

Information Booklet

Advanced Business Support Officer / PA to
Headteacher



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.

Advanced Business Support Officer / PA to Headteacher

For Kirkburton Middle School

Organisation	Kirkburton Middle School
Job Scale	Grade 7 (£25,409 full time rate). This will be pro rata for term time plus 2 weeks.
Hours	Full time, 37 hours per week term time only. Flexible hours to be discussed and as required to meet the needs of the school.
Type	Permanent
Job share	Applications can be considered
Location	The primary place of work shall be Kirkburton Middle School, you may be required to work at any school within the Trust.
Responsible to	Head of School
JOB CODE	KMSABSO0923

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. Kirkburton Middle 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.

In your role you will be part of a team within the school. At grade 7 you will support 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.

Basic Job Purpose

- There are a variety of complex administrative, financial and business support duties that may form part of your job it will be expected that you deal with information which may be sensitive or confidential.
- At this level you may also provide some supervisory duties.

Main Responsibilities - Advanced Business Support Officer

Key Duties

- To provide an efficient and responsive personal administrative/business support service which meets the needs of the Headteacher/Leadership Team and related priorities.
- To ensure meetings and events are planned and prepared for in a timely manner and are serviced effectively and recorded appropriately and accurately which may require formal minute taking.
- 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.
- Ensure documents are produced and formatted to school standards and within deadlines.
- Undertaking other complex administrative tasks as required.
- To liaise with staff, pupils, or other outside agencies on behalf of Headteacher/Leadership Team as required to gather, receive and exchange information.

Systems and Equipment Management

- 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 that effective and appropriate systems are developed, implemented, maintained and monitored when supporting the schools practices and procedures.
- To ensure the effective management of stock including assisting and training of other employees in the use of equipment and systems.

Management Information

- 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.
- To ensure that issues relevant to the Business Support Team/Headteacher are researched, and information communicated to the Business Support Team/Headteacher.

Operational 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
- Co-operate with health and safety requirements
- To administer first aid to pupils and staff as required
- 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 - Advanced Business Support Officer

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

Qualifications & Experience

E	Proven experience of administrative and business support duties.	AI
E	A good working knowledge of Microsoft Office (Outlook, Excel, Word, Powerpoint, Publisher)	AI
D	Supervisory experience to include staff performance, development and training.	AI
E	Numeracy and literacy skills in order to produce complex and specialist documentation and statistical information	AI
E	Good organisational and IT skills	AI
E	Good written and oral skills	ATI
E	GCSE including Maths and English (Minimum Grade 4) or equivalent	A
E	Business & Administration NVQ 3, or equivalent qualification or able to demonstrate equivalent skills	A

Knowledge & Understanding

E	Knowledge and understanding of a variety of software packages (e.g Outlook, Word, Excel, Publisher, PowerPoint, & Web design) and how these are used to design and produce documents in a business environment.	AI
E	Understanding of the basic principles of customer care and providing an effective service.	AI
E	Knowledge of computer packages and how these are used to design and produce documents in a business environment.	AI
D	Knowledge and understanding of social media	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 SIMS or other similar school management information system. or willingness to train on this.	AI

Skills & abilities

E	Literacy skills to produce a range of complex and specialist administrative support, including letters, management reports, promotional literature, plan & organise meetings and use of electronic messaging systems.	ATI
E	Numeracy skills to produce statistical information, the collation and accounting for cash including the maintenance of stock and ordering of products and services.	ATI
D	Ability to provide assistance and support to others on processes and systems.	AI
D	Ability to manage and lead a team of staff and monitor their performance and provide appropriate support and training.	AI
E	Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload.	AIR
E	Ability to carry out research, analyse and present information in support of projects.	ATI
E	Ability to produce work to meet agreed targets, strict deadlines and to required standards.	AIR
E	Effective communication skills to be able to monitor and solve problems from customers and provide detailed advice. and, when required, maintain confidentiality 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 Advanced Business Support Officer

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

Completed applications should be returned to:

Sorrel Hellewell

The Mast Multi Academy Trust

c/o Scissett Middle School

Wakefield Road,

Scissett,

Huddersfield,

West Yorkshire,

HD8 9JX

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

The job code for this role is KMSABSO0923 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 Chris Taylor on either 01484 222737 or ctaylor@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 submitting an application. 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/d2JggY2K2u>

Dates

The **closing date** for applications is 15th September at 11.00am.

The **interview date** is expected to take place on week commencing 25th September 2023.

If we have not contacted you by the beginning of week commencing 25th September 2023. Please assume that on this occasion your application has been unsuccessful.

The expected start date for the succesul candidate would be as soon as possible.

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

