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**Business Support Assistant**

**Grade B**

**30 Hours & 40 Weeks**

**Job Description**

**Responsible to: Director of Corporate Services**

**Job Purpose**:

To provide administrative support to the Corporate Services Teams, in particular the centralised Finance and HR teams for the Trust.

**Main duties and responsibilities**

**Accountabilities**

* Responsible for dealing with a wide range of telephone enquiries and correspondence – working on own initiative to take action as appropriate and referring to the relevant team.
* Provide a high quality administrative support service as required.
* Assist with the processing of purchase orders, invoices and payments in strict accordance with the Trust’s Financial Regulations.
* Undertake housekeeping of electronic data systems ensuring clean live data is retained at all times.
* Ensure all documentation is scanned and filed appropriately.
* Assist with the processing of sales invoices and debt recovery.
* Count and process any cash collected on site.
* Assist with the posting of journals.
* Deal with queries from staff and students.
* Liaise with operational staff at each school to support operations and resolve issues.
* Support with the organisation of events.
* Assist with recruitment and other administrative functions within the HR department
* Undertake file management, storage and destruction of personnel information files in accordance with the DPA 2018 and GDPR
* Undertake other duties as directed and commensurate with the grading of the role.

**Trust Standards**

* Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust’s Code of Practice and its policies and procedures.
* Work within the requirements of the Trust’s Health and Safety policy, performance standards, safe systems of work and procedures.
* Undertake all duties with due regard to the Trust’s equalities policy and relevant legislation