

# School Street, Greetland HX4 8JB Telephone: 01422 372893

**Website:** [**https://greatheightstrust.org.uk/**](https://greatheightstrust.org.uk/)

*‘Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment
where there is a sense of pride and fun and where everyone works together,*

*with confidence, enthusiasm and mutual respect’*

The Great Heights Academy Trust is at an exciting stage of growth and development. Currently we are a growing multi-academy trust with five schools in the West Yorkshire area. In addition, we are home to a Teaching School, SCITT, Research School and an English Hub.

For a full profile of the MAT please visit: https://greatheightstrust.org.uk/

To support our ambitions, we are seeking to expand our MAT Team with the recruitment of a new post to start as soon as possible:

## **Business Support Officer**

## to join the MAT Central Team and support the team of Administrators across the Trust

30 hours a week term-time

Scale 6, point 18-22 £17,139 – £18,552 (£24,982 - £27,041 FTE)

Temporary 1-year contract in the first instance

**What we offer:**

* The opportunity to work with a progressive and forward thinking, Multi Academy Trust.
* Opportunities for development and career progression
* Benefits include –generous holiday entitlement, contributory pension through West Yorkshire Pension Fund.

**Supporting Information**

You will be directly working for the Chief Operations Officer (COO) to provide effective and efficient administrative support to the academies within the MAT and to conduct work of a project nature as directed by the COO. This position is a new role within the MAT structure and as the MAT grows there will be opportunity for the right candidate to work towards the role of Head of Business Support, inducting new staff to the structure.

What we will need:

* Extensive organisational skills and competencies
* Thorough knowledge and understanding of administration support and duties
* Up-to-date knowledge of Information Technology, work with multiple electronic systems and Microsoft applications.
* Ability to take minutes of meetings
* Understanding of confidentiality issues
* Excellent communication skills – verbal and written
* Very accurate word processing skills
* Ability to respond appropriately to telephone and other issues with tact, diplomacy and discretion
* Ability to prioritise workload
* Highly organised and efficient, able to work effectively under pressure and produce quality work to deadlines
* Be adaptable and open to change.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

The Trust is committed to ensuring security and protection of personal data, in line with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Personal data will be used for the purpose of recruitment and employment processing.

To apply, please download an application pack from the Great Heights Academy Trust website: <https://greatheightstrust.org.uk/employment-opportunities/>

**If you would like further information about this role, please contact Jayne Firth, Chief Operations Officer at** **j.firth@greatheightstrust.org.uk**

Please return your completed application form by email to Katherine Humphreys, HR Manager at recruitment@greatheightstrust.org.uk or alternatively post to: The Greetland Academy, School Street, Greetland, Halifax HX4 8JB, marking the envelope ‘FAO Katherine Humphreys

**Closing date for applications: Monday 10th May 2021 at 10.00 a.m.**

**Interviews will take place on Monday 17th May 2021.**