



NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

JOB DESCRIPTION

Role Title	Business Support Administrator
Team/Department	Business Services / Professional Support
Reports To	School Business Manager
Grade/Scale Point	H4 - Scale Point 6-7
Full Time/Part Time	Part Time - 14 hours per week - flexible 39 weeks - Term time plus insets plus 1 week in the school holidays
Created/updated	July 2024

Purpose:

To support the School Business Manager to enable them to provide the highest possible standard of professional leadership and maintain a positive profile both inside and outside the school

Primary Job Functions:

Administration

- Managing the School Business Manager's daily schedule including diary management and co-ordinating and collating all relevant paperwork
- Management of all inbound and outbound communication, including emails
- Assist with scheduling of policy reviews
- Support with updating the school website
- Prepare articles for the school newsletter - NBS Now
- Provide support for events, e.g. communications for Open Evening, PTA fundraising, Staff parties etc.
- Prepare and submit orders for approval
- Support for school lettings, e.g. taking bookings/updating booking spreadsheets, sending booking forms

HR

- Assist with recruitment activities by preparing interview packs, arranging interviews, performing background checks (right to work and DBS applications), preparing employment contracts etc.
- Update manual and computerised staff records ensuring that data is kept up to date and accurate, e.g. personnel files and Arbor management information systems
- Ensure the School's Single Central Record database is kept up to date accurately
- Schedule meetings, interviews, HR training events, etc.
- Monitor the training provision for all staff, providing timely reminders and reporting
- Ensure absence records are updated on a daily basis and absence procedures are adhered to
- Submit Occupational Health pre-placement reviews

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Health & Safety and Staff Wellbeing

- Assist with updating risk assessments on an annual basis
- Keep an accurate record of staff accidents or near miss reports
- Refresh staff noticeboards on a regular basis with up-to-date information
- Assist with compilation of employee wellbeing surveys

Individuals in this role may also undertake some or all of the following:

- Act as Fire Wardens, assisting with fire safety drills
- Assist the Administration Support Team at peak times as assigned by the School Business Manager

General requirements

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

Headteacher

Date.....

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PERSON SPECIFICATION

Desirable - Knowledge and Experience

Ideally candidates will have the following, although ongoing training and Continual Professional Development (CPD) will be provided

- Experience of providing administration support in either a Human Resources or business capacity
- NVQ level 2 administration (or equivalent)
- Level 1 Safeguarding
- Experience of working in a school environment
- Understanding of the School's ethos and values

Essential - Competencies / Skills

The ideal candidate will need to have the following essential competencies:

- Educated to A-Level (or equivalent)
- Excellent written and oral communication skills
- Strong IT skills (MS Word, Powerpoint, Excel, Parentmail, Arbor)
- Attention to detail and proof-reading skills
- Problem solving skills
- A positive, calm and friendly manner
- A 'can-do' attitude
- Ability to work as part of a team
- Flexibility and initiative

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