

21 Appendix F

Hull Collaborative Academy Trust

Job Description

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| Post title | School Business Assistant |
| Reports to | Office Manager |
| Grade | 2 |
| Location post | HCAT Thoresby Primary School |

Main Purpose of the Post

Under the direction of senior staff: to undertake routine administrative, financial and organisational processes within the school. These services include the handling of highly sensitive, confidential and conflicting issues on a daily basis, dealing with staff, parents, governors, the LA and other external bodies.

Main Duties and Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To undertake regular, approved First Aid training (requalification every three years) and to provide First Aid assistance as necessary to employees, pupils and visitors to the academy.
3. To contribute to the planning, development and organisation of admin support services/systems/procedures/policies.
4. To undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
5. To provide routine clerical support e.g. Photocopying, scanning, e-mailing and complete routine forms
6. To be responsible for the organisation of fundraising events such as school discos fayres etc, and to forge links with school stakeholders through involving them in such events.
7. To maintain manual and computerised records/management information systems
8. To undertake word processing and other ICT based tasks
9. To sort and distribute mail.
10. To undertake routine administration e.g registers, school meals
11. Arrange orderly and secure storage of supplies
12. Undertake routine financial administration e.g collect and record money using SIMS Agora
13. Be aware of and comply with policies and procedures relating to Keeping Children Safe in Education

14. To contribute to the overall ethos of the school and Trust

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the school's Health and Safety policy.

Responsibility

1. Responsibility for Staff: May be required to assist in the training of any apprentices within the Admin Team.
2. Responsibility for Customers/Clients: This role will impact on the 630 pupils and approximately 90 staff in school.
3. Responsibility for Budgets: N/A
4. Responsibility for Physical Resources: Required to be responsible for the monitoring of all admin stock and school assets (inventory).

Contacts and Reason for the Contact:

1. Within Service Area/Section:

Works closely with an Admin Team of 5 people under the direct supervision of the Assistant School Business Manager.

Reports to the Assistant School Business Manager to provide and receive information and to receive direction.

2. With Any Other HCAT/Council Areas:

Liaises with other council departments for the sharing of information, seeking of advice and support and to explore opportunities for maximising resources and improving services e.g. School Business Support Team, Asset Management, SEN Section, Internal Audit

3. With External Bodies to the Council

Submits information to LA/DfE as required.

Submits information to HMI/OfSTED as required.

Risks to health

Physical Demands - not applicable

Working Conditions – Low risk. The post-holder is required to occasionally deal with stakeholders who may be upset, angry or occasionally violent.

Emotional Demands – not applicable

Person Specification

The person specification should be agreed in advance of the advert being placed and should specify criteria that will be used to decide the best candidate for the post. The selection process should be designed to test all of the requirements including questions, tests, presentation etc.

| CRITERIA - headings and details for this post | ESSENTIAL | METHOD OF ASSESSMENT* | DESIRABLE | METHOD OF ASSESSMENT* |
|---|--|---|---|---|
| QUALIFICATIONS | <p>GCSE Maths and English, Grade C or above (or equivalent)</p> <p>Qualified First Aider, or a willingness to undergo such training and re-training as necessary</p> <p>Commitment to own continued professional development</p> | <p>AF, I</p> <p>AF, I</p> <p>AF, I</p> | <p>ICT qualification in Microsoft Office, SIMS</p> | <p>AF, I</p> |
| EXPERIENCE | <p>Experienced in the operation of financial and administrative systems</p> <p>Experience of working under pressure and to tight deadlines</p> <p>Experience of working in a team</p> | <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> | <p>Experienced in the use of SIMS and Microsoft Office</p> <p>Experience of working in a school environment</p> | <p>AF, I, R</p> <p>AF, I, R</p> |
| KNOWLEDGE | <p>A knowledge and commitment to safeguarding and promoting the welfare of children and young people</p> | <p>AF, I, R</p> | <p>Knowledge of DBS vetting procedures and processes</p> <p>Knowledge of SIMS, Microsoft Office</p> <p>Working knowledge of school policies and codes of practice</p> | <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> |
| SKILLS | <p>Motivation to work with children and young people</p> | <p>AF, I, R</p> | | |

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| | <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Able to work with a range of ICT packages; has well developed spreadsheet and word processing skills.</p> <p>Strict confidentiality – a high degree of confidentiality and discretion is required.</p> <p>Accurate and well organised approach to work using initiative to plan/prioritise work, especially when facing a number of conflicting deadlines</p> <p>Excellent literacy, numeracy and ICT skills</p> <p>Ability to compile statistical data</p> <p>Ability to work with minimum supervision</p> | <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> | | |
| PERSONAL QUALITIES | <p>Well-developed ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people</p> <p>Ability to communicate effectively in writing with a wide range of professionals including producing and exchanging sensitive and confidential information.</p> | <p>AF, I, R</p> <p>AF, I, R</p> | Excellent negotiating skills. | AF, I, R |
| OTHER REQUIREMENTS | | | | |

*Key: AF=application form; I=interview; T=test; P=presentation; R=references

