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| **Job Title:** | **Business Support Officer** |
| **Salary:** | Level 3A – 5 - 7 |
| **Responsible to:** | Head Teacher & Business Manager |
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| **Hours:** | 10 hrs per week term-time plus 5 training days |
| **Responsible for:** | Under the guidance of the School Business and Finance Manager, undertake administrative/financial/ organisational processes as required. |
| **Role:** | To support the head teacher & business manager and school staff by undertaking high quality financial, data and administration processes.  To assist in the day to day finance provision of the school; operate the computer based and manual systems within the school, following regulations and agreed procedures; assist with the development of an effective business support service, with best value at the core of processes; contribute to the smooth running of the school office; use initiative and manage role with minimal supervision. |
| **Main Duties**  General support for the school   * To undertake any reasonable duties as may be required from time to time that are within the level of the post on the direction of the School Business Manager. * To assist with projects relevant to the role. * Be aware of and comply with all school policies and in particular the procedures relating to Safeguarding and child protection, health, safety and security, e-safety, AUP, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned) * Assist with first aid to children and if necessary look after them until they are collected. * Look after children after 3.30pm who have not been collected after school and contact parents if necessary. * To support the preparation of the head teacher’s report for the full governing body meetings. * Contribute to the school ethos, aims and development/improvement plan. * Be aware of and support the role of other professionals. * Attend and participate in relevant meetings as required. * Participate in annual Performance Management/Appraisal review process, training and other learning activities as required. * To maintain confidentiality at all times in respect of school related matters to prevent disclosure of confidential or sensitive information. * To undertake tasks of a similar nature and level, as directed by the School business and finance manager/Head teacher. | |
| Finance  * To process internal requisition forms using the computerised accounting system to produce official purchase orders, ensuring that orders have been appropriately authorised and are within budgetary limits. * To process supplier invoices and credit notes using the computerised accounting system. * To reconcile supplier statements against the computerised accounting system, following up missing invoices, credit notes or queries with budget holders and suppliers. * In line with Bedford Borough Financial Manual, collate invoices due for payment, checking PO and delivery note, for the Head teacher to authorise and challenging anomalies. * To liaise with suppliers regarding queries. * To be able to liaise with suppliers on telephone, deal with queries, negotiate best value contracts * To prepare and obtain appropriate permissions for BACS Pending Payment report in preparation for SBM to gain final authorisation. * To monitor and reconcile the One card statement, monthly in accordance with Finance Manual. * To process staff expense claims for reimbursement, following Bedford Borough Finance Manual and through the School bank account * To receive, record, reconcile and bank any monies received by the school including from charities, sponsorship, breakfast and after school clubs. * To prepare cash and cheques for banking on a regular basis as required. * To book, maintain records of and process payments for professional development opportunities undertaken by all staff including seeking and gathering evaluations of training attended. * To assist in the negotiation and monitoring of contracts, tenders and agreements for the provision of support services. * At all times to adhere to the processes laid down in the School Financial Manual and Bedford Borough Finance Manual. * To work with and support the School Business Manager in all aspects of financial management and reporting. * Deputise as required for the School Business Manager, adhering to current financial regulations.   Data, HR & Administration   * Contribute to the planning and organisation of support service systems/procedures/policies. * Provide personal, administrative and organisational support to the school leadership team as required. * To maintain and update the fixed asset register, ensuring accuracy through random audits twice a year. Ensuring asset register’s availability for audit when requested by head teacher, governors or LA. * Assist with the administration of the recruitment process and other staff changes to include medical clearance, references and criminal record checks; including all new starter paperwork. * Assist with confidential staff records and the maintenance for the single central register, identity checks and other required information with due regard to Ofsted requirements for safeguarding children in education. * To cover any other tasks commensurate with the grade and role. | |
| NB: This job description is not necessarily a comprehensive definition of the post. The School Business Support Officer may be required to undertake such other tasks as the Headteacher requires. This job description will be reviewed on a regular basis and may be amended at any time after consultation with the Head teacher and post holder. | |

October 2021

*Edith Cavell Primary School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.*

I understand and agree to the terms of this job description

Signed:- Date:-