

## Admin staff and school business managers

### Administrative assistants

Administration assistants perform a wide range of office support duties including data entry, photocopying, filing and answering the phone as well as aspects of school finance.

School administrator level 1: scale 4	<a href="#">Job description</a>	<a href="#">Person specification</a>
School administrator level 2: scale 5	<a href="#">Job description</a>	<a href="#">Person specification</a>
School administrator level 3: scale 6	<a href="#">Job description</a>	<a href="#">Person specification</a>
School administrator level 4: scale 7	<a href="#">Job description</a>	<a href="#">Person specification</a>
School administrator level 5: scale 8	<a href="#">Job description</a>	<a href="#">Person specification</a>

### Data officers

Data officer (primary): scale 6	<a href="#">Job description</a>	<a href="#">Person specification</a>
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### School business managers

A school business manager (which may still be referred to as a bursar in some schools), will utilise their specialist skills to manage school finances and resources and bring a business dimension to strategic planning in the school. The duties undertaken will depend on the specific needs of the school.

Admin and finance manager: scale 9	<a href="#">Job description</a>	<a href="#">Person specification</a>
School business manager (primary): scale 11	<a href="#">Job description</a>	<a href="#">Person specification</a>
Senior school business manager: scale 14	<a href="#">Job description</a>	<a href="#">Person specification</a>
Senior school business manager: scale 15	<a href="#">Job description</a>	<a href="#">Person Specification</a>

#### Related content

[Career development for support staff](#)

[Appraisals and performance management](#)

#### Related services

[School workforce development support 2024/25](#)

#### Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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