

JOB DESCRIPTION

BUSINESS SUPPORT ASSISTANT – GENERAL ADMINISTRATION



Position	Business Support Assistant – General Administration
Grade	Band 4 (Point 9 – 13)
Contract	Established 36.25 per week term time plus 1 week (Variable Hours 30 – 37 per week)
Responsible to	Business Support Manager / Business Manager / Headteacher

Job Purpose

To support the smooth and successful running of the school.

To provide a confidential administrative business support service.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

Administration	<ul style="list-style-type: none">• Typing of letters, memoranda and reports• Filing, opening and despatch of mail• Answering routine enquiries from staff, pupils, parents and the general public• Performing switchboard and reception duties• Maintaining school contact list and school diary, making appointments and organising meetings• Dealing with correspondence, drafting responses as necessary• Photocopying and collating material e.g. reports for distribution• Attending meetings and taking minutes• Ensure accurate records are maintained in a range of areas either manually or using the appropriate computer systems to include, attendance records, admissions, pupil information, personnel, incident reports, assessment, transport etc and provide statistical information as required.• Assist teachers with the organisation of school visits
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	<ul style="list-style-type: none"> • Order and maintain stocks of office supplies. • Maintain and update inventory records • Liaise with parents, escorts, operators and Passenger Transport group resolving transport issues. • Liaise with the Local Authorities and other outside agencies where appropriate • Pupil Attendance / Registers • Display of Information/Literature - notice boards • Monitor school email account and circulate as required • Maintain a tidy and organised office environment conducive to efficient working practice
Personnel	<ul style="list-style-type: none"> • Undertake personnel administration relative to staff appointments, DBS checks and updating of Single Central Record
Finance	<p>School Meals & Payments:</p> <ul style="list-style-type: none"> • Maintenance and reconciliation of school meals and breakfast club registers • Receiving money and other funds required • Placing of meals with catering department • Maintain register of free school meals and check pupil entitlement • Operation of the on-line payments, income and dinner money administration system, dealing with any enquiries as appropriate <p>School Income:</p> <ul style="list-style-type: none"> • Receive and receipt school income • Maintain records of payments for trips, visits, projects etc and provide information to teachers • Banking of school income and cashing of cheques as required • Maintain accurate records of postal expenditure

	<ul style="list-style-type: none"> • Dispatch of post and make arrangements for postal deliveries during school closure
Systems & Information	<ul style="list-style-type: none"> • Ensure that all forms of electronic information used, transferred or shared are secure and well-organised
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
Equalities	<ul style="list-style-type: none"> • Ensure services are delivered in accordance with the aims of the equality Policy Statement • Develop own understanding of equality issues

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Equal Opportunities

The Woodlands Academy supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities.