

**Education Development Trust
Job description**

Job title: Business Administrator

Group: Schools & Nurseries

Dept/Project/Service: Danesfield School

Reports to: Business Manager

Job Purpose:

- Work with the Business Manager to effectively manage all school finance and HR requirements and support on management of premises.
- Work in a professional and friendly manner when dealing with parents, staff and pupils.
- To support the Principal and Business Manager in all school administrative tasks

Scope:

- To promote and support the School Aims
- To share in the corporate responsibility for the well-being of all pupils
- Work as part of the Administration Team promoting good morale
- Objectives are indicative of responsibilities but not exhaustive of role requirements and administrators may be called upon to perform other duties that are considered reasonable and commensurate with post.

Job objectives:**School Finances**

- Set up new customer fee accounts
- Preparing termly invoices and interim invoicing
- Banking; collation, recording and reporting including fee payments, registration fees and deposits
- Processing refunds including deposits
- Respond to parent queries regarding finance including preparation of account history as requested, referring to the Business Manager as required.
- Manage petty cash; recording, reconciliation and reporting
- Cash counting and recording monies from fundraising events and fee payments in line with School procedures (to include Pre-School)
- Work with the Business Manager to support effective debt collection including updating query management system (to include Pre-School). To include effective monitoring of monthly payments.
- To prepare and process termly schedules and returns to School Fee Plan (once established) new process

- Manage invoices and tracking for Peripatetic Staff and Venue Hire

Human Resources

- Update staff data and Single Central Register ensuring compliance with ISI requirements; alerting the Business Manager to any gaps to allow action to be taken in good time in advance of employment start dates
- Create and maintain staff personnel files
- Ensure staff Compliance Training is up to date for all staff in line with legislation; recording and actively monitoring, sending out reminders to staff when training is required and tracking updates. Timely reporting to the Business Manager when updates and re-validations are outstanding.
- Effectively record staff CPD in line with the School procedure; actively chasing outstanding information
- Process staff absence requests recording as required for review by Business Manager and monthly processing on Agresso.
- Ensure induction packs are up to date

Estate Management

- Update of cyclical maintenance recording
- Reporting utilities to central facilities department
- Ensure Health & Safety compliance check are done timely and recorded appropriately

Procurement

- Process school orders from initial input to receipting following the School ordering procedure.
- Process and record credit card payments, including monthly upload on Agresso
- Ensure value for money when sourcing suppliers
- Process new supplier requests

General administration duties

- Filing; Archiving; Photocopying; Laminating

Additional responsibilities

First Aider

Fire Warden

Safeguarding:

At Danesfield School, we place the safety and welfare of our pupils at the centre of all our activities. The safeguarding of pupils underpins the School's values and is fully embraced by all staff.

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualification or Training

Essential:

GCSE level B or equivalent in English and Math
Level 3 Business Administration qualification or equivalent

Desirable:

AAT qualification or working towards

Knowledge and Experience

Essential:

Knowledge of management information systems to include accounts software
Previous experience of working in a finance environment
Advanced knowledge of Word and Excel

Desirable:

Previous experience of working in a school finance environment

Skills

Essential:

Ability to work proactively manage workload meeting deadlines given
Excellent communication skills
Meticulous attention to detail when data inputting and ability to check details entered
Ability to produce reports and organise data for reporting
Ability to work in a professional friendly manner
Understanding importance of dealing with confidential information