**School Business Officer - Job Description / Person Specification**

**SUMMARY OF MAIN JOB ROLE AND RESPONSIBILITIES**

**Reports to:** School Business Manager

**Hours:** Full time – 37 hours per week - Term time only plus 2 weeks

Monday to Thursday: 08:30 – 16:30

Friday: 08:30 – 16:00

**Grade: SC5 Pts 12 - 17**

**Main duties and responsibilities**:

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| **General Duties** |
| * To assist and support the SBM / Office Manager with the administration of personnel records and data, and offer an effective administration support service.
* Assist in the administration of a range of financial procedures, as directed by the SBM / Office Manager.
* Ensure that the use of school resources is adequately monitored and controlled.
* Undertake the efficient and accurate preparation and input of information and data into the personnel systems.
* Undertake duties in connection to the school recruitment procedures, including publishing job adverts, collating job application forms and requesting references for shortlisted applicants.
* Provide finance/HR help and advice to staff, pupils, parents and external parties as required.
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| **Human Resources** |
| * Update and maintain the staff absence information system on a daily basis, including liaising with staff in relation to cover matters for CPD / Meetings etc
* Assist in the arrangements for the cover of absent teachers
* Maintain staff sickness and absence records including Self Certification forms, Leave Of Absence requests and Doctor’s Fit for Work notes.
* Create, maintain and update confidential HR records for all staff.
* Undertake administrative duties in connection with personnel starters, adjustments and terminations of contracts for staff.
* Collect employment and tax information, and ensure background and reference checks are completed for all new starters.
* Process all necessary timesheets and expenses claims.
* Provide help and advice to staff and external parties, as and when required, in relation to personnel matters.
* Provide regular HR reports as directed.
* Provide support to the SBM / Office Manager in relation to recruitment processes and safeguarding matters including support for DBS applications and the Single Central Record.
* Process incoming mail in relation to finance and HR. Serve as the point of contact for all new employee questions. Assist the Office Manager / DDSL with inducting new employees.
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| **Finance** |
| * Undertake the efficient and accurate preparation and input of information and data into the financial systems including Purchase Orders, Invoices and BACS payments.
* Keep accurate records of finances, including the maintenance of the ParentPay system.
* Work alongside the Headteacher and SBMto oversee the school’s budget.
* Ensure monies are adequately receipted, the float is replenished and funds banked in a timely manner.
* Assist with running the school shop, including conducting stock checks to ensure sufficient stock levels are held.
* Assist and support school trip arrangements, including booking transport, venues and the collection, banking and recording of monies received.
* Support staff with the production of timesheets, expenses claims, orders and any other relevant financial documentation.
* Support the SBM in the operation of the debtor system, including the recovery of unpaid sums.
* Deal with enquiries from suppliers regarding deliveries and payments.
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| **Other duties** |
| * Participate in any school staff review/performance management processes involving identifying and meeting training needs for self and others.
* Contribute to school policies as appropriate and ensure there are copies available for staff.
* Pursue the achievement and integration of equal opportunities throughout all school activities.
* To assist with the efficient running of the office and undertake general office duties/ assisting as required with Student Services, Medical, Reprographics and ordering equipment and resources when needed.
* Maintain clear expectations, high standards of professionalism and collaboration to meet the School Improvement Plan priorities.
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**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and training** | The successful candidate will have:* At least five A\*-C GCSEs, including English and Mathematics.
 | * Have relevant HR/finance training.
* An Enhanced DBS
* An up-to-date first aid certificate.
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| **Experience** | The successful candidate will have experience of:* Working within a busy office environment.
* Using computers for office administration.
 | * Working within a busy HR/finance environment, preferably in a school or educational setting.
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| **Knowledge and skills** | The successful candidate will:* Be adept at problem-solving, including being able to identify and resolve issues in a timely manner.
* Possess strong interpersonal skills.

Be able to communicate clearly, both written and orally. * Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information.
* Be organised, accurate and thorough in their work.
* Be dependable, able to follow instructions and respond to management directions.
* Have good working ICT knowledge including Microsoft Office.
* Have a willingness to extend skills through appropriate training.
* Have the ability to record and analyse data using different systems.
* Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR.
 | * Have a finance qualification
* Have a HR qualification.
* Have a general awareness of bookkeeping and accountancy software
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| **Personal qualities** | The successful candidate will have:* Excellent verbal and written communication skills.
* Excellent time management and organisation skills.
* High expectations of self and a desire to maintain professional standards.
* The ability to work as both part of a team and independently.
* The ability to maintain successful working relationships with colleagues.
* High levels of drive, energy and integrity.
* A commitment to equal opportunities
* A commitment to supporting others.
* An excellent understanding of confidentiality.
* A warm, engaging and transparent personality.

The successful candidate will be:* Committed to promoting high quality and consistent practices.
* Dedicated to their professional development and achieving desired qualifications.
* Able to plan and take control of situations.
* Committed to contributing to the wider school and its community.
* Capable of handling a demanding workload and successfully prioritising work.
* Professionally assertive and clear thinking.
* A good team player, with the ability to also work using their own initiative.
* Willing to go the extra mile.
* Able to quickly adapt to changes.
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