**Great Heights Academy Trust**

**Job Description**

**Post:** Business Support Officer

**Pay range:** Scale 6

**Hours of work:** 30 hours per week. Term Time

**Responsible to:** Chief Operating Officer (COO)

**Prime Objectives of the Post**

**To assist the COO and MAT Central Team in providing effective and efficient administrative support to the academies within the MAT and to conduct work of a project nature as directed by the COO.**

**Duties and Responsibilities**

* To assist in a variety of tasks to support the academies admin teams. This will be varied and diverse and will differ from academy to academy
* To cover staff absence duties across the Trust where necessary
* To ensure that all work is undertaken to a high standard and in accordance with MAT policies and procedures, ensuring timely completion of all tasks and adherence to deadlines
* To proactively investigate queries and gather all the necessary information required for the COO/Central Team to be able to answer effectively
* To produce timely, accurate and appropriate reports, forecasts and returns as required by the COO/Central Team. This will include preparing data for half-termly Board reports, drafting it into an appropriate report format and proof-reading.
* To attend meetings as required which may include minute taking.

**HR**

* To support the HR Manager with the input of leave of absences, sickness records, DBS checks and central registers
* To update the staffing sections of MIT systems where necessary
* To support HR Manager with recruitment administration when required.

**Premises**

* To arrange and co-ordinate any individual academies lettings requirements including polling day arrangements, hire of school fields etc.
* To liaise with insurance companies regarding any claims
* To review risk registers and bring to the attention of the Central Team any changes which may require reviewing

**Financial**

* To maintain a register of contracts across the Trust and review in a timely manner
* To assist with procurement, seeking best value for Trust-wide contracts
* To evaluate academy SLAs as and when they are due for renewal

**Data Analysis**

* To pull together assessment data for attainment and progress tracking across the MAT
* Analysis of School Census data liaising with Finance and School Improvement Teams
* Analysis of attendance and exclusion information liaising with School Improvement Team
* To review numbers on roll across the Trust and migration reports
* To analyse Trust-wide surveys and compile summary reports

**Compliance**

* To assist with safeguarding compliance including the checking of central registers, training co-ordination and records etc.
* To ensure register of interests are up to date at each setting

**Development**

* To assist with the conversion, transfer or build process for any new schools that are joining or proposing to join the MAT
* To assist with research, design, development and implementation of new systems, policies and procedures
* To help develop systems to streamline operations across the MAT and seek a cohesive and consistent approach
* To assist with promotion and marketing of the MAT
* To provide support and help to develop business opportunities within the MAT

**Other**

* To assist the academies with school census collections; catering – new contracts/liaison with schools within the contracts; assessment input and results reports
* To assist in the updating and checking of policies
* To work closely with the MAT Central Team and assist as necessary to enable them to undertake their jobs effectively

**General**

* To undertake the role with a solution-oriented approach and an emphasis on promoting and maintaining good working relations with colleagues
* To act at all times as an Ambassador for the MAT actively promoting its values and vision with all stakeholders.