

Business Administrator Job Description and Person Specification

Job Title:	Office Administrator
Reporting to:	Katharine Hurd
Base location	All Saints CE Junior Academy
Contract type	Fixed Term 27.5 hours per week (39 + 1 week in the holidays)
Salary	£26,847 pro rata Grade 5 Point 12 Part Time To work Monday – Friday (Mornings)
Key Terms and Conditions:	Support Staff

Job Purpose

The School Business Administrator plays a key role in supporting the effective day-to-day operation of the school by delivering high-quality administrative and business support services. The postholder will contribute to the efficient management of school systems and processes, ensuring that administrative functions are delivered accurately, professionally and in a timely manner.

Working as part of the wider school team, the School Business Administrator will provide a welcoming and responsive service to pupils, staff, parents, governors and external stakeholders, ensuring enquiries are handled effectively and records are maintained in accordance with Trust policies and statutory requirements. The role supports the smooth running of the school by anticipating needs, maintaining efficient administrative systems and enabling colleagues to focus on delivering the best possible outcomes for pupils.

Principal Accountabilities

The Business Administrator will:

I. General duties

- a) Provide high-quality administrative support to ensure the effective day-to-day operation of the school and contribute to the delivery of an efficient and professional service.
- b) Act as a first point of contact for parents, pupils, staff, governors, visitors and external agencies, responding to enquiries in a courteous, timely and professional manner.
- c) Manage incoming and outgoing communications, including email, telephone enquiries, correspondence and post, ensuring prompt action and appropriate escalation where required.
- d) Prepare, draft and distribute correspondence, documents, reports and communications on behalf of school leaders and other colleagues as required.
- e) Maintain accurate and up-to-date records, databases and management information systems, ensuring compliance with Trust policies, GDPR requirements and statutory obligations.
- f) Collect, collate and present information to support reporting, monitoring and decision-making processes across the school.
- g) Undertake data entry, validation and data cleansing activities, ensuring the accuracy, integrity and confidentiality of information.
- h) Develop, maintain and update electronic and paper-based filing systems to ensure records are stored securely and can be readily accessed when required.
- i) Support the organisation and administration of meetings, including preparing agendas, distributing papers, booking venues or virtual meeting facilities, taking minutes and monitoring follow-up actions.
- j) Provide administrative support to the Headteacher, School Business Manager and wider leadership team, including diary management, scheduling appointments and coordinating activities where appropriate.
- k) Support the planning and delivery of school events, parent meetings, training sessions and stakeholder engagement activities.

- l) Work collaboratively with colleagues across the school and Diocese of Chichester Academy Trust, maintaining positive working relationships and ensuring information is shared appropriately.
 - m) Contribute to the maintenance of an efficient, safe and welcoming working environment, reporting premises, health and safety or security concerns in line with Trust procedures.
 - n) Provide administrative support within a school environment that involves regular contact with children and young people, maintaining appropriate professional boundaries and safeguarding responsibilities at all times.
 - o) Undertake reception duties, welcoming visitors, managing visitor sign-in procedures, ensuring safeguarding protocols are followed and providing a positive first impression of the school.
 - p) Provide administrative support across a range of school functions, developing knowledge of operational, educational, governance and compliance processes to ensure effective service delivery.
 - q) Support the administration of admissions, attendance, pupil records and other school business functions as required by the needs of the school.
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Other

1. Christian principles underpin the way the organisation runs and its partnership with schools and academies and the post-holder must be committed to the organisation's vision and values.
2. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment for support staff. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
3. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to

time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.

4. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
5. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
6. Information about how and why we collect your data can be found in the DCAT Privacy Notice - Staff, Governors & Volunteers which you are required to comply with.
7. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

Safeguarding

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust safeguarding and child protection policy, and all staff will receive training relevant to their role at induction and throughout employment at the school/Trust. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. For further information about what is required in this process please go to <https://www.gov.uk/dbs-check-applicant-criminal-record>. An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with [Keeping Children Safe in Education](#).

The Diocese of Chichester Academy Trust is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

Diversity, Equity, and Inclusion (DEI):

DCAT is committed to diversity, equity and inclusion, and to creating a workplace where everyone is valued and supported. We welcome applications from people of all backgrounds and are dedicated to ensuring fair, inclusive and transparent recruitment and employment practices, enabling all staff to thrive.

Person Specification

Qualifications:	Essential	Desirable
▪ Level 2 English and Maths	✓	
▪ Relevant administrative, business support or school office qualification		✓
▪ First Aid qualification, or willingness to train as a nominated first aider where required by the school.		✓
Experience and Knowledge:	Essential	Desirable
▪ Experience of working in an administrative, business support, reception or customer-facing role and able to act as a positive first point of contact for the school, ensuring enquiries are handled efficiently and escalated appropriately.	✓	
▪ Experience of working in a school, academy, Trust or other education setting.		✓
▪ Ability to prioritise a varied workload, meet deadlines and respond flexibly to changing school priorities.	✓	
▪ Experience of maintaining accurate records, filing systems, databases, spreadsheets or management information systems.	✓	
▪ Ability to communicate effectively to a range of people, including the ability to converse at ease in accurate spoken English	✓	
▪ Able to work effectively as part of a school team and with colleagues across the Trust, sharing information appropriately and professionally.	✓	
▪ Working knowledge of Microsoft Office, including Outlook, Word, Excel, and Teams and confidence in using digital systems and emerging technologies.	✓	
▪ Experience of using school systems such as Arbor, payroll systems, Handsam, Meditracker, PeopleHub, GovernorHub, MyConcern or Provision Map.		✓
▪ Ability to act as the lead first aider	✓	
▪ Able to lead, support or coordinate the work of office staff where this forms part of the role.		✓
▪ Ability to effectively coordinate recruitment processes	✓	
▪ Have an understanding of safeguarding and child protection, health and safety and data management policies and procedures	✓	
Personal Qualities	Essential	Desirable
▪ Adaptable	✓	
▪ Innovative	✓	
▪ Organised	✓	

▪ Personable	✓	
▪ Commitment to personal development and willingness to undertake training	✓	
▪ Demonstrate commitment to supporting children's education and wellbeing	✓	
▪ Strong organisational skills and attention to detail	✓	
Church Trust	Essential	Desirable
▪ Support and uphold the vision and values of the Trust	✓	