Job title: Senior Admin & Business Officer (SABO)

Hours: 20 hours per week, term time + 2 weeks (41 weeks per annum)

Contract type: Permanent, subject to satisfactory completion of a 3-month probation period

Reporting To: Principal and Trust Chief Finance Officer

Start Date: 22nd February

PURPOSE OF THE ROLE

The Senior Admin & Business Officer is the school's leading support staff professional and works closely with the Principal and Senior Leadership Team to ensure the school achieves its educational aims. The postholder provides professional leadership and management of support staff, enhances organisational effectiveness, promotes high standards within school administration, and ensures the effective deployment of resources to support pupils' achievement and school improvement priorities. The role includes responsibility for financial resource management and significant contributions to administration, ICT, human resources, facilities management, and health and safety.

DUTIES & RESPONSIBILITIES:

Financial Resource Management

The SABO will support the effective management of the school's financial resources by:

- Working closely with and reporting to the Trust Chief Finance Officer on all financial matters.
- Supporting the Principal and CFO in preparing and managing the school's budget to ensure it remains balanced, realistic and represents effective use of public funds.
- Ensuring all school transactions are entered onto IRIS Financials on a weekly basis.
- Producing bank reconciliations, cash flow reports and other monthly financial returns within required deadlines.
- Monitoring budget variances and supporting corrective action where required.
- Promoting value for money through effective budget monitoring and procurement practices.
- Maintaining the contracts register and ensuring all contracts provide best value and service to the school.
- Preparing timely, costed proposals, recommendations and bids in accordance with Trust procedures.
- Managing the school's lettings provision.
- Supporting internal and external audit processes and year-end financial requirements.

Administration and ICT

- The SABO will provide leadership in school administration and information systems by:
- Managing statutory school and staff census returns

- Working with staff to review and develop the school's use of technology.
- Liaising with the Trust Data Protection Officer to ensure compliance with data protection legislation and GDPR requirements.
- Acting as the primary point of contact between the school and IT support providers

Human Resources

The SABO will support effective workforce management by:

- Liaising with payroll providers to ensure staff are paid accurately and on time.
- Ensuring payroll adjustments and pension contributions are processed correctly.
- Advising on HR matters and liaising with external HR providers.
- Supporting the administration of recruitment, appraisal, disciplinary and grievance procedures in line with employment legislation and Trust policies.

Facilities and Health & Safety

The SABO will contribute to the effective management of school premises by:

- Liaising with the Principal and Premises Manager regarding site maintenance and development.
- Supporting arrangements to ensure the continuous availability of utilities, site services and equipment.

Professional Development

The SABO will:

- Participate in appraisal and professional development activities.
- Keep up to date with developments in school business management, education finance, HR and compliance requirements.
- Undertake training appropriate to the role as directed by the Principal or CFO.

Safeguarding

The SABO will work in line with Keeping Children Safe in Education (KCSIE), relevant safeguarding legislation, Trust policies and school procedures, promoting the welfare and safeguarding of all pupils.

The SABO will be required to follow all school policies and the staff code of conduct.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not intended to be an exhaustive list of duties. The postholder may be required to undertake additional duties appropriate to the grade of the post as directed by the Principal or Chief Finance Officer.

PERSON SPECIFICATION

We are looking to appoint an organised and proactive individual with experience or an understanding of financial management and business administration. Candidates may have gained this knowledge through work in an educational setting or another relevant environment.

The successful candidate will demonstrate strong organisational and financial awareness, attention to detail, and the ability to learn new systems and processes quickly. We welcome applications from individuals who can demonstrate the skills and aptitude to develop further expertise in school business management. Experience of working in a school or academy setting would be highly desirable.

CRITERIA	QUALITIES
	ESSENTIAL
Qualifications and training	› GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
Experience	› Experience supporting finance, administration, HR or operational functions.
Skills and knowledge	› Good literacy and numeracy skills › Good organisational skills › Excellent written and verbal communication skills › Highly developed interpersonal skills. › Good ICT skills, particularly using Microsoft packages, email and Financial management systems. › Ability to meet deadlines and manage competing priorities. › Ability to use financial management systems and management information systems. › Commitment to continuous improvement and value for money principles.
Values and Ethos	Commitment to supporting the Christian values and ethos of Hope Community School.
	DESIRABLE
Skills, knowledge and experience	› Experience working in a school environment or other educational setting › Experience of using accounting software and supporting budget preparation › Experience or knowledge of accruals accounting, budgeting, financial reporting, and procurement, › Experience of HR administration and Health & Safety. › Knowledge of a school MIS and IRIS PS Financials.

	PERSONAL QUALITIES
	› Commitment to achieving the best outcomes for pupils and supporting the school's vision and values. › Commitment to maintaining confidentiality and professional integrity. › Commitment to safeguarding and promoting the welfare of children and young people. › Resilient, positive, proactive and solution-focused. › Effective communicator with strong relationship-building skills. › Flexible, adaptable and able to work independently. › Able to work collaboratively with school leaders, staff, families and external agencies.