Birmingham City Council

Job Description

School Administration Assistant, Reception, Finance & HR

(JDPS subject to review under BCC Equal Pay Programme)

Job Details	
Grade	(Grade A, subject to evaluation under BCC Equal Pay Programme)
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This job provides reception support whilst maintaining a secure and welcoming environment for the school community. It
supports school financial & HR administration, including processing orders, maintaining payment records and supporting with recruitment . It manages
financial correspondence, updates records and produces basic reports while assisting staff, parents and pupils with information. It maintains financial
& HR data, handles confidential administrative work and provides cover for general administrative services.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Reception Duties

- Providing reception support to the school community and visitors
- Receiving, signing in and dealing with or directing pupils, parents and carers and other school visitors as appropriate in line with school safeguarding procedures.
- Receiving, directing, responding to and relaying promptly any telephone or other messages to relevant staff members.
- Supporting the administration of the school's email inbox(es) as required, meeting expected response times and forwarding emails appropriately as necessary.

- Dealing with deliveries, meetings and arrangements with parents/carers and visitors to the school.
- Organising and distributing incoming and outgoing post to appropriate recipients.
- Assisting staff and pupils with the information and support they need throughout the school day.
- Supporting students with their arrival and departure, at the beginning and end of the day.
- Supporting communication with parents and carers, which may include administration support for web and app-based messaging.
- Maintaining a secure and welcoming environment in reception for members of the school community and visitors.

Administration - Finance and Resources

- Supporting the administration of financial procedures including raising orders, recording goods received, liaising with vendors and contractors
- Supporting the production of finance reports and data submissions as needed for school financial management, audit and reporting requirements
- Administering parent and carer payment systems which may include school meals, maintaining accurate payment records and chasing monies owed as required
- Maintaining records such as free school meal entitlement and ensuring data accuracy for pupil meal provision
- Entering and checking data and producing basic reports for financial monitoring and administrative purposes.
- Updating manual and computerised records and information systems to maintain accurate financial data
- Providing administrative support for one or more of school meals, uniform and equipment supplies, trips, visits and events, specific areas of school business as identified by the Headteacher

Administration - HR

- Administering recruitment and selection processes, including recruitment materials, sending application packs and arranging interviews
- Administering staff records and files, which may include data records, annual leave, TOIL, overtime and banked hours, absence records, maternity/paternity leave, probation reviews, performance management
- Supporting the administration of recruitment and visitor arrangements, which may include requesting and verifying references, carrying out background checks, ID verification and DBS checks.
- Providing administrative support for HR matters and reporting such as the school workforce census

Administration - General

• Providing cover as needed for general administrative services across the school

Special Conditions	
Is Safeguarding Check needed?	DBS Enhanced Children

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation		
Qualifications	AF/I	Hold GCSEs or equivalent in English and Maths at grade C/4 or above
Experience	AF/I	Have experience of completing a range of administrative tasks to a good standard.
Skills	AF/I	Be proficient in using Microsoft Office applications and management information systems.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016)
Skills	AF/I	Have good written and verbal communication abilities for diverse stakeholder interactions
Skills	AF/I	Have good attention to detail and accuracy in data entry and record keeping.
Other	AF/I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to remain calm under pressure
Competency	AF/I	Be able to both work independently and work well as part of a team
Competency	I	Be capable of dealing sensitively with anxious , distressed or impatient pupils, parents/carers, visitors and callers.

Competency	AF/I	Be well-organised organised, with the ability able to prioritise workload and manage competing deadlines.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including data protection, safeguarding, call handling safer recruitment and finance procedures.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

-Work in a way that prevents and protects service users from abuse;

-To be aware of the signs of abuse or neglect;
-Recognise the signs of abuse and neglect; and
-Record and report any concerns or incidents.

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