EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Business Administrator

School: Pevensey & Westham CE Primary School

Grade: Single Status 4

Responsible to: Business Manager

Purpose of the Role:

Admin support enables other members of the school to deliver the educational services efficiently and effectively. Business Administrators provide vital support to teams to ensure parents, pupils and school staff questions and requests are responded to efficiently, accurate records are maintained and other staff within the team receive the support they need to do their own jobs well.

As a Business Administrator you will learn about the day to day administration of the school, and how the administrative team provide support. You need to work as a team to anticipate and meet the needs of all staff, parents, pupils and our wider community.

Key Tasks:

1. Undertake administrative duties including responding to email enquiries, providing telephone cover and message service, processing post, photocopying and scanning.
2. Drafting and writing emails and letters on behalf of others.
3. Collate information and produce summary reports.
4. Accurately input data into databases and spreadsheets, including processing, retrieving and cleansing data as necessary.
5. Liaise with internal and external colleagues and clients as appropriate, sharing information as directed and ensuring School procedures are properly followed.
6. Maintain and update school information.
7. Maintain all paper and electronic filing systems, including establishment of new files.

8. Minute, produce and distribute accurate records of routine office meetings e.g. team, departmental, inter-agency meetings.
9. Provide support to individual managers as required, including general administrative support, arrangements and resourcing.
10. Arranging and supporting events and meetings. This will include sending out invites, booking rooms/MS Teams call set up, collating and distributing agendas and minutes.
11. Support managers in maintaining property and facilities and their security.
12. To be a central First Aider.
13. Administer transactional financial processes, including payment cards for ordering goods and service, petty cash and processing invoices in line with Council standards.
14. Undertake reception duties in an office/establishment, or support reception staff to respond to and admit visiting members of the public. This will include assisting clients and members of staff at the reception point, making decisions about allowing visitors access school, calling a manager if required.

PERSON SPECIFICATION

Essential education and qualifications

1. RQF Level 2 in English or able to pass an assessment at interview.

Desirable qualification

2. Level 3 qualification in Business Administration

Essential key skills, abilities, knowledge, experience, values and behaviours

3. Ability to plan and organise a varied workload, on occasion working to short deadlines.
4. Accuracy and attention to detail.
5. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
6. Ability to converse at ease with customer and provide advice in accurate spoken English.
7. Ability to work in a team and maintain team connectivity when working remotely.
8. Ability to use technology as part of the role including: Microsoft 365 including Outlook, Excel, Word, PowerPoint, Microsoft Teams, devices: laptops, corporate iPads, corporate andoid phones and tablets).
9. Understanding of confidentiality.
10. Ability to demonstrate resilience with the ability to cope and recover from setbacks or deal with challenging situations.
11. A commitment to professional and personal development.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	**Applicable to role**
Using display screen equipment	Yes
Working with children and/or people with care and support needs	Yes
Moving and handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift or night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and/or vibration	No
Food handling	No
Exposure to blood or body fluids	Yes