

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	Job description	Person specification
School administrator level 2: scale 5	Job description	Person specification
School administrator level 3: scale 6	Job description	Person specification
School administrator level 4: scale 7	Job description	Person specification
School administrator level 5: scale 8	Job description	Person specification

Data officers

Data officer (primary): scale 6	Job description	Person specification
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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	Job description	Person specification
School business manager (primary): scale 11	Job description	Person specification
Senior school business manager: scale 14	Job description	Person specification
Senior school business manager: scale 15	Job description	Person Specification

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Related services

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

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- [No](#)

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