

Job Description

KEY INFORMATION	
Post title:	Business Coordinator
Grade:	6
Responsible to:	Head of Centre
Responsible for:	N/A

OVERALL PURPOSE OF JOB
To lead on all non-teaching aspects within the alternative provision, including administration, data, and operations. Support the Head of Centre with admin and general PA duties.

MAIN DUTIES AND RESPONSIBILITIES	
1	Be the first point of contact for any visitors or enquiries to the alternative provision, answering routine telephone and face to face enquiries, transferring calls to the appropriate member of staff where required or taking messages if they are not available
2	Welcome visitors to the centre promptly and courteously and ensuring they are provided with the appropriate lanyard using the trust's lanyard and visitor protocol
3	Provide confidential PA support for the Head of Centre where required
4	Provide routine clerical and admin support, including typing, filing and photocopying. Produce word processed documents, standard letters and forms as required
5	Ensure statutory, regular and ad-hoc reporting is completed accurately and to specified deadlines
6	Keep accurate and up to date records on student data, including attendance, attainment, progress, utilising the trust's MIS and other tracking systems as required
7	Ensure the centre's single central record is kept up to date and is fully compliant with requirements, and that visitors to the centre such as agency staff or contractors have had the required vetting checks and are inducted on safeguarding and health and safety procedures
8	Manage the centre's diary and book cover and supply staff where necessary
9	Undertake general marketing activity including updating the centre's social media accounts on a regular basis with engaging and inspiring content

10	Ensure statutory compliance across the centre and update and maintain the trust's compliance system
11	Undertake risk assessments as and when required, with the support of the trust's central team
12	Monitor the budget for the centre. Order goods and equipment in line with specified limits and ensure any invoices or remittances for the centre are sent to the central finance team in a timely manner
13	Develop effective working relationships with students, parents and staff, both within the centre and across the trust, including at the trust's high schools and within the central team
14	Provide pupil welfare support/first aid as and when necessary
15	Take an active part in contributing to the overall management and direction of the centre by working with the Head of Centre and other colleagues

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
2	NVQ in Business and Administration or equivalent qualification in a relevant discipline
3	First aid qualification or willingness to obtain
4	<i>School Business Manager qualification (desirable)</i>
Experience	
1	Experience of working in a busy office environment at a senior level
2	Experience of developing, managing and operating clerical/administrative and organisational systems
3	Experience of managing and maintaining accurate records including effective data recording
4	<i>Experience of working in a school or educational setting (desirable)</i>
Skills/Knowledge/Abilities	
1	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and school specific systems
2	An understanding of data protection and working knowledge of the GDPR, including the ability to respect confidentiality at all times
3	Ability to input, understand and present data in a range of formats and to a range of audiences
4	Excellent written and verbal communication skills with the ability to communicate effectively and clearly with a range of stakeholders, including staff, children, parents/carers, visitors and external agencies
Personal Attributes	
1	Able to work well under pressure and manage competing deadlines
2	Ability to work successfully alone and as part of a team
3	Awareness of the importance of maintaining confidentiality



4	Flexibility with excellent organisational skills and the ability to adapt to changing circumstances
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check