

<u>Post Title:</u>	BUSINESS SUPPORT OFFICER
<u>Grade:</u>	Band 7 (Grade L)
<u>Contracted weeks:</u>	Term time plus 3 weeks
<u>Reporting Relationship:</u>	Chief Finance Officer/ Trust Business Manager
<u>Job Purpose:</u>	To manage a range of fundamental duties to support the provision of professional and efficient services across the school

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description / profile may undertake any of the following main duties and responsibilities.

Operations

1. To manage all aspects of school transport and payments. Liaise with Darlington Borough Council regarding statutory pupils and bus companies to ensure we have a reliable and safe service. Fully manage the yearly application process.
2. To manage the Absence Reporting within school including the issue of relevant paperwork to line managers for completion. Log absences/leave of absences/holidays on HR system and update as and when necessary.
3. To assist administration of educational visits and residential trips, including monitoring and recording of income from pupils
4. To manage the School Fund account, monthly bank reconciliations, weekly banking and processing of trip invoices.
5. To manage the school and co-ordinate the Biometric/Cashless Catering System, weekly banking of school income received and ensuring cash is stored securely and accurately recorded.
6. To process the journal for the canteen re-charges on a weekly basis.
7. To reconcile the school credit cards and process journals/budget virements as directed.
8. To assist in the reconciliation of the school bank statement on a monthly basis.
9. To maintain an accurate record of service level agreements/contracts and meet with suppliers on site if required.
10. To liaise with suppliers regarding booking of lettings or sports hall use.
11. To coordinate the approval of supplier invoices by the budget holder.
12. To manage the petty cash process, ensuring receipts are obtained, and monthly reconciliations are undertaken.

13. To undertake specific assignments as directed by Executive Leadership Team.
14. To receive and process orders for whole school (including sourcing equipment and arranging quotes as necessary).
15. To complete and verify staff timesheets (including supply) and obtain relevant authorisation

Administration

1. To maintain SIMS system with staff contact details as directed by HR/ TBM.
2. Assist Head of School and TBM with recruitment and new starter/ leaver information and inductions.
3. To arrange training courses and maintain records as instructed.

General

1. To safeguard and promote the welfare of pupils to include adhering to all specified procedures and school policies.
2. To respect confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility.
4. To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety.
5. To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these.
6. To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils.
7. To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

SWIFT ACADEMIES ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECT ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.

Date: May 2019

SWIFT ACADEMIES
PERSON SPECIFICATION – BUSINESS SUPPORT OFFICER (HURWORTH SCHOOL)

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ level 3 / 4 in Administration, Business or equivalent	AF,C	D1	Management/financial qualification	
Experience & Knowledge	E2	Experience of School Management Information Systems	AF,R,I	D2	Awareness of child protection issues	AF,R,I
	E3	Experience of school administration and financial practices	AF,R,I	D3	Awareness of Statutory Education system and associated legislation relating to support services for schools	AF,R,I
Skills	E4	Ability to relate well to children and adults	AF,R,I	D4	Ability to drive (in order to attend meetings at different sites within the Trust)	AF, I
	E5	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	AF,R,I			
	E6	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I			
	E7	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports and the ability to negotiate and persuade others	AF,R,I			
	E8	Ability to work under pressure to tight deadlines on a number of different projects	AF,R,I			
	E9	IT Literate, capable of using MS Word / Excel and office packages	AF,R,I			

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Personal Attributes	E10	Participate in development and training opportunities	AF,R,I			
	E11	Ability to abide by School policies and procedures	AF,R,I			
Special Requirements	E12	Ability to form and maintain appropriate relationships and personal boundaries with children	D			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
I	Interview
D	Disclosure
R	References

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references