



Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Business Administrator
Hours of work:	Part Time, Permanent, Monday – Friday between 9am- 1pm, 20 hours per week, All Year Round
Salary:	£13,500
Responsible to:	Headteacher

Main Responsibilities:	<p>General:</p> <ul style="list-style-type: none">• Liaise with parents and children to resolve issues as required• Welcome all visitors & prospective parents to the School• Administer First Aid to children as required• Respond to telephone calls - dealing with or pass on as necessary• Process emails & post as necessary• To reply to correspondence and send out letters as directed by the Head• Keep database of children and staff updated• Taking payments over the phone• Assist with occasional Open Days and Events on weekends throughout the year. <p>Finance:</p> <ul style="list-style-type: none">• To add invoices received to the school's Xero system.• To deal with queries regarding invoices with suppliers.
Professional Standards & Development	<ul style="list-style-type: none">• To be a role model to pupils through personal presentation and professional conduct.

	<ul style="list-style-type: none"> • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School's handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding etc. • To establish effective working relationships with professional colleagues. • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To complete the on-line training courses as required by the school.
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Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	A Levels or equivalent		Production of the Applicant's certificates.
Experience/Knowledge:	Proven administrative and organisational skills with ability to prioritise, manage and complete a variety of tasks in periods of high pressure	Experience of using the iSams database Experience of using the Xero accounts package Experience of the school admissions process	Contents of the Application Form. Interview. Professional references.
Skills:	Well-developed written communication skills (the ability to write copy and draft letters) with high standards of literacy and numeracy together with excellent spelling, punctuation and grammar and letter writing skills		Contents of the Application Form. Interview.

	<p>High level of personal and professional commitment.</p> <p>An ability to strike a good Rapport with students, staff and parents.</p> <p>An ability to communicate effectively both verbally and in writing.</p> <p>Good literacy and numeracy skills.</p>		Professional references.
Personal competencies and qualities:	<p>A genuine enthusiasm for working with children.</p> <p>To be committed to actively support the visions, aims and ethos of the school.</p> <p>The ability to remain calm in many situations that involve children, adults and wider members of the school community.</p> <p>Flexible, adaptable and enthusiastic.</p> <p>Collaborative team player.</p>	A strong commitment to continued personal development.	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p>