

Job Description and Person Specification	
Post Title	Business and HR Assistant
Grade	Grade 6
Responsible to	Business Manager
Contract Type	Full time
Contracted Working Hours	Term Time + 4 weeks
Contract Term	Permanent
Review	Annually
Disclosure Level	Enhanced
Our Mission Statement	
<ul style="list-style-type: none"> raising standards of achievement and creating opportunities for all pupils, regardless of needs, to develop their full potential raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel safe, valued, listened to and welcomed for the diverse contribution they make to our school life 	
Please note the following	
<ul style="list-style-type: none"> due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post holder must have a satisfactory Enhanced Disclosure (Disclosure Barring Service) the duties outlined in this job description may be modified by the Principal, with agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title. 	
Purpose of the Post	
<ul style="list-style-type: none"> to assist and support School Business Manager in the processing of school finances, procurement needs and in administration functions of Human Resources Provide support to the administration of organisation as required 	
Main Duties	
Financial Duties <ul style="list-style-type: none"> work within parameters of Trust's Finance Policy input financial data related to purchase orders and purchase invoices ensure adequate audit trail exists for all aspects of finance related work with correct use of nominal codes and department codes ensure all income is received and banked correctly and records are kept up-to-date at all times liaise with both internal and external auditors, when necessary process lettings bookings and raise relevant sales invoices in accordance with Trust requirements provide regular budget reports from the finance system for the Business Manager to provide to budget holders ensure the financial and personnel documents are stored appropriately in line with Document Retention Policy to assist the wider Academy staff and the Trust central team in the smooth running of all financial systems. to maintain the Academy fixed asset register to undertake general finance related administrative tasks as directed to assist the Business Manager in the completion of staff related census returns. 	



Granville Academy



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR
Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granvilleacademy.co.uk

<p>HR Duties</p> <ul style="list-style-type: none"> to process personnel related administration of new starters, leavers or contractual amendments, assist in maintaining personnel files and records (paper based and computerised) ensuring the confidentiality of the information is maintained at all times undertake return to work interviews in line with Trust policy monitor staff absence, notifying Business Manager and Principal of any triggers reached in line with Trust policy undertake recruitment administration as directed by the Principal or Business Manager minute HR related meetings, as required support the Business Manager in maintaining the Single Central Record ensure internal HR system are maintained to undertake general HR administrative tasks as directed <p>Other:</p> <ul style="list-style-type: none"> participate in trips and visits as an associate member of staff Provide exam invigilation and access support as required Provide first aid cover (once trained) Provide assistance to the Business Manager on H&S from an operational perspective. Act as H&S representative for the Administration team, attend H&S Committee meetings, take minutes and assist in completing risk assessment as required.
<p>Corporate Responsibilities</p> <ul style="list-style-type: none"> assist with pupil needs as appropriate during the school day show support for and uphold our ethos, values and policies promote high standards in attendance, punctuality and appearance be willing to act as a mentor for pupils be willing to participate in trips and visits as an associate member of staff support the induction of new staff, pupil and apprentices communicate effectively and professionally, both orally and in writing actively participate in any appropriate training and staff meetings as required reflect on, evaluate and take responsibility for outcomes in order to raise standards further make a positive contribution to the wider life and ethos of the school act with professionalism, integrity and with due regard to matters of a confidential nature at all times ensure the implementation of and compliance with all policies and procedures relating to safeguarding, child protection, prevent, Health and Safety, security, confidentiality and data protection, inclusion, race relations, equal opportunities , seeking advice as necessary supervise classes in exceptional, emergency situations comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description
<p>Supervision</p> <ul style="list-style-type: none"> School Business Manager left to work within established guidelines
<p>Supervision Given</p> <ul style="list-style-type: none"> None

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities or continued employment for any employee who develops a disabling condition



The de Ferrers Trust

Granville Academy



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR

Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granvilleacademy.co.uk

PERSON SPECIFICATION

Specification	Essential	Desirable	Assessment
Educational Training Qualifications	<ul style="list-style-type: none"> 5+ GCSE Grade A*- C including English and Maths qualification in Business administration at least NVQ level 3 	<ul style="list-style-type: none"> CIPD qualification School Business Administration qualification 	<ul style="list-style-type: none"> application Form
Experience	<ul style="list-style-type: none"> experience working in finance and/or HR environment 	<ul style="list-style-type: none"> experience of working in an education setting understanding of finance and HR procedures within an Academy environment 	<ul style="list-style-type: none"> application interview references
Knowledge and understanding	<ul style="list-style-type: none"> administration and organisational skills good IT skills and Microsoft package including data processing maintain confidentiality understanding of Financial Regulations 	<ul style="list-style-type: none"> Understanding on law affecting Human Resources. 	<ul style="list-style-type: none"> application interview references
Personal Skills and attributes	<ul style="list-style-type: none"> ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. ability to work on own initiative ability to carry out instructions and work with minimum supervision attention to detail able to meet tight deadlines shows a flexible and proactive work ethic ability to work under pressure and keep to deadlines excellent interpersonal skills with good spoken and written English 		<ul style="list-style-type: none"> application interview references
Behaviour and values	<ul style="list-style-type: none"> self-reliance and self-motivation evidence of organisational ability be solution focused 		<ul style="list-style-type: none"> interview references
Special Requirement	<ul style="list-style-type: none"> DBS clearance 	<ul style="list-style-type: none"> Full driving license 	

At Granville we believe in Equal Opportunities and Diversity for ALL. Granville is committed to Safeguarding and Promoting the welfare of its pupils and expect all employees and volunteers and share in its commitments.

Verification			
Signed	_____	(Post holder)	Date _____
Signed	_____	(Principal)	Date _____