



## SOUTH HILL PRIMARY SCHOOL Job Description

**Job Title: Business Management Administrator**

**Reports to: School Business Manager, Headteacher**

**Pay Scale: H4**

### Purpose of the job

To provide support for the business management functions, principally in the areas of finance, HR and premises, under the direction of the School Business Manager and, in her absence, the Headteacher.

To work as part of the administration team.

### Main duties

#### Finance

1. Enter income and expenditure on the finance system.
2. Prepare BACS payments.
3. Administer lettings and raise invoices.

#### HR

1. Input absences and additional hours on the payroll system.
2. Administration of recruitment processes, including drafting adverts, printing application forms, drafting interview timetables, sending invitations to interviews, reference requests, DBS applications.
3. Maintain personnel information on the school's Management Information System (currently SIMS).
4. Keep Single Central Record updated.
5. Prepare the annual School Workforce Census.

#### Premises

1. Maintain a list of statutory and other checks required, service contracts and contact information for contractors used.
2. Book contractors for health and safety checks, liaising with the Premises Manager

#### Other

1. Undertake other administrative support duties, including reception duties.
2. Undertake relevant personal and whole-staff training and participate in the annual cycle of performance management.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### Job Context

- The school has a team of administrative staff who provide the full range of reception and administrative functions.
- Makes decisions about own administrative work. Follows daily and weekly routines with some monthly and annual tasks such as returns. Shared with senior colleagues for sign off.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.

## Knowledge, Skills & Abilities

- Working at or towards [School Administration Foundation Certificate](#) level.
- Experience in administrative and/or finance roles.
- Knowledge of procedures for using finance systems, processing orders and invoices, school financial processes, equivalent to national qualifications level 2.
- Keyboard skills for data entry, precision required.
- Excellent attention to detail, spelling, punctuation and grammar.
- Communication skills, dealing with teachers, other staff and external suppliers.

## Supervision

- Follows detailed instructions/set procedures; supervised by more senior staff.
- The post holder will have no supervision responsibilities of other staff.
- May demonstrate own duties to new or less experienced staff.

## Problems, Demands & Decisions

- Assesses and resolves day to day problems, such as completing statutory returns, book-keeping or school publications issues. Dealing with difficult visitors/parents, resolving issues.
- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
- Concentration for undertaking administrative tasks. Interruptions are part of the life of the office.
- Exposure to emotionally demanding situations is infrequent.
- Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

## Dimensions

- May handle small amounts of cash.
- Responsible for the maintenance and updating of records; may select, order and store supplies within a limited range.
- No overall budget responsibility.

## Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

## Working Environment

- Work is normally carried out in an office environment.