Job Description

Title of post	Business Support Officer
Salary	Salary range – NSAT Grade C/D, Points 4-6 (£23,114 - £23,893 FTE per annum) Actual salary - £19,815 - £20,483 per annum.
Hours of work	37 hours per week (Monday to Thursday 8am – 4pm, Friday 8am – 3.30pm) Term time only plus 5 training days
Line manager and responsible for reviews	PA to Head of Academy

Purpose of the Post

Working closely with the PA to Head of Academy, Business Manager and school office team to organise administrative systems, support staff functions across the whole school and be responsible for undertaking administrative, organisational processes, always maintaining confidentiality.

Key Responsibilities

Organisational Processes:

- Assist with procedures relating to sickness absence through the Every system.
- Support the recruitment processes for the Academy (Teaching & Support Staff) as directed by the Head of Academy/PA and or Business Manager, including preparation of adverts and interviews in school, ensuring that all forms and processes are dealt with meticulously to ensure the safe recruitment of staff.
- In the absence of the PA and Business Manager ensure that the SCR is fully up to date with visitors / supply staff recorded.

Whole School Admin.

- Provide reception duties during lunch times and other periods of absence, acting as first point of reference for receiving callers, students, parents, visitors, and telephone queries.
- Issue uniform to students in the morning and collect back at the end of the day, maintaining the uniform cupboard (stock levels and keeping clean and organised).
- Responsibility for lost property, ensuring it is returned to students (if named), putting flags on registers, sending reminders to parents / carers via InTouch.
- Support with student admissions, ensuring that parent / carer / student login details are distributed for MIS Systems e.g. ClassCharts, ParentPay, etc
- Take minutes at fortnightly Middle Leader meetings / weekly staff briefing ensuring papers are cascaded to colleagues in a timely manner.
- Organise parents' evenings on SchoolCloud, ensuring teacher availability has been uploaded, continued monitoring to ensure parents / carers are able to book, organising the letters to be sent out and dealing with any queries.
- Support with new staff members by creating staff ID cards and ensuring they are activated.
- Manage the Student Locker Plan, ensuring it is kept up to date, monitoring payments for new lockers or replacement keys and issuing these (working with the Estates Manager).

- Half-termly check of the school website and inform Central IT Team of changes, e.g., staff names, uploading letters, etc.
- Provide any admin. support for extended services offered by the school, e.g., open day, transition days, music events, etc.
- Maintain and update manual and computerised records / management information systems as required including pupil and staff data (SIMS, ParentPay, ClassCharts etc).
- Put student flags on registers for medical/other appointments, room changes, music lessons, etc.
- Support the Administrative Assistant with reprographics duties including, photocopying, filing, laminating, preparation of teaching resources especially around busy times such as exams.

Finance Support

- Support departments with the raising requisitions, checking dept budgets, processing orders, tracking, checking deliveries.
- Assist members of staff with administration or finance related queries.
- Act as the first point of contact from parents re. finance queries and payments.
- Maintain any school related parental contributions such as trips, dinner money, music lessons (including external partners), etc. through ParentPay, including the setting up and chasing payments before becoming overdue, including making refunds.
- Issue daily lunch slips (where necessary) and record on internal tracker. Tracker to be shared daily with office team and debt chased.
- School Music Service: manage the payments for this service including those from a traded service.
- Record cash against payment items on Parent Pay.
- Follow good practice to “ensure value for money” and helping budget holders find Best Value.
- Ensure that financial transactions are carried out in accordance with regulations and the NSAT Financial Handbook.

Any other duties as directed by the PA to Head of Academy and / or Business Manager in line with the grade of this post.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder’s professional responsibilities and duties.