

JOB DESCRIPTION:

Administration:

- To undertake general administration support for the SBM;
- To support effective communication through email, phone and online platforms;
- To use a range of IT platforms including Microsoft Office and Arbor;
- To support the SBM with maintaining accurate files and records for both paper and online systems.

Finance:

- To process and manage purchases and invoices;
- To support the SBM with managing the school's payroll, including checking overtime claims, as part of the monthly payroll cycle;
- To support the SBM with preparation for pension returns and audits;
- To support the SBM to develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan;
- To lead on ensuring family debt is not incurred and that any outstanding debts are resolved swiftly;
- To support the SBM to manage the school's lettings offer;
- To support the SBM with the School Workforce Census annual return and any other staffing information and data returns as required.

HR:

- To support the SBM with recruitment, onboarding and induction processes so that there is a well-planned and engaging onboarding and induction experience for new staff;
- To support the SBM with maintaining accurate staff records;
- To maintain the staffing absence portal and the school's MIS and support the SBM with the management of staff absences, including Leave of Absence requests, maintaining accurate records.

Premises:

- To support the SBM with overseeing the management of the Premises through assisting with supporting paperwork and organisation.

Working with Staff, Families and Relevant Professionals:

- To communicate effectively with other staff members and pupils, and with families as necessary;
- To collaborate and work with colleagues and other relevant professionals within and beyond the school;
- To develop effective professional relationships with colleagues.

Other Areas of Responsibility:

- To support the aims, values, vision and ethos of the school and participate in a team approach to all aspects of school life;

- To attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop;
- To take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately;
- To promote respect, self-esteem and a positive, inclusive ethos for all children and adults throughout the school;
- To work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;
- To promote the safeguarding of all pupils in the school;
- To be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy;
- To maintain confidentiality in all aspects of the role and follow current GDPR guidance;
- To attend any such training as is required to fulfil the requirements of the role;
- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: June 2024

Additional Information

- All posts within the school are subject to a six month probationary period
- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

PERSON SPECIFICATION:

SKILLS/ ABILITY/ EXPERIENCE	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
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<u>QUALIFICATIONS AND TRAINING</u>		
English and Maths GCSE grade C and above and or higher education qualifications.	Essential	5
Degree in relevant subject	Desirable	3
<u>EXPERIENCE</u>		
Strong practical organisational and time management skills	Essential	5
Willingness to learn new skills and acquire new areas of knowledge	Essential	5
Experience of processing financial information	Desirable	4
Working in HR and dealing with personal information confidentially and sensitively	Essential	5
<u>SKILLS AND KNOWLEDGE</u>		
High level of mathematical knowledge and the ability to calculate accurately and fluently	Essential	5
Confident in the use of ICT and relevant software packages (Microsoft Office)	Essential	4
Experience in use of financial, HR and information systems (Arbor, IComplete, Edupeople)	Desirable, training given as required	4
Excellent attention to detail Understanding of data protection and confidentiality	Essential	5

<u>INTERPERSONAL & COMMUNICATION SKILLS</u>		
Effective communication and interpersonal skills	Essential	5
Ability to build effective working relationships with staff and other stakeholders	Essential	5
Ability to work with sensitive Information and ensure confidentiality	Essential	5
Experience of working with young people, parents/carers and colleagues	Desirable	4
Excellent verbal, listening and written communication skills at all levels	Desirable	4

Additional requirements

- Commitment to the safeguarding of children

Agreed by [Job holder]	Signed:	Date:
Agreed by [Headteacher]	Signed:	Date: