**JOB DESCRIPTION**

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| **Job Title:** | Business Support Officer |
| **Reporting to (job title):** | HR & Payroll Manager |
| **Hours of work:** | 37 hours per week, term time only |
| **Location:** | Based at the trust site |
| **Grade:** | Grade D, SCP 5 -8 |

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| **Main Purpose/Responsibility** |
| To make a full contribution to the core ethos and aims of academies within AtC.To support the business function of the central trust team, ensuring that trust policies are adhered to. |

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| **Main Duties** |
| * To provide administrative support to the trust Executive Team and to the central team.
* To contribute to whole trust projects and ad hoc development work in line with the trust development plan.
* To support the Data Protection Officer in discharging their duties under GDPR (UK General Data Protection Act 2018).
* To be responsible for data compliance in the areas of your responsibility, in line with GDPR regulations.
* To support the staff recruitment process for the central trust team and the schools within the trust.
* To input payroll changes and be the first point of contact for payroll related queries.
* To support pensions administration by being the first point of contact for queries and for completing electronic submissions of pension returns.
* To monitor trust policies ensuring that they are reviewed, updated and distributed periodically.
* To demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role
* Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties.
* To deputise for the HR and Payroll Manager as required.
* Any other duties commensurate with the role.
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**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note**: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.