

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Business Support Officer & PA to Head teacher
<b>Reports to:</b>	Business Manager (BSO) Head teacher (PA)
<b>Grade:</b>	Band D point scale 20-25 Salary circa £17,532
<b>Hours:</b>	37hrs P/W -Term time only plus 3 weeks (8:00-16.00 Mon–Thurs, 8.00–15.30 Fri)

### The Role

To provide comprehensive administrative support on all day-to-day administration tasks within an academy setting. This includes low level HR tasks, organising school visits, updating child and school information on SIMS.

To provide a comprehensive, confidential, efficient and effective Personal Assistant role to the Head teacher.

### Key Responsibilities

#### Overall

- To contribute to the achievement of the educational vision for the academy
- Be a key member in the academy's general administration team
- Communicate effectively with the academy stakeholders
- Undertake liaison with contracted services upon request
- To support the Business Manager on daily HR and administrative duties
- To support the Head teacher in the capacity of 'Personal Assistant'

#### Personal Assistant

- Diary management
- Organise travel arrangements
- Attend and minute confidential meetings upon request
- Compose routine and non-routine correspondence
- Produce and update academy documents (as request)
- Handle confidential and sensitive correspondence, information & data
- Manage and organise manual and digital filing systems
- Maintain records/data and retrieve information upon request
- Research and source information as required
- Handle general telephone, email, face to face enquiries
- Handle visits prioritising and screening as appropriate
- Liaise with a variety of bodies, provide and obtain information, answer queries
- Make arrangements for meetings, visits

## Administration

- Ensure records on SIMS (or digital management system) and local shared areas are maintained as appropriate
- Prepare SIMS for the new academic year
- Support the office (as required)
- Use email, telephone, text services and social media (as appropriate) to communicate with stakeholders
- Ensure 'First day calling' is actioned
- Typing, clerical duties, filling and post duties
- Use Microsoft packages to prepare reports/letters/minutes of a confidential nature
- Dealing with administration tasks related to school registers/attendees, information, attendance, educational visits and dinners
- Transfer paper records to electronic (where appropriate)
- To be responsible for census returns
- Upload/download statutory returns using WebEx, CTF, email (or equivalent), including assessments, results & data
- Assist administration with organising school educational visits
- Help prepare and organise learning resources i.e. stationary and books as and when required
- Any other general administration duties instructed by the Head teacher/Business Manager to which would be appropriate to achieve the posts objectives

## Human Resources

- Ensure the staff absence calendar/tracker (or equivalent management system) is kept up to date
- Ensure Return to Work (RTW) forms are handed out, actioned and returned
- Ensure 'Self Certification' forms are handed to staff returning after being off sick
- Liaise with HR and Payroll services
- Ensure staff mileage and overtime claims are actioned monthly
- Administer online DBS applications using DCC (or equivalent) software
- Assist as required with recruitment process
- Assist with preparing 'new starter, 'leaver' and contract variation forms
- Send and follow up on all new starter documentation
- Input and monitor all confidential personnel staffing information; salaries, allowances, national insurance, working patterns, contracts
- Extract information and report from the database as required
- Prepare and submit Workforce Census
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job

## Personnel Specification

### Sickness Absence and Disability

A good attendance record. Candidates should have less than 2 absences in the last 6 months or not more than 10 days' absence over the last 12 months prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained

### Qualifications

- Educated to GCSE Grade C in Maths and English / NVQ3 Business and Admin

### Experience

- Experience in a Sandwell school office environment
- Experience of using computerised systems such as PSF/SIMS.
- Experience of dealing with people on the telephone and face to face.

### Training

- Willing to attend relevant training
- Use of SIMS
- Use of online DBS web portal
- Safeguarding

### Circumstances

- Ability to work when the school is open (term time working)

### Disposition

- Ability to use initiative
- Work as part of a team
- Able to work in a busy environment

### Practical and Intellectual Skills

- Excellent communication skills – written and verbal
- Able to maintain high standards
- Problem solving skills
- Excellent time keeper

### Legal Requirement

- Enhanced DBS Check for Regulated Activity
- Will require Level 1 safeguarding training