

School Business Officer

Job Description	
POST TITLE:	School Business Officer
GRADE:	Grade 4
CAR USER:	No
LOCATION:	St Anne's and St Joseph's RC Primary School
RESPONSIBLE TO:	Headteacher and School Business Manager
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE: The main objectives to be achieved by the Postholder	
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 that involves the use of a range of software packages.	
MAIN ACTIVITIES: What prescribed duties the postholder will have	
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <ul style="list-style-type: none"> - Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc. - Routine financial administration, including petty cash, postage, banking etc. - 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 work experience arrangements. - Production of regular management information, including financial data and assist in the production of reports for the senior leadership team - Monitoring of monthly budgets and advising senior staff on variances. - Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account. - Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher - Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock. - General welfare support, where required, including the responsibility for pursuing pupil absence with parents including recording and monitoring of absence and production of reports. Providing First Aid to pupils (when appropriate training has been given). 	

General

- Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.
- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill 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 the confidential nature of issues. Provide all necessary information to senior staff to support issues that may arise.
- Produce letters to be issued to staff.
- To assist the office with general administration duties.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- General experience of working in an administrative role.

Additional: To support and demonstrate a commitment to the distinctive Catholic mission and ethos of the school.

Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.	
Prepared by:	RCAT HR Department / SASJ	Date: Updated July 2025

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.