**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. |
| **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. |
| **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. |
| **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. |

**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. |
| **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. |
| **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 |
| **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. |  |