

**Ashton Community Science College**

Job Description

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| **Post:** | School Business Support 2 |
| **Reporting to:** | Business Manager |
| **Working Hours:**  **Working Weeks:** | 37 hours per week  Term-time plus 5 days |
| **Salary/Grade:** | Grade 4 |

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| **Scope of Work** |
| **Scope of Work – appropriate for this post:**  Under supervision maintain, update and extract information from systems and database and provide general administrative/clerical/financial support for the school. This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents and staff or call for the use of higher level text processing/spreadsheet/IT skills or audio typing that involves the use of a range of software packages. |

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| **Accountabilities / Responsibilities** |
| 1. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc. 2. Administer the recruitment of school staff, including advertisements, pre-employment checks, issuing and amendment of contracts and staff induction in relation to HR matters 3. Administering staff information relating to payroll within the school 4. Maintain accurate and up-to-date staff records ensuring compliance with the Data Protection Act and KCSIE 5. Record and monitor staff absences and staff turnover 6. Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher 7. Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, examinations etc including related financial administration. Administering any vouchers associated with free school meals. 8. Provide administrative support to SLT in producing reports and letters. Assist in preparing documents for Governor panel meetings and external agencies. 9. General welfare support, where required, including the provision of first aid and support to the pupil reception area. |
| **General** |
| * To work within school policies and procedures * To contribute to the provision of an effective environment for learning * To attend skills training and participate in personal/performance development as required * To take care for their own and other people’s health and safety * To be aware of and respect the nature of issues * Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher |
| **Additional supporting information – specific to this post or postholder** |

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| Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| **This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school** |

**Date: 17/07/25**