



<b>Job title:</b>	School Business Administrator	
<b>Reports to:</b>	Head Teacher	
<b>Scale/FTE:</b>	Salary Scale: BR 7	Hours: 14.4 Hours per Week/ 40 Weeks per Year

### Key Responsibilities:

To ensure provision of a proactive and effective administrative and clerical support to the school.  
 To be responsible for the day-to-day management of the school office.  
 Promoting and embracing the Trust brand identity at a local level via exemplary customer service.  
 Adopting central processes and procedures approved by the Director of Finance & Operations.  
 To liaise and collaborate with the Central HR & Admin, Facilities and Finance Managers.  
 To demonstrate collaborative working practices across all schools within the Trust.

## Main Responsibilities and Duties

### Finance

- To be responsible for the collection of dinner monies and completing of all catering returns for school meals and free school meals and follow up/debt collection as necessary.
- To be responsible for the administration of claims for absence insurance, additional hours and overtime forwarding to the Finance Manager within deadlines. All overtime/additional hours claims should be approved prior to completion and within agreed budget allocation. It will be the jobholder's responsibility to ensure this procedure is carried out at local school level.
- To be responsible for 'local' financial administration such as placing orders, petty cash, recording income and issuing receipts for other monies as required, including school uniform, trips, tuck, milk, music and photographs.
- Be responsible for checking full receipt of orders, annotating the records appropriately.
- To prepare monies and make appropriate arrangements for banking.
- To assist with the monitoring and maintenance of stock and the order supplies as necessary.
- Maintain manual and computerised financial records on a local basis and in liaison with Finance Manager/CFO.
- Be responsible for the administration of lettings, liaising with the Head Teacher, Central Team and hirer as necessary
- To assist with income generation, sponsorship and the application for grants
- Maintain registers in accordance with the Local Financial Procedures Manual to include the asset register, equipment loan register and gifts & hospitality register.

### Office Management and Administration

- Manage and provide admin and organisational services for the day-to-day running of the school.
- To allocate incoming work within the office and be responsible for ensuring staff carry out their duties productively, professionally and efficiently and always to a high standard.
- To take particular responsibility for dealing with complex enquiries or difficult visitors/callers referred from Reception as required.
- To complete statutory returns such as Pupil Census and Statutory Assessments.
- To monitor access to all confidential material and to ensure all computer records are secured and backed-up.
- To provide administrative support to Head Teacher and Senior Leadership where confidentiality is required.
- To undertake complex correspondence and to produce reports/documentation, i.e. letters, policies, schemes of work etc, using appropriate available technology and central source of templates.
- To ensure maintenance of accurate filing systems including computerised files.
- To supervise the office staff, delegate and monitor their work, including anticipating and planning for termly work – liaising with the Central Team to ensure compatibility with systems and processes across the Trust.
- Maintain Single Central Register for regular contractors and volunteers ensuring appropriate documentation is evidenced.
- Assist in administration of HR processes in conjunction with the HR Team such as staff absence, recruitment, induction, training and safeguarding.
- Assist with the marketing and promotion of the Trust and its schools.
- To oversee the organisation and smooth running of events such as Open Evenings, Parents' Evenings etc., liaising with leadership and teaching staff as appropriate; communicating with stakeholders and community links.
- To liaise with external agencies where appropriate.
- To assist at school functions as required (within the school day).
- To support the office at peak times, as a point of contact for both telephone and face-to-face enquiries and take messages where appropriate.

#### Other Duties

- To manage and maintain local contracts for services, equipment and machinery in school.
- Accident Reporting – responsible for ensuring the completion of accident report forms.
- Promote Health & Safety procedures and ensure safe practices are embedded within school community.

#### Other Responsibilities

- Be prepared to work collaboratively with all schools within the Trust.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Proactively promote and demonstrate Mosaic Schools Learning Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Person Specification

Criteria	Essential = E Preferable = P Desirable = D
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#### Knowledge and Experience

<ul style="list-style-type: none"> <li>• Knowledge and experience of relevant administration systems and specialist ICT packages.</li> <li>• Experience of working in a school administrative role.</li> <li>• Experience of working as part of a team.</li> </ul>	E  D E
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#### Skills and Abilities

<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Fully conversant with IT and a competent user of word processing, email, spreadsheets and applications.</li> <li>• Ability to manage personnel in a positive manner promoting collaboration and teamwork.</li> <li>• Ability to relate well to children and parents with patience and understanding.</li> <li>• Effective personal organisational and good time management skills with the ability to meet statutory deadlines in good time.</li> <li>• Ability to identify priorities quickly and accurately.</li> <li>• Ability to work with autonomy within set boundaries.</li> <li>• Ability to work under pressure.</li> <li>• A high level of personal professionalism and confidentiality.</li> </ul>	E E E E E E E E E
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#### Personal Attributes

<ul style="list-style-type: none"> <li>• Enthusiasm and drive for working in a school.</li> <li>• Ability to work independently and collaboratively as a member of a team.</li> <li>• Reliability, confidentiality and integrity.</li> <li>• Ability to promote the positive image of the schools and the Trust.</li> <li>• Good health and attendance record.</li> <li>• A positive and flexible attitude to work.</li> <li>• Willingness to undertake further training/development opportunities</li> </ul>	E E E E E E E
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Date: January 2025