

# Aveley Primary School

## Job Description: School Business Support Assistant

Name : School Business Support Assistant  
Reports to : Headteacher Salary : FTE: £23,596 - £24,868 (Actual Salary £20,274 - £21,367)  
Hours : 37 hours per week, term time only

### **The Role**

- To provide support to the School Business Manager offering support in personnel administration and operations support in the Academy.
- To undertake reception and telephone duties, answering enquiries from staff, pupils, parents and the general public

### **Key responsibilities**

To be responsible for aspects of HR, Personnel, administration and operations support as required from the School Business Manager

### **Human Resources**

- To ensure that the Academy is compliant with all the Catalyst Academies Trust's HR policies and procedures
- Monitor and fulfil the administration side of recruitment procedure and to ensure safer recruitment guidance within the 'Recruitment Policy' is adhered to
- To ensure that all hard copy personnel files are kept accurate and up-to-date, and that the HR database (Arbor) is also accurate and up-to-date
- To ensure staff absences are recorded on Arbor; monitor staff absences, RTW and Self certificates are completed by SLT
- To ensure the maintenance of an up-to-date Single Central Record adding new staff and visitors under the direction of the SBM
- To provide support to the Headteacher and SLT with regard to HR issues/case work such as disciplinary or capability issues, working closely with the HR provider
- To be an active participant in the Academy's performance management processes, which will include an annual review and regular review of roles and responsibilities in the interest of the Academy's needs

### **Administration and ICT**

- To provide and manage an effective administration service to students and staff throughout the central administrative offices and reception including telephone duties and monitoring and responding appropriately to all admin emails
- To ensure that all new staff are timetabled to be inducted effectively
- To update and monitor the school website, ensuring legal compliance, adding newsletters, blogs and updated policies as directed

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**Academy Ethos and Culture**

- Support the Headteacher in fostering a strong sense of Academy community and ethos among both staff and students
- Promote consistent implementation of Academy policies including the behaviour policy and system of rewards and consequences model, caring and respectful relationships with staff, pupils, parents and visitors
- Act as a positive role model to staff and students

**Other**

- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are in operation
- To work in collaboration with Catalyst Academies Trust and counterparts in partner schools
- To carry out other reasonable tasks from time to time as directed by the Headteacher