

## Senior Business Administrator

<b>Job Title:</b>	<b>Senior Business Administrator</b>		
<b>Salary:</b>	<b>GR4</b>	<b>Hours:</b>	<b>30 hours per week</b>
<b>Contract Type:</b>	<b>Fixed term for 12 months</b>		
<b>Reporting to:</b>	<b>Headteacher</b>		

### Main Purpose:

To lead and manage the day-to-day business, administrative, financial and HR functions of the school, ensuring effective operations that support the Headteacher and senior leadership team. The postholder will be the senior business professional within the school, responsible for the smooth running of all business functions including finance, HR administration, recruitment, compliance and wraparound care management, working in close partnership with the Fioretti Trust central team.

### Duties and responsibilities

#### **1. General Administration**

- Manage the school's enquiry inbox, responding to or directing communications promptly and professionally.
- Act as a named first aider and serve as the central point of contact for first aid matters.
- Provide day-to-day administrative support to the Headteacher and school leadership team.
- Maintain accurate and up-to-date school records, filing systems and databases in line with GDPR and Trust data protection requirements.
- Support the school office as required, including managing post, telephone enquiries and occasional cover of visitor reception.
- Manage administration for the school dog, including risk assessments and related documentation.

#### **2. HR Systems and Compliance**

- Maintain school-level HR records, ensuring completeness, accuracy and confidentiality at all times.
- Maintain and update the SCR for employees, ensuring it is accurate and audit-ready at all times in line with KCSIE 2025.
- Administer Arbor access and controls at school level, including staff permissions and system management.
- Manage the school Sign-in App, ensuring visitor and contractor records are maintained.
- Manage Net 2 access and controls at school level, including staff permissions and system management.
- Support with transition administration for Y2–Y3 and Y6–Y7 pupil movement processes.

### **3. Recruitment and Onboarding**

- Support the recruitment process, including placing adverts and managing applications through MyNewTerm.
- Maintain complete and accurate employee files in accordance with the Trust's employee file checklist.
- Input new starter information onto Arbor and all other relevant school-based systems.
- Inform the central HR team of HR contractual changes by updating the contract spreadsheet.
- Input new starter details onto the SCR promptly.

### **4. Staff Exit**

- Carry out all required actions when a member of staff leaves, including completion of the Trust exit checklist.
- Ensure leaver information is removed or updated across all relevant systems in a timely manner.

### **5. Absence Management**

- Support return-to-work meeting processes, maintaining records in line with Trust policy.
- Ensure staff absences are accurately on Access and in line with Trust procedures.
- Liaise with the Headteacher and central HR team regarding absence management matters.

### **6. Statutory Processes**

- Co-ordinate and submit the annual Workforce Census accurately and to deadline.
- Co-ordinate and submit the three termly Pupil Census returns accurately and to deadline.
- Maintain the SCR in a continuous state of audit-readiness.

### **7. Finance and Procurement**

- Raise blanket orders, contracts and subscriptions, ensuring proper authorisation is obtained.
- Close outstanding purchase orders and prepare order requisitions for Headteacher approval.
- Raise orders on the Access Finance system for approval and confirm goods receipts.
- Download and prepare centrally-paid invoices; check and approve invoices for payment, returning queries as appropriate.
- Ensure safe is kept at a minimum level in line with Trust Policy.
- Record overtime entries onto the appropriate spreadsheet and follow up to ensure timely payment.
- Manage school payment systems and monitor parental income, having oversight of debt monitoring and follow-up.

### **8. Wraparound Care (WAC) Administration**

- Ensure WAC sessions are correctly recorded, ensuring accuracy of bookings and attendance records.
- Line manage WAC management team and WAC staff, providing day-to-day oversight and support.
- Monitor and chase WAC debts, escalating to the Headteacher where required.
- Manage childcare voucher provider and Tax Free Childcare accounts

## Employee responsibilities

- Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- Comply with all Trust policies and procedures relating to child protection, health and safety, confidentiality, data protection and equal opportunities, reporting all concerns to an appropriate person.
- Act with integrity, honesty and fairness at all times to safeguard the financial assets and reputation of the Trust.
- Establish constructive working relationships with staff across the Trust and with external agencies and suppliers.
- Participate in training, professional development and performance review activities as required.
- Promote the agreed vision and aims of the Trust, setting an example of personal integrity and professionalism at all times.

## Supervision received

- Works under the direction of the Headteacher
- Regularly supervised with work checked by the Headteacher. Expected to plan own work to meet defined deadlines and objectives.

### Notes:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that this postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

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

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Person Specification

Essential	Desirable	Where tested: A – application I – interview T – test or activities C – certificate
<b>Qualifications</b>		
GCSE English and Maths (grades A*–C / Grade 4–9) or equivalent.	Business administration, office management or relevant professional qualification (e.g. IAM, CIPD Level 3, AAT or equivalent), or working towards one.	<b>A / C</b>
Evidence of continued professional development relevant to school business management, HR or administration.	Training in school MIS systems (e.g. Arbor) or school finance systems (e.g. Access Education Finance).	<b>A</b>
<b>Experience</b>		
At least two years' experience in a senior office, business management or administrative role.	Experience of working in a school, academy trust or local authority setting.	<b>A / I</b>
Experience of managing or maintaining HR records and supporting recruitment and onboarding processes.	Experience of using Arbor MIS or a comparable school management information system.	<b>A / I</b>
Experience of handling financial administration, including purchase ordering, invoice processing or income management.	Experience of managing or line managing support staff.	<b>A / I</b>
Experience of maintaining compliance records, including a Single Central Record or equivalent safeguarding documentation.	Experience of co-ordinating statutory returns such as the Workforce Census or Pupil Census.	<b>A / I</b>
Experience of handling sensitive and confidential information accurately and in line with data protection requirements.	Experience of administering wraparound or extended school provision.	<b>A / I</b>
<b>Knowledge &amp; Skills</b>		
Sound understanding of school office functions, including HR processes, safer recruitment requirements and safeguarding compliance in line with KCSIE 2025.	Knowledge of the Academies Trust Handbook and academy trust governance and compliance frameworks.	<b>A / I</b>
Strong organisational skills with the ability to manage multiple competing priorities accurately and to deadline.	Understanding of NJC Green Book terms and conditions and support staff employment practices.	<b>A / I</b>

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Good written and oral communication skills, with the ability to respond clearly and professionally to a wide range of stakeholders.	Ability to interpret HR and financial data and present information clearly to the Headteacher.	<b>A / I</b>
High level of IT competence, including proficiency in Microsoft Office and experience of MIS or HR systems.		<b>A / I / T</b>
Strong numeracy and attention to detail, with the ability to identify and resolve discrepancies in financial and administrative records.		<b>A / I / T</b>
Ability to work with a high degree of accuracy and discretion when handling sensitive HR, financial and pupil information.		<b>A / I</b>
Ability to work independently, use initiative appropriately and escalate issues to the Headteacher when required.		<b>I</b>
<b>Personal qualities</b>		
Commitment to the ethos, values and safeguarding responsibilities of Fioretti Trust.		<b>A / I</b>
Commitment to acting with integrity, honesty and professionalism at all times.	Willingness to embrace change and adapt positively to new systems, processes and ways of working.	<b>I</b>
Positive, flexible and self-motivated approach with a genuine willingness to support colleagues across the school and Trust.	Ability to build strong and constructive working relationships with school-based staff, the central Trust team and external partners.	<b>I</b>
Ability to remain calm under pressure and manage sensitive matters with discretion and care.		<b>I</b>
Warm, approachable manner with a commitment to providing excellent service to staff, pupils, families and visitors.		<b>I</b>