



SCHOOL BUSINESS ASSISTANT (GRADE 6)

JOB DESCRIPTION



Purpose of the Role

The School Business Assistant (SBA) provides efficient administrative, financial and operational support to the school. Working closely with the School Business Manager, the postholder will help ensure that business functions run effectively, supporting staff, pupils and families and contributing to the smooth day-to-day operation of the school. The role may cover the following:

Finance Administration

- Process purchase orders, invoices and payments in line with school and Trust procedures.
- Maintain accurate financial records and support budget monitoring.
- Administer income collection for trips, clubs and other school activities.
- Support procurement processes and maintain supplier records.
- Assist with financial reporting and audit requirements.

Administration & Business Support

- Provide administrative support across the school's business functions.
- Maintain accurate pupil, staff and school records.
- Produce correspondence, reports and other documentation as required.
- Support school communications with parents, carers and external agencies.
- Assist with the administration of educational visits, events and other school activities.

HR, Compliance & Data

- Maintain confidential staff records and personnel files.
- Support recruitment administration and pre-employment checks.
- Maintain training, absence and personnel records.
- Support the maintenance of safeguarding, compliance and statutory records, including the Single Central Record.
- Ensure records are maintained in accordance with GDPR and school policies.

Premises & Health and Safety

- Support the administration of premises maintenance and contractor visits.
- Maintain records relating to health and safety and statutory compliance checks.
- Report any concerns promptly to the School Business Manager.
- Assist with maintaining a safe and compliant school environment.

General Responsibilities

- Build positive relationships with pupils, parents, staff and visitors.
- Support the School Business Manager with school improvement priorities and operational projects.
- Contribute to the continuous improvement of systems and processes.
- Participate in training and professional development.
- Undertake any other duties appropriate to the grade and responsibility of the post.

Confidentiality

Maintain the highest standards of confidentiality in relation to pupil, staff and school information.

Safeguarding & Equal Opportunities

Embark Federation is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. This post is subject to an Enhanced DBS check. Embark Federation is committed to equality, diversity and inclusion and welcomes applications from all sections of the community.