



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

*The 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.
We aim to nurture academic, personal, spiritual and social
development in a caring and professional manner
so that all achieve their full potential
and all can reach GREAT heights.*



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HEIGHTS**
ACADEMY TRUST



AA Teamworks
WEST YORKSHIRE SCITT



Great Heights
Research School
West Yorkshire
Supported by the Education Endowment Foundation

English Hubs
Great Heights English Hub

Providing a stronger, broader 2-18 trust offer in West Yorkshire

Business Support Officer

CANDIDATE INFORMATION PACK



Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

Our Vision and Values Statement

The 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. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



GREAT HEIGHTS
ACADEMY TRUST

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BOWLING GREEN
ACADEMY



CARLINGHOW
ACADEMY



COLNE VALLEY
HIGH SCHOOL



MARSDEN
JUNIOR SCHOOL



RAYNVILLE
ACADEMY



THE GREETLAND
ACADEMY



THE MIRFIELD
FREE GRAMMAR



WEST VALE
ACADEMY

English Hubs

Teamworks English Hub
@ The Greetland Academy



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Business Support Officer Job Description

Post	Trust Business Support Officer
Pay range	Scale 5/6
Hours of work:	30 hours per week, term time plus 4 weeks
Responsible to:	Head of Business Support

Prime Objectives of the Post:

To assist the Head of Business Support, 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 within the Trust. 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 will include minute taking.

Data Analysis

- 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 produce, co-ordinate and analyse Trust-wide surveys and compile summary reports.

Compliance

- Maintaining and co-ordinating training records for the central team.
- 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.
- Responsible for the checking of academy teams folders monthly and ensuring the appropriate documentation is in place.



Development

- To assist the Head of Business Support 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 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.
- To provide support to schools during Ofsted/External Inspections.

General

- To be responsible for hospitality including purchasing and arranging refreshments for visitors and meetings.
- To order stationery for the office and undertake postage requirements.
- Collating documents for meetings and distributing to attendees.
- To co-ordinate and order trust-wide staff/governors ID badges
- To undertake the role with a solution-oriented approach and an emphasis on promoting and maintaining good working relations with colleagues
- To always act as an Ambassador for the MAT actively promoting its values and vision with all stakeholders.
- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the COO/CEO as required.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- To ensure that you take care of your own health and safety and that of your colleagues in line with the Academy's Health and Safety Policy.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

**Membership of the Trust:**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to, as requested from the Trust post holders.

Safeguarding:

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification: Business Support Officer****Key to Identification:** A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I/R
Business or Administration qualification		✓	A/I/R
Evidence of personal commitment to CPD		✓	A/I/R
Willingness to attend appropriate training	✓		A/I/R
Work Experience and Leadership	Essential	Desirable	A/I/R
A minimum of 3 years' experience in an administrative or secretarial field	✓		A/I/R
Experience of IT and MIS programmes	✓		A/I/R
Working with changing priorities and proven ability to handle a range of situations.	✓		A/I/R
Experience of successfully networking and building relationships with other organisations or institutions	✓		A/I/R
Experience of analysing/preparing data and report writing.	✓		A/I/R
Experience of using MIS system SIMS, Integris or equivalent.		✓	A/I/R
Experience of service contract management.		✓	A/I/R
Experience of minute taking.		✓	A/I/R
Ability to support and demonstrate commitment to the vision for the further development and improvement of the MAT.	✓		A/I/R
Able to support the MAT Central Team in the management of change and improvement in pursuit of strategic objectives.	✓		A/I/R
Ability to set standards and provide a role model for others.	✓		A/I/R
Able to present information clearly to a wide range of audiences.	✓		A/I/R
Deal sensitively with people and resolve conflicts.	✓		A/I/R
Experience of working with Senior Management		✓	A/I/R



Knowledge and Skills	Essential	Desirable	A/I/R
Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative.	✓		A/I/R
Able to evaluate current systems and modify and enhance their effectiveness.	✓		A/I/R
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	✓		A/I/R
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required.	✓		A/I/R
Ability to communicate with and build relationships with a wide range of audiences, including other employees within the MAT and beyond.	✓		A/I/R
Ability to negotiate best value.	✓		A/I/R
Ability to manage projects from inception to completion, meeting deadlines.	✓		A/I/R
Ability to work to tight deadlines and problem solve.	✓		A/I/R
Excellent attention to detail.	✓		A/I/R
Initiative and Circumstances	Essential	Desirable	A/I/R
Receptive to new ideas, approaches, and challenges	✓		A/I/R
Demonstrate a commitment to the Trust vision, aims and ethos, its community, and the school improvement agenda.	✓		A/I/R
Complete confidentiality, discretion, and tact.	✓		A/I/R
Calm and able to respond to changing demands.	✓		A/I/R
Flexible and willing to adapt to changing circumstances.	✓		A/I/R
Good listening and communication skills both written and verbal.	✓		A/I/R
To be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs.	✓		A/I/R



► Reasons to work at Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

