

Information Booklet

Business Support Officer



A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School and Scissett Middle School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of four schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX
www.themast.co.uk | 01484 865444

Our Schools



Birdsedge is a small, rural school on the outskirts of Huddersfield. The school is set in a beautiful location, surrounded by the rolling hills and woodland scenery of the Upper Dearne Valley. We are located in the village of Birdsedge and we are an active part of the local community, with strong links with local Church and other Community groups.

Birdsedge First School
Penistone Road
Birdsedge
Huddersfield
HD8 8XR
www.birdsedgefirst.org

Kirkburton Middle School

Turnshaw Avenue

Kirkburton

Huddersfield

HD8 0TJ

www.kirkburtonmiddleschool.co.uk



KMS provide a welcoming and secure environment in which pupils enter as young children and leave as confident young adults, each developing at the rate that is right for them. We specialise in supporting, nurturing and guiding young children through this time in their lives – emotionally, socially and academically – in order that they are able to achieve well and feel safe.

We believe strongly in the importance of the principle of inclusion, the development of the whole child and meeting the needs of the individual. To this end we provide a broad and balanced curriculum together with an extensive range of enrichment and extra-curricular activities.

Scissett Middle School

Wakefield Road

Scissett

Huddersfield

HD8 9JX

www.scissett.com

Children at Scissett Middle School enjoy a wide range of activities which extends their experience in many parts of the curriculum. Health and Safety is emphasised in all school activities, and always plays a key role in the organisation of field trips and visits. Scissett Middle School provides an outstanding education for all its pupils and prepares them for life in the 21st century.

We will create an inclusive culture of learning where all children will be challenged in their thinking, strive for continuous improvement and be motivated to become lifelong learners. We will empower our children to become respected citizens and enable them to make valuable contributions locally, nationally and globally.



We are fortunate to have a vibrant and happy school, supported by a wonderful school community. Our motto 'together we succeed' truly reflects our philosophy and successes.

We ask all of the community to adhere to our ethical code:

- Care, fairness & respect
- No barriers to learning
- Celebration and joy in all achievements



Shelley First School

School Terrace

Far Bank

Shelley

Huddersfield

HD8 8HU

www.shelleyfirstschool.co.uk

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

Business Support Officer

For the Shelley First School

Organisation	Shelley First School
Job Scale	Grade 5 (Full Time £21,575 this will be pro rata for 22.5 hours a week during term time plus 5 days)
Hours	22.5 hours per week over 3 days, term time plus 5 days to be worked in the holidays. Term time hours to be worked Tuesday, Wednesday, and Thursday Fixed Term
Type	Fixed term until 31st August 2023
Job share	N/A
Location	The primary place of work shall be Shelley First School but you may be required to work at any school within the Trust.
Responsible to	Headteacher
JOB CODE	SFSBSO01

The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people, and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.



Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents, and the local community. Shelley First School is part of The Mast Academy trust who is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair, and flexible environment.

This job is part of our Other Support job family which plays a key role in supporting schools to deliver high quality services.

Basic Job Purpose

To work as part of the school business support team providing advice and guidance to internal stakeholders and external agencies, on all aspects of school business. As an enthusiastic and highly motivated member of the team you will principally provide a 'front of house' service to all visitors to the school office as well as providing general administrative support to various stakeholders.

The post also includes providing generalist support for the School Leadership Team and health and safety compliance tracking for the Trust.

Main Responsibilities - Business Support Officer

Reception

- To provide a friendly, professional and customer focused reception service to all visitors and callers, including providing detailed advice and taking action where appropriate.
- To ensure telephone/visitor enquiries are responded to sensitively and resolved appropriately.
- Issuing visitor passes with due regard to all safeguarding requirements
- Dealing with visitor, parents and pupil queries
- Dealing with deliveries and ensuring relevant departments are notified and liaising with the site manager if bulk deliveries are received

Administration

- To provide an effective, flexible and responsive administrative/business support service which is provided to the Headteacher/Leadership Team. This may involve assisting with the reprographic requirements within the school and associated duties.
- General word processing to support whole school administration as required.
- Maintaining student records on Integris.
- Administration for school trips, clubs and other payment items using the ParentPay system
- Ensure documents are produced and formatted to school standards and within deadlines.
- Undertaking other routine administrative tasks as required.
- To ensure meetings and events are arranged and prepared for in a timely manner and are serviced and recorded appropriately. Accurate and timely documents are produced as required by the Headteacher/Leadership Team.
- Assisting with maintaining the school website with up-to-date information

- To liaise with staff, pupils, or other outside agencies on behalf of Headteacher/Leadership Team as required to gather, receive, and exchange information.

Systems & Equipment

- To ensure all office equipment is used proficiently, considering any health and safety requirements, copyright legislation, and effective stock management are maintained.
- To assist with developing and maintaining accessible filing systems to support the work of the Headteacher/Leadership Team.

Operation Safety

- To have due regard for health and safety in the workplace
- To be familiar with, and adhere to, relevant parts of the Trust's Health and Safety Policy
- To administer first aid to pupils and staff as required
- Co-operate with health and safety requirements
- Report all known defects and inform the Site Manager of any 'Near-Misses'
- Be familiar with the emergency action plans for fire, first aid and security issues
- Undertake specific designated duties regarding emergency evacuation

Standards and Quality Assurance

- Support the aims and ethos of the school as identified in the staff handbook
- Promote and model good relationships with pupils, colleagues, parents, and visitors
- Set a good example in terms of dress, punctuality, and attendance.

Further Duties

- To carry out additional tasks deemed reasonable by your line manager
- To undertake performance management and to contribute to the programme as required / agreed.
- To undertake and commit to your continued professional development

General

- Show a commitment to diversity, equal opportunities, and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Carry out your duties with due regard to current and future school / Trust policies, procedures, and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications
- Promote and actively support the Trust's responsibilities towards safeguarding.

Person Specification - Business Support Officer

E	Essential	A	Application Form
D	Desirable	T	Test/Exercise
		I	Interview
		R	References

Qualifications & Experience

E	Proven experience of word processing or administrative work including reception duties.	AI
E	A good working knowledge of Microsoft Office (Word & Excel in particular)	AI
E	Good organisational and IT skills	AI
E	Good written and oral skills	ATI
E	Numeracy and literacy skills in order to produce specialist documentation and statistical information.	ATI
E	GCSE including Maths and English (Minimum Grade 4) or equivalent	A
D	Business & Administration NVQ 2, or equivalent qualification or able to demonstrate equivalent skills	A

Knowledge & Understanding

E	Understanding of the basic principles of customer care and providing an effective service.	AI
E	Understand the basic requirements of first aid, or willingness to train on this.	AI
E	Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post	AI
E	Understanding of Integris or other similar school management information system, or willingness to train on this.	AI

Skills & abilities

E	Literacy skills to produce routine word processing, including the use of email and taking notes at meetings.	ATI
E	Numeracy skills to produce basic calculations and deal with, for example petty cash.	ATI
E	Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload.	AIR

E	Ability to produce work to meet agreed targets, strict deadlines and to required standards.	AIR
E	Ability to communicate effectively and, when required, confidentially with persons at all levels	I
E	Ability to remain calm, cheerful and in control of a variety of situations, particularly when under pressure	I
E	Ability to organise time and workload effectively	TIR

Personal Qualities

E	Commitment to undertake continued training and development	I
E	Willingness to undertake an enhanced Disclosure and Barring Service check.	I
E	Be approachable, flexible and have a sense of humour	I

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

Applying for the role of Business Support Officer

If you wish to apply for the post of Business Support Officer then please complete the application forms found on www.themast.co.uk

Completed applications should be returned to:

Mrs Libby Charlton

School Terrace

Far bank

Shelley

HD8 8HU

Your application can also be emailed to shelleyoffice@themast.co.uk

The job code for this role is SFSBSO01 and should be included on the envelope if posting your application, or in the subject field if you are sending using email

If you would like an informal discussion with regards to the role prior to applying please contact

The school office on 01484 604484 or email lcharlton@themast.co.uk

Shortlisting

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when applying. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We would appreciate it if you would complete an equal opportunity monitoring form by following (or by copy and pasting) this link

<https://forms.office.com/r/d2JqgY2K2u>

Dates

The closing date for applications is Tuesday 7th February 2023 at 9.00am.

The interview date is expected to take place on Thursday 9th February 2023.

If we have not contacted you by the beginning of w/c 20th February please assume that on this occasion your application has been unsuccessful.

The expected start date for the succesul candidate would be Thursday 23rd February 2023.

Please accept this as acknowledgement of the time and interest you have shown.

