

JOB DESCRIPTION

Job Title	School Business Administrator
Location	Catcliffe Primary School
Reporting to	Head Teacher
Effective date	
Hours	37 hour per week
Weeks	Term-time
Salary Range	Scale 5

Key Responsibilities

The School Business Administrator's role is to support the operational effectiveness of the school and Trust by.

- To contribute to the overall ethos, work and aims of the school.
- Develop positive, well maintained, and productive relationships with colleagues in school, across the Trust and with external agencies, setting an example of personal integrity and professionalism.
- To employ efficient strategies saving time and resources and trusting colleagues to deliver
- To share information openly, broadly, and deliberately with relevant parties
- To ensure policies and procedures are effective.
- To provide compassionately candid feedback to help improve school and Trust provision.
- To seek continuous improvement in policies, procedures, and self-development
- To ensure provision is simple and clear.
- Be aware of and ensure equal opportunities for all.

- To oversee administrative activities that do not have a curriculum focus within the school. This will include:
 - Financial Management
 - Personnel and Human Resources
 - General Administration
 - Estate Management
 - Marketing and Information Systems

Leadership and Strategy

- Assist the Trust Business Manager to plan and manage change in accordance with the development/strategic plans of the school.
- Assist the Trust Business Manager in developing the administrative support structure to meet the current and future needs of the school

Financial Management

- Operate computer based and manual based financial and clerical systems within the school in a secure manner.
- To undertake financial tasks in accordance with agreed policies, appropriate legislation, and financial regulations.
- Manage consumables and place orders using the official order system and ensure that goods are checked on receipt.
- Input all credit card statements as journals.
- Input all invoices.
- Input of all remittance cash book journals
- To liaise with outside organisations, obtaining quotations and negotiating best value
- The collection and banking of other income for school uniform, milk, and school activities etc
- Assist the chasing of debts and referral to the Trust policy

Personnel and Human Resources

- Assist the Trust Business Manager in connection with the administration of human resources.
- Input staff absences onto the HR System
- Ensure that the Single Central record is up to date, including maintaining training records for all staff in school.
- Ensure onboarding for staff is successful including ensuring all safeguarding checks (DBS, identity) right to work and medical clearance checks are undertaken.
- Ensure offboarding for staff is successful including removal from systems, distributing exit questionnaires, and retrieving equipment.
- Arrange supply where required.
- Process leave of absence requests
- Produce and maintain teaching and non-teaching staff personnel files, both computerised and manual

Premises

- Ensure the correct procedure is followed when work is undertaken on the premises – visitor badge, asbestos register, permit to work.
- Liaise with the caretaker regarding the building and report building jobs to the building maintenance company.
- Manage the school lettings and all associated paperwork

Administration

- To ensure the administration and customer care systems in school are of the highest quality.
- To operate the school's manual and computer based administrative systems.
- Be a first point of contact for all telephone calls and visitors to the school.
- Welcome visitors, ensuring the security of the school is maintained.
- To communicate with staff, parents and carers using Parent mail

- To maintain the electronic school diary and arrange appointments, meetings, etc.
- To liaise with staff and ensure that courses are booked for professional development across the school.
- Complete attendance requirements (where applicable)
- Ensure the effective collection of lunch money via Parent mail and daily entries into the
- relevant system
- Order school lunches with the kitchen
- Open and prioritise paper and electronic mail for staff – forwarding to the relevant people as necessary.
- Be responsible for the completion (and promotion) of free school meal authorisations.
- Use school to school transfer for admissions and leavers.
- To ensure completion of the school's checklist for each leaver and starter in school
- Process and monitor Y6 secondary school admission forms and delivery of pupil records.
- Arrange after school clubs, educational visits, and transport.
- Arrange educational visits and transport, including seasonal activities e.g. church services, school fair, Christmas pantomime and school discos.
- Print school letters, brochures, and information booklets
- Maintain pupil files, both manual and computer based.
- Ensure electronic pupil contact details are always up to date.
- Pupil census to be completed at the appropriate times (in conjunction with Trust Business Manager).
- To be responsible for the general administration management of pupil admissions
- To be responsible for the recording of incidents – pupil accident forms, violence to staff forms, staff accident forms
- To be responsible for the input and submission End of Key Stage data
- To assist the Trust Business Manager in applying for Early education funding where applicable
- Provide admin support to senior leaders where appropriate.

- Ensure the administration of first aid to children and staff whenever necessary.
- Ensure pupil allergy information is up to date and communicated with relevant parties.
- Comply with the administration of medicine policy and support children with additional medical needs.
- Manage school lettings and associated paperwork.
- Support the completion of the school census.

Other duties

- To undertake any other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post as specified by the Headteacher/Trust Business Manager or Trust.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.