



Eckington School  
School Business  
Assistant

Part of

**LEAP**

Multi Academy Trust

# Post Title: School Business Assistant

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To provide pupil reception/clerical services for the school

This post is a full time, term time permanent post with a start date of 1<sup>st</sup> September 2018.

The closing date for applications is Friday 13<sup>th</sup> July 2018 at 9.00am

## Job Description

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### Administrative and Miscellaneous

- Co-ordinate and manage the planned and daily reactive cover requirements to ensure the school is suitably staffed on a daily basis
- Carry out daily administration duties for providing teacher cover
- To provide the cover related role normally performed by the Senior School Business Officer in their absence
- To respond to telephone enquires immediately on matters within the post-holders knowledge and research responses; return calls on other matters as appropriate.
- To maintain confidentiality at all times.
- Responsibility for student lost property.
- Organise year group photographs.

For designated year group (s) and designated member (s) of the SLT, together with curriculum areas, you will be expected to:

- Organise the administrative systems
- Prepare a range of documents and materials for use in the classroom
- Input individual student information into Sims MIS and other databases.
- Prepare agendas, minutes and papers.
- Assist with administration connected with the school assessment, recording and reporting procedures. This will include data input into the management information system and Excel spreadsheets, to produce student reports.
- Stock taking
- Ordering resources with the budget holders authorisation
- Checking deliveries

- Letters to parents
- Uploading students reports to MIS in line with the reporting schedule
- Provide cover in student and main reception as required
- Administrative aspects of school trips
- Dealing with pupil enquiries.
- Issuing students' bus passes and maintaining records including responsibility for monies collected
- Be responsible for the distribution of some of the internal mail.
- To liaise with teaching and support staff and respond to enquiries on matters within the post-holder's responsibility.
- Responsibility for restocking the first aid cabinets located around the school

### Management Information Systems

- Gather and update student contact information.
- Input data onto Sims student information system.
- Maintain and update the Sims student information system

### Methods of Working

- Participate in the staff appraisal system.
- Participate in training as required. This will also involve dissemination of your knowledge to peer colleagues.
- Establish constructive relationships and communicate with other agencies/professionals
- Contribute to the overall ethos and aims of the Academy
- Attend and participate in meetings
- Appreciate and support the roles of other professionals within the Academy
- Recognise own strengths and areas of expertise and use to support others
- To comply with the requirements of HR, Health & Safety, confidentiality, GDPR other relevant legislation and school policies and procedures.
- To understand and comply with the school's safe guarding policy, equal opportunities and anti-discrimination policy.
- Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

The post holder will undertake any other duties within the overall function of the post as reasonably required by the Senior School Business Officer.

## Person Specification

	Criteria	How assessed*
Qualification	ESSENTIAL: 5 GCSE or equivalent incl Maths and English at Grade C and above	A/C
Experience	ESSENTIAL: Working in a highly demanding, fast paced office environment	A/I
	ESSENTIAL: Working to tight deadlines	A/I
	ESSENTIAL: Working as part of a team	A/I
	DESIRABLE: Working in a school	A/I
Knowledge	ESSENTIAL: Microsoft Office packages	A/I/R
	DESIRABLE: SIMS.net software	A/I/R
Skills & Abilities	ESSENTIAL: To work to a high level of accuracy	A/I/R
	ESSENTIAL: Effective use of information technology	A/I/R
	ESSENTIAL: Good organizational skills	A/I/R
	ESSENTIAL: Ability to multi-task	A/I/R
Personal Attributes	ESSENTIAL: Ability to work well with others	A/I/R
	ESSENTIAL: Good communication skills	A/I/R
	ESSENTIAL: Ability to cope with change, to be flexible and cope with uncertainty	A/I
	ESSENTIAL: Deal with last minute requests	A/I
	ESSENTIAL: A positive approach to problem solving	A/I
	ESSENTIAL: Ability to maintain confidentiality at all times	A/I

\* A – Application form; R – Reference; I – Interview; C – Certificates

Eckington School's mission is to help all students to "Achieve Excellence" via quality first teaching, responsive pastoral care and decisive leadership.

We welcome contact to discuss this post, as well as visits to our school.

Application forms and all supporting information can be downloaded from the Academy website: [www.eckington.net](http://www.eckington.net)

Completed applications should be returned either by post to: Mrs Sarah Swan, School Business Manager, Eckington School, Dronfield Rd, Eckington, Sheffield S21 4GN or by email to [admin@eckington.derbyshire.sch.uk](mailto:admin@eckington.derbyshire.sch.uk)

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any "reasonable adjustments" to a job or workplace to counteract any disadvantages a disabled person may face.



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