

Job Title:	Business Support Administrator (Maternity Leave)
Responsible to:	Headteacher; Finance Officer/Office Manager
Grade:	Scale E 8-11
Terms and Conditions:	Hours – 15 hrs a week - 41 weeks a year, working hours by negotiation to cover maternity leave

Main Purpose of the Role

To provide efficient and accurate financial and administrative support to the school, ensuring that purchasing, payments, banking, invoicing and income collection are well managed and completed in accordance with school procedures.

Working within a **specialist maintained school for pupils aged 3–19 with moderate to severe additional needs**, the postholder will contribute to the smooth and safe running of the school and will understand the importance of providing a responsive, organised and inclusive service to pupils, families, staff, governors and external agencies.

The postholder will work collaboratively with the Headteacher, Finance Officer/Office Manager/Administration Team, while maintaining high standards of confidentiality, accuracy and professional conduct.

Roles and Responsibilities

Financial Management

- Manage the school credit card, including approved school purchases and trips.
- Create and process purchase orders for school expenditure.
- Process purchase orders are accurate, complete and properly recorded.
- Enter banking transactions onto the school's financial system (STAR).
- Complete monthly credit card and financial reconciliations.
- Process the weekly BACS payment run and invoices for payment.
- Ensure transactions are processed accurately and on time, uploading BACS run.

Income & Invoicing

- Manage all school invoicing and ensure invoices are issued accurately and promptly.
- Administer swimming pool hire arrangements and related charges.
- Monitor outstanding lunch payments and follow up with parents/carers as required.
- Monitor and chase outstanding trip payments.
- Set up and administer trip payment plans, maintaining accurate records of payments.

Purchasing & Compliance

- Ensure financial transactions are supported by appropriate documentation.
- Follow school financial procedures and contribute to maintaining accurate financial records.
- Work closely with the Finance Officer to ensure purchase orders and credit card transactions are checked and reconciled appropriately.

Budget & Administrative Support

- Provide support as a deputy for budget planning and staff contracts.

- Provide administrative support for budget meetings and act as seconder where required.
- Support school leaders with financial information and general finance-related administration.
- Maintain confidentiality when dealing with financial, staff and family information.

Person Specification		
Area	Essential	Desirable
Education	Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English. Good numerical skills and confidence handling financial information.	Experience of working within a school, college, local authority or other public-sector environment. Business/Finance relevant qualifications.
Experience	Previous experience working in a finance related role.	Experience of working in a school or education setting. Experience using school finance software.
Skills & Knowledge	Excellent organisational and administrative skills. Strong attention to detail and accuracy. Ability to prioritise workload and meet deadlines. Ability to work independently and as part of a team. Good communication and interpersonal skills. Ability to handle confidential information with discretion. Competence with IT systems, including spreadsheets and financial databases.	Previous experience in a finance role. Experience using school financial systems, particularly STAR. Understanding of school finance procedures and BACS payments.
Personal Qualities	Professional, approachable and reliable. Highly organised and methodical. Flexible and adaptable. Proactive and able to use initiative. Honest and trustworthy. Positive and solution-focused. Committed to equality, inclusion and the wellbeing of children and young people. Sensitive to the needs of pupils with moderate to severe additional needs and their families.	
Qualities	Good humour and positive attitude Emotional Intelligence Demonstrate and role model consistent professional attitude Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	

General Information

- The job description details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.