

Parkwood Co-operative Academy Trust

School Business Administration Officer Job Description

Job Title: School Business
Administrative Officer

Reports To: Academy Business
Manager / Assistant Academy
Business Manager

Scale: 3 Point 14-17

Job Purpose: To provide administrative support across the Business Team in order to meet the needs of the school.

Admissions to reception

- Ensure Reception cover when required
- Assist admin team with preparation of care plans and student files
- General Admin tasks including photocopying, filing and post.
- Administrative duties with regards to the induction of new parents.
- A key member of fund raising committee and assist in the co-ordination of school events
- Provide support to School Secretary and Admin Assistant when required.

General administrative duties

- Keep manual and computerised records up-to-date providing reports where necessary
- Communication with parents via text, email, school app and website.
- Provide administrative support to the head teacher and SBM as and when required.
- Manage office and classroom stationery.
- Provide administrative support for extended school activities and clubs.
- Oversee and manage school letting administration.

Finance duties

- Collect in pocket money from parents and issue to class staff
- Assist Finance Officer with travel warrants/oyster cards and staff lunch tickets
- Place orders online

HR duties

- Assist HR Officer with keeping SIMS system up to date
- Data input into SIMS
- General filing
- Assist with recruitment process including new starter packs and adverts
- Assist with interview process including showing potential employees around the school

IT duties

- Assist Network manager in keeping up to date systems
- Resetting of staff and student passwords
- New starter set up including ID badges, emails and accounts
- Keeping stock take of toners and accessories
- Overview of school CCTV system and Access Entry System.

Site & Catering Duties

- Offer general admin to support as and when required for Catering and Site Teams.

All administrative staff will:

- Provide general administration support for example: answering incoming calls and taking appropriate messages, greeting visitors and guests, preparing letters, typing and other IT based tasks, photocopying, filing, faxing, collating and distribution of information to parents, staff, governors and members of the public
- Take an active role in administrative duties in preparation for school events
- Assist in maintaining a tidy welcoming and safe school environment including the staffroom and participate in the provision of refreshments for visitors and staff.
- Establish and maintain excellent relationships with pupil's parent's staff and other professionals at all times.
- Provide basic first aid for pupils and staff as and when required.
- Any other duties required by the head teacher or ABM within the scope of this post.

All staff will:

- Promote equality, opportunity and regard.
- Maintain confidentiality at all times.
- Follow safeguarding guidelines and child protection policy and procedures.
- Carry out duties with due regard for all school policies and procedures.
- Undertake professional development activities to enhance personal development.
- Contribute to producing/delivering priorities in the school development plan.
- Promote positive attitudes and behaviour.
- Contribute to the smooth day-to-day running of the school.
- Be committed to achieving the schools vision and aims.
- Respond promptly to concerns from parents, staff or students.
- Promote the school in the community.
- Work in partnership with all colleagues including the Governing Body.
- Celebrate success of students and staff.
- Attend relevant school meetings.

Parkwood Hall Co-operative Academy Trust

School Business Administration Officer Personal Specification

Personal Specifications	Essential	Desirable	Evidence
Qualifications	<p>Be numerate and accurate</p> <p>Have excellent communication skills, both verbal and written</p> <p>To embark on any relevant professional development that will assist with the role</p>	English and Maths to GCSE or beyond	<p>Qualification certificates</p> <p>Interview tasks</p>
Experience	<p>Worked in an admin environment</p> <p>Experience of working successfully and co-operating as a member of a team</p>	Worked in a school office environment	Application Interview
Professional Values	<p>Be sympathetic to the school's ethos and aims and meet the expectations of the school's Governing Body</p> <p>Be able to establish and maintain good professional relationships with pupils, parents and colleagues</p> <p>Adopt a flexible approach to working Be committed to school improvement Have the ambition and drive for your own professional development</p>		Application Interview
Knowledge and Understanding	<p>Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion</p> <p>Be confident in the use of Excel, Word, email and database programs</p>	Knowledge of working with databases, school management databases in particular	Application Interview
Skills	<p>Promote the school's aims positively</p> <p>Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors</p> <p>Promote a positive working environment</p> <p>Be able to prioritise workloads; have excellent time management and organisational skills</p> <p>Be able to work under pressure and meet deadlines</p> <p>Produce accurate work Be able to use initiative</p>		Application Interview
Personal Characteristics	<p>Punctual</p> <p>Approachable and empathetic</p> <p>Creative and enthusiastic</p> <p>Organised and resourceful</p>		Application Interview

	Committed Be of smart appearance Have a sense of humour Uphold the ethos and values of the co-operative Academy		
Special Requirements	Undergo an Enhanced DBS check Be willing to undergo a pre- employment health check		DBS check Occupational Health Check