



AIM HIGH ACADEMY TRUST



Job Description Business Support Officer

Responsible through the Headteacher to the CFO	
Purpose:	• Manage administrative function of the school office, premises and resources, ensuring appropriate delegation to relevant staff. • Accountability for maintaining all aspects of the Academy's finances in accordance with Trust procedures. • Provide efficient and effective customer services for a range of stakeholders.
Principal Responsibilities:	• To provide a welcoming and friendly environment as the first point of contact for all academy stakeholders. • Provide support for pupils, staff and the whole academy as outlined below. • Role requires working within a team.
Main Duties:	<u>ADMINISTRATION</u> • Provide general administrative support in a timely manner to ensure an effective and efficient service is provided. • Supervise day to day running of the main school office, developing appropriate support as required to ensure an effective delivery of service. • Prepare and complete documents and returns in relation to admissions, induction and registration procedures and transfers to other schools, managing the pupil information systems. • Responsible for completion and submission of forms, returns etc including those to outside agencies, e.g., Census, CFO, EFA etc. • Updating the school website with relevant information for parents etc. • To give advice and guidance to stakeholders, via telephone and in person to ensure the on-going provision of a high-quality service having due regard to confidentiality at all times. • Develop and maintain record and information systems for both pupils and workforce. • Prepare, maintain asset register and logs of all equipment, peripherals, repairs and upgrades. <u>FINANCE</u> • Complete all financial processes using the Trust's established systems relating to expenditure, raising orders, income, managing deliveries and banking of monies. To reconcile and ensure the security of cash/cheques in the form of dinner money or school funds and/or equivalent in accordance with Financial Regulations. • Manage service contracts, school licences and insurance. • Ensure all records are completed at month end for submission to the Finance Team.

	• Provide ongoing assistance and guidance on administrative/financial issues to senior staff, CFO and others. <u>HUMAN RESOURCES</u> • Provide assistance to the Headteacher and Central Team with arrangements for staff appointments. • Liaise with the Central Team regarding preparation of contracts. • Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures. • Ensure Single Central Register is kept up to date and compliant. • When required, arrange supply cover for absent staff, monitor absence and leave of absence requests, as well as submitting sickness returns to payroll. <u>HEALTH & SAFETY</u> • Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents. • Act as medication officer including completion of care plans following appropriate training. • Monitor the area of health and safety, including records, risk assessments e.g., security breaches, accident records. • Ensure systems are in place to enable the identification of hazards and risk assessments and the reporting of any incidents to the Headteacher. • Ensure safeguarding procedures and monitoring of those on site meet safeguarding requirements.
General Requirements:	• Attending and participating in training and development courses. • Attending meetings, liaising and communication with colleagues. • Role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the Trust's vision and values. • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Trust. • To undertake such other reasonable duties that are commensurate with the post, as may be required within the Trust.

Professional Values and Practice:	• Having high expectations of all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating pupils consistently with respect and consideration and being concerned with their development as learners. • In line with the Trust's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within Trust policies and procedures and being aware of legislation relevant to personal role and responsibility in the Trust. • Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures. • Building and maintaining successful relationships with pupils, parents/carers and staff.
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Whilst every effort has been made to detail the main duties and responsibilities of the post, each individual task and duty to be undertaken has not been identified.

The post holder will be expected to comply with any reasonable request from the Governors to undertake work of a similar level that is not specified within this job description.

The post holder will be expected to work to relevant health and safety agendas and exercise a duty of care at all times to all children and staff in the Trust. Furthermore, it is expected that there will be a commitment to equality and diversity by the post holder.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be amended at any time after consultation with the post holder.