible for inputting and providing data e.g.: attendance percentages and administrative returns as required.
- Responsible for maintaining the late list for pupils arriving after registration including eliciting reason for lateness from parents or carers on arrival – noting patterns of lateness.
- Responsible for informing all appropriate stakeholders of new and leaving pupils and to meet with appropriate bodies regarding pupil attendance and welfare.
- Provide attendance and school data reports as and when required.
- To monitor attendance figures and produce attendance and school data reports, liaising with the Headteacher.
- Input of registers and any alterations made by staff and cover teachers.
- To deal with attendance enquiries from staff and parents, producing attendance lists and distributing to staff.
- Manage and lead the completion of school census across the year including the DFE Census and diocesan Census.

Admissions / Leavers

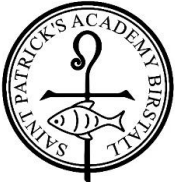
- Responsible for admissions procedures including the use of SAMs system – Reception, In-Year and all leavers
- Liaising with external stakeholders such as Kirklees LA, Admissions Team, other schools or providers, parents or carers and school staff regarding admissions or leavers.
- Communication linked to admissions – liaising with the EYFS Leader, Headteacher, Local Academy Council and other stakeholders (including use of IT software)

Finance

- Enter data into the school's finance systems (Parent Pay) and produce reports as necessary
- Collect, record and issue receipts for payments from Parents and Carers – school lunches and any other payments linked to trips or fundraising
- Monitor the school dinner payments to ensure parents or carers are making regular payments and not accruing debt. Liaising with Parents and Carers to ensure this is rectified if it occurs.
- Carry out financial administration in line with the school's procedures
- Managing the Free School Meal and Pupil Premium eligibility within school – liaising with the Kirklees LA, Headteacher and Parents/Carers.

Nursery Funding, Data and Reporting

- Linking with Parents / Carers to ensure eligibility for 15 hours or 30 hours Nursery provision is maintained within the expected time limits.



St Patrick's Catholic Primary Academy

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

Website: www.stpatricksbirstall.co.uk



**The Blessed
Peter Snow**
Catholic Academy Trust

- Liaising with the Kirklees LA regarding additional pupil funding – including FEEC Team, SEND Team, School SENCO, MIS Team as appropriate
- Ensuring all funding is correctly inputting, verified and up to date.
- Managing any pupil transition linked to funding - between providers or external agency funding,

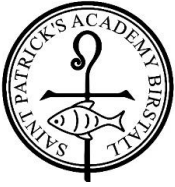
First Aid Administration and Coordination

- Manage and coordinate the school's first aid provision, ensuring compliance with statutory requirements and school policies.
- Maintain records of staff first aid qualifications, monitor expiry dates, and coordinate training and refresher courses with the Business Manager
- Manage the medical room and ensure first aid supplies, emergency equipment, and medications are appropriately stocked, maintained, and checked.
- Oversee the provision and regular auditing of first aid kits and bags throughout the school, including classrooms, playgrounds, educational visits and emergency defibrillator.
- Maintain accurate records of accidents, incidents, injuries, and medication administration, ensuring appropriate reporting and communication with parents/carers and staff.
- Liaise with the SENCO regarding appropriate support for pupils with medical needs, including maintaining healthcare plans, medication records, and liaising with families and external professionals where required.

This job description provides an outline of the main duties and responsibilities associated with the role and is designed to give both the postholder and the Trust a clear understanding of its purpose within the organisation.

The responsibilities listed are not exhaustive and should be regarded as illustrative of the role rather than a definitive list of tasks. The postholder may be required to undertake other reasonable duties, consistent with the level and nature of the post, to support the effective operation of the school and Trust.

This job description can be discussed and reviewed with changes annually, linking with appraisal processes.



St Patrick's Catholic Primary Academy

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

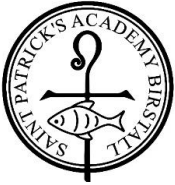
Website: www.stpatricksbirstall.co.uk



The Blessed Peter Snow
Catholic Academy Trust

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE Grade C/4 or above in English and Maths (or equivalent) • First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Working in an administrative role, preferably within an educational environment • Carrying out administrative tasks effectively and with confidence • Dealing with face-to-face and telephone interactions in a calmly and professional manner • Working with children or young people • Working and collaborating within a team and showing initiative to work independently
Skills and knowledge	<ul style="list-style-type: none"> • Excellent organisational skills with the ability to manage competing priorities and meet deadlines. • Strong administrative and record-keeping skills with a high level of accuracy and attention to detail. • Ability to use IT systems including Microsoft Office applications including word, excel and outlook. • Competent in the use of school management information systems and office software (or ability to learn quickly). • Good understanding of pupil attendance monitoring and record management. • Ability to undertake some basic financial administration • Knowledge of data protection and confidentiality requirements. • Ability to coordinate and maintain school first aid arrangements, records and supplies. • Effective written and verbal communication skills. • Ability to work independently and as part of a team. • Ability to respond quickly and effectively to issues that may arise • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to build effective working relationships with colleagues • Understanding of safeguarding



St Patrick's Catholic Primary Academy

Nova Lane, Birstall, West Yorkshire, WF17 9LQ

Telephone: 01924 423220

Website: www.stpatricksbirstall.co.uk



**The Blessed
Peter Snow**
Catholic Academy Trust

Personal qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty, reliability and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Professional, approachable and welcoming manner.
- Calm and resilient, with the ability to respond appropriately to unexpected situations.
- Flexible and willing to undertake a range of administrative responsibilities to support the efficient running of the school.
- Commitment to safeguarding, equality and promoting the welfare of children and young people.
- Commitment to maintaining confidentiality at all times