



Great Heights Academy Trust, Riverside Mills Elland

Business Support Officer

Permanent role

30 hours per week, term time plus 4 weeks

Salary: £21,172 - £24,949 (FTE £27,711 - £32,654) depending upon experience

Great Heights Academy Trust are looking for a motivated, enthusiastic, and inspiring Business Support Officer to work as part of our central Trust team here at Riverside Mills.

The successful candidate will be working under the Head of Business Support to provide effective and efficient administrative support to the academies within the Trust and will conduct work of a project nature as directed. This position requires the right person to utilise their business operations skills within our busy Trust Head Office.

We are looking for someone who has a thorough knowledge and understanding of administrative support and duties. It is essential that you have up to date knowledge of Information Technology and can work with multiple electronic systems and Microsoft applications.

This is a role that requires excellent organisational and time-management skills with the ability to prioritise tasks and remain confident under pressure. The successful candidate must be able to demonstrate effective word processing skills and have the ability to communicate effectively at all levels. A problem-solving attitude to work is essential. Most importantly the successful candidate must have a positive attitude towards team working and have the ability to handle challenging situations calmly with diplomacy and discretion.

You must enjoy working within a fast-paced environment with the ability to work efficiently and accurately. We are looking for someone who has previously gained experience within a busy, professional environment.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with nine schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

For a full profile of the MAT please visit: <https://greateightstrust.org.uk/our-trust/>

If you wish to apply for the role please return your completed application form, as a Word Document to Hayley Drummond, Recruitment Officer at h.drummond@greateightstrust.org.uk

Closing Date: Tuesday 7th January 9am

Interview Date: TBC

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS check and online searches.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications and we will not keep candidate information on file for future vacancies at this stage of our process.