



# ST PETER'S SCHOOL HUNTINGDON

## JOB DESCRIPTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

POST TITLE:	Business Support Administrator
HOURS WORKED:	37 hours per week
GRADE:	Scale 4 points 7-11
RESPONSIBLE TO:	School Business Manager
PURPOSE OF JOB:	<ul style="list-style-type: none"> <li>Foster, and encourage and expect others to foster, the school's ethos (Learn Aspire Exceed) in all our stakeholders at all times.</li> <li>Working within our HR and Finance team you will be supporting with services provided</li> </ul>

### Safeguarding

Responsible for the safeguarding of students who are under their immediate care, following relevant school policies, reporting concerns promptly (including Health and Safety).

### MAIN PURPOSE

- To provide a professional, efficient, and proactive support service at all times.
- To Produce quality work that meets deadlines and is accurate and professionally presented.
- Ensure all financial administration is carried out in accordance with appropriate EFA and school financial regulations and policies
- To maintain confidentiality at all times

### HR RESPONSIBILITIES:

Recruitment and Appointment – Assist with the recruitment process to ensure that safer recruitment practices and procedures are always followed.

- Support with producing advertisements and arrange for them to be placed as appropriate.
- Support with meeting and greeting candidates, and be available during the interview process to deal with any needs
- Support with external events such as recruitment fairs
- Support with pre-employment checks
- Prepare new staff files ensuring all relevant documentation is collated
- Support with the induction arrangements of new staff

### Admin

- Ensure regular data clean of staff files, ensuring relevant files are archived or destroyed in accordance with GDPR regulations
- Support with the inputting of absence management

### FINANCE RESPONSIBILITIES

- To support with all filing, to include orders, invoices and contracts
- To maintain an up-to-date database of all contracts within school
- To maintain the school asset register
- Liaising with companies, contractors, and staff as and when required.

- Ensure regular data clean of files, ensuring relevant files are archived annually in accordance with GDPR regulations
- Assist with the preparation of orders, receiving and checking deliveries, payment of invoices for debtors and creditors, reconciliation of bank accounts, providing financial information and maintaining the financial records for the public and non-public funds
- To assist with the booking of the minibus
- To assist with the booking of lettings
- To review and update the third supplier list
- To assist with the allocation of bursaries

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be subject to regular review and any changes will be made in consultation with the post holder. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make the changes following consultation.

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Last Review Date: November 2021  
Next Review Date: October 2022

**Line Manager's Name and Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Post holder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_