



“Together We Achieve”

JOB DESCRIPTION	
Post title:	School Business Assistant
Salary:	Grade 5 £24,404 – £24,790 FTE (pro rata for 30 hours per week)
Hours:	8.30am-3.30pm daily with an hour for lunch
Responsible to:	School Business Manager/ Headteacher

Main purpose of job:

To provide comprehensive administrative, financial, and organisational support to ensure the effective operation of the school's business functions, contributing to a positive and efficient learning environment.

Main Duties

- Provide day-to-day administrative support to the School Business Manager and senior leadership team.
- Add payments onto Parent Pay
- Support HR administration including recruitment, onboarding, absence tracking, and maintaining staff records.
- Maintain accurate and up-to-date records in line with GDPR and school policies.
- Act as the first point of contact for visitors, parents, and external agencies, ensuring a professional and welcoming reception.
- Manage school communications including messages sent through Parent Hub
- Support the preparation of school trips, events, and meetings, including booking venues, transport, and catering.
- Support the administration of pupil data including admissions, attendance, and assessment records using school MIS systems (currently RM Integrus migrating to Arbor next academic year).
- Monitor and order office and classroom supplies when instructed by the School Business Manager, ensuring value for money and stock control.
- Assist with the administration of school lettings and liaise with external providers and contractors.

Headteacher: Mr B Wray
Deputy Headteacher: Mrs J Jilavu

Swanwick Primary School
South Street
Swanwick
Alfreton
DE55 1BZ

Tel: 01773 602268

Email:

info@swanwick.derbyshire.sch.uk





“Together We Achieve”

- Support the implementation of health and safety procedures
- Contribute to the development and review of school policies and procedures.
- Provide cover for other administrative staff during absences or busy periods.
- Undertake training and development to stay current with changes in school systems, legislation, and best practices.
- Manage the bookings, registers and payments for breakfast club

Additional Information

- This post is subject to an enhanced DBS check.
- The role is covered by Derbyshire County Council's Single Status terms and conditions.
- Training and support will be provided as part of the induction process.

Signed by

Post Holder: _____

Headteacher: _____

Date: _____

Headteacher: Mr B Wray
Deputy Headteacher: Mrs J Jilavu

Swanwick Primary School
South Street
Swanwick
Alfreton
DE55 1BZ



Tel: 01773 602268

Email:

info@swanwick.derbyshire.sch.uk