

General duties list for the Business Support role however this is not an exhaustive list

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. We may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties*

**Business Support - Hours of work 8am-4:30pm**

- Ownership of end-to-end process of Nursery admissions & funding
- Ownership of Main School admissions
- Ownership of school leavers in line with the agreed process
- Responsibility for School data submissions, Census, Assessment Data and Nursery funding
- Import and export of data such as CTF/ATF
- Phone calls and visitors
- Enquiries inbox
- School correspondence ie letters and communications via MCAS
- First Response/Attendance
- Administration of medicine/First Aid
- Welcome greeting for visitors to include safeguarding information/Induction
- Weekly vacancy returns to the LA
- Communications for Bees knees and headteachers assemblies
- Bromcom administration – maintenance and updating data
- Take minutes in Friday briefing and upload to portal/ send out to staff (alternate weeks)
- Provide administrative support for trips ie collecting and collating responses, notifying The Pantry of the trip to ensure packed lunches can be ordered, notifying Kitchen staff, creating Trip packs
- General administration support such as filing
- Arrange/Schedule Printing of test papers
- Organising and overseeing school photos
- Liaison for The Pantry
- Administrator for school systems such as MCAS/Bromcom
- Analyse and evaluate data/information and produce complex reports as required.
- Taking charge of events such as charity days/fun days & Setting up for Inset days and meetings
- Finance support such as filing and support with online payments for clubs/trips/B&A
- Review and updating of relevant policies and paperwork (Nursery)
- Process improvement
- Marketing and promotion of the school
- Manage administration of school clubs, liaising with relevant staff
- School milk claims & Provide milk lists to teachers
- Fire registers