



Post Title	School Business Assistant (Cover & HR Admin)
Hours	37 hours per week
Weeks	39 weeks per annum
Grade	3 (£20,043)
Line Manager	HR and Finance officer

Statement of Purpose

To support the school to provide appropriate cover arrangements for classes as a result of absences planned and unplanned. Coordinate cover supervision for classes and carry out a range of specific administration duties.

Support to Staff

- Responsible for day to day planned and unplanned cover administration including receiving messages, deploying appropriate staff/supply.
- Book appropriate supply staff when required, including investigating long term cover possibilities.
- Work with line manager to ensure that issues relating to cover arising during the school day are addressed in a timely manner.
- Ensure efficient and cost effective deployment of cover supervisors and supply.
- Have regard for the welfare of the team.
- Liaise with teaching staff to ensure that appropriate cover work is provided.

Support to Organisation

- Under the direction of line manager, carry out cover and designated HR tasks, to ensure completion to a specific deadline.
- Undertake confidential correspondence, tasks as required.
- Follow established procedures and use standard software systems.
- Maintain the single central record.
- Responsible for self-certification and return to work administration.

Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required, liaising with other staff as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a



change to the grade must be discussed with the post holder and agreed with the required members of the governing body and SLT.