



Hill View Academy, Almondbury

Senior Business Support Officer

Starting salary SCP 14 £23,080 pro-rata 38 hours p/w term time plus ten days

Introduction

Impact Education Trust is on a mission to improve the life chances of children and young people and improve social mobility. We are a Trust where Hearts and Minds connect through values driven partnerships and collaborative working.

Over the past two years, we have grown from a single academy trust in our founding school, The Halifax Academy, to 6 schools across Calderdale and Kirklees, with a 7th due to join us in the new year. We now have 3900 students and 600 staff who are all working hard to ensure we are true to our vision and deliver on our core principles and aims:

Core Principles:

- Values Driven
- Learning & Research Focused
- High Expectations
- Collaborative Leadership
- Effective Relationships
- Developmental Opportunities

Aims:

- Deliver outstanding outcomes for all students
- Deliver excellence in teaching, learning, behaviour and curricula offer
- Provide students with life-enhancing opportunities to develop personally and beyond
- Develop highly effective leader and governors, who are relentless in delivering sustainable successes for our students
- Develop purposeful connections with parents and the communities we serve
- Be an employer of choice
- Develop highly effective and customer focused business and financial operations that support growth, manage risk and deliver value for money

We are committed to supporting the development of our people and actively support those who wish to improve their skills and qualifications.

Working for Impact Education Multi-Academy Trust

All staff who join the Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have access to accredited development programmes. Our staff can apply to take part in a range of external development programmes, including:

- NPQML



- NPQSL
- NASENCO
- NPQEL

Role specific CPD is also actively supported e.g. Finance qualifications.

There are also many opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'The Hive', which gives access to a range of benefits:

- *6 sessions of face to face or telephone counselling (also available for immediate family members over the age of 16)*
- *On-line Cognitive Behaviour Therapy (CBT) (also available for immediate family members over the age of 16)*
- *Cycle to Work Scheme (salary sacrifice scheme)*
- *Gym Discounts*
- *Mobile phone deals*
- *Retail discounts*
- *Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments*

We provide a staff on-line HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

Closing date for applications is Thursday 3rd December at 5.00pm. Please ensure you complete the application form and self disclosure form, which can be downloaded from www.i-mat.org.uk

All documents should be returned to: Recruitment@optimalpbs.co.uk

We look forward to receiving your application for this post and wish you the best of luck



Job Title: Senior Business Support Officer

Reports to: Headteacher

SCP 14 £23,080 pro-rata

Location: Hill View Academy - Fernside Avenue, Almondbury, Huddersfield, West Yorkshire, HD5 8YE

School information:

Hill View Academy is a new Primary School located in Huddersfield in the village of Almondbury. We are in a very exciting point of a new journey for the school. We have recently become part of the IMPACT Multi Academy Trust family and have become Hill View Academy.

Our committed team of staff strive to bring out the best in our children and equip them with the skills they will need for the future.

The area is well served by motorways, with easy access to larger towns such as Leeds, Bradford, Huddersfield and Manchester. Previously, a two-form entry, we have started the journey of becoming a one form entry Primary school with 52 place Nursery provision.

There are at present 265 children on roll organised in the primary. There are 10 classes which are a mixture of single aged and mixed age classes. The school site is going through an exciting refurbishment to develop some excellent indoor and outdoor facilities.

On entry, a large number of children are below average in terms of their personal development, language and communication and knowledge and understanding of the world. The number of pupils entitled to free school meals is roughly 50% of our pupils. There on average 10% of pupils for whom English is an additional language. We currently have on around 13% of pupils on our special needs register with a focus on developing this.



Responsibilities:	
Key Areas	<p>In your role you will be part of a team within the school. At grade 7 you will lead the delivery of an efficient administrative function in line with schools policies and procedures. The post is an ideal opportunity for an experienced administrator who possesses effective IT skills. You will carry out a range of complex or sensitive/confidential administrative and technical duties in addition to some supervisory duties.</p> <p>Good interpersonal skills are important for this job as you will be required to build and maintain effective working relationships with a wide range of people in order to obtain information, set up meetings and carry out administrative work.</p> <p>You will be expected to carry out your duties in line with the School's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and through School communications.</p>
Key Objectives:	<p><u>Key area's</u></p> <ul style="list-style-type: none"> • To provide an efficient and responsive administrative/business support service which meets the needs of the Headteacher/Leadership Team and related priorities. • To manage the school office on a day to day basis, answering calls, managing the door entry system, responding to parent's enquiries and all other matters. • To ensure meetings and events are planned and prepared for in a timely manner and are serviced effectively and recorded appropriately and accurately. • To contribute to the delivery and improvement of the business support team through supervisory duties, for example, the support and training of other employees. • To ensure quality and customer care standards are maintained and developed within the business support function. • To supervise and provide support to other staff within the business support team including the developing of training plans • To ensure all school ordering is up to date, invoices are appropriately processed and third party suppliers have all the information they need.



	<p><u>Systems & Equipment Management</u></p> <ul style="list-style-type: none"> • Responsible for the development, implementation, maintenance and monitoring of a range of systems and equipment. This may involve working with other departments and external agencies in order to gather relevant information and support implementation. • To ensure the effective management of stock including assisting and training of other employees in the use of equipment and systems. <p><u>Management Information</u></p> <ul style="list-style-type: none"> • Responsible for the development and provision of timely and accurate management information, contributing to the development of an effective, flexible and responsive business support service. • To ensure research data is provided to support the Headteacher/Leadership Team this may include the preparation of management information reports through the use of information systems. <p>The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.</p> <p>As part of your wider duties and responsibilities you are required to promote and actively support the Schools responsibilities towards safeguarding. 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.</p>		
Attributes	Relevant Criteria	How Identified	Rank



Relevant Experience	Proven experience of administrative or business support and financial duties.	Application Form / Selection Process	A
	Experience of working with <i>computer packages e.g. Microsoft Word, Excel and Access.</i>		A
	Supervisory experience to include staff performance, development and training.		A
Education & Training	Numeracy and literacy skills in order to produce complex and specialist documentation and statistical information including, the collation and accounting for cash.	Application Form / Selection Process	A
	Business & Administration NVQ 3, or equivalent qualification or able to demonstrate equivalent skills.		A
General Knowledge	Knowledge of computerised financial systems and accounting procedures e.g. SIMS.	Application Form / Selection Process	B
	Understanding of the basic principles of customer care and providing an effective service.		B
	Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post		B



<p>Skills & Abilities</p>	<p>Literacy skills to produce a range of complex documents including letters, management reports and make appropriate recommendations.</p> <p>Numeracy skills to be able to manage, monitor budgets and to structure and analyse complex statistical information including preparing financial proposals.</p> <p>Ability to manage and lead a team of staff and monitor their performance and provide appropriate support and training.</p> <p>Ability to deal with complex financial queries and take appropriate action to resolve them.</p> <p>Ability to carry out research, analyse and present information in support of projects.</p> <p>Ability to process and account for all cash, invoices, grant funding, budgets cheques and prepare budget plans.</p>	<p>Application Form / Selection Process</p> <p>Interview</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p>
	<p>Successful candidate must be prepared to undertake an enhanced DBS check for this role. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</p>		

