



## Northern Education Trust – Job Description

|                                |   |                |                   |
|--------------------------------|---|----------------|-------------------|
| <b>Job Title:</b>              | Business Services Assistant                   |                |                   |
| <b>Base:</b>                   | Academy                                       |                |                   |
| <b>Reports to:</b>             | Business Manager                              | <b>Grade:</b>  | SCP 8-11          |
| <b>Service responsibility:</b> |   | <b>Salary:</b> | £20,493 - £21,748 |
| <b>Additional:</b>             | Some travel may be required across NET sites. | <b>Term:</b>   | 37hrs, 52 weeks   |

### JOB PURPOSE

- To provide operational support to the Business Manager, Academy and Trust

### JOB SUMMARY

1. Organise and maintain effective administrative and filing systems, both paper and electronic in order to provide an efficient working environment
2. Organising and minute taking at meetings and providing confidential administrative support to the Business Manager
3. To support the Business Manager in planning and co-ordinating transport for academy visits, travel and accommodation, training and development and lettings / community activities
4. Support the Business Manager in systems and reporting around the Data Dashboard i.e. Hays on-line training, business continuity, risk management and incident reporting.
5. To support in Health and Safety training and reporting with site staff and Business Manager
6. Maintain records for staff absences – keeping up to date and accurate records for all staff, arranging occupational health referrals as required, ensuring appropriate documentation is collated and any actions required are undertaken
7. Recruitment and selection – liaising with Central HR and external advertising agencies for adverts, preparing packs for short listing, sending out invite to interview letters
8. Being responsible for the processing of new appointments and changes to existing employment contracts using established templates and pro-formas
9. Provide information and advice to staff and line managers in relation to legislative requirements i.e. HR, Health and Safety etc. Where appropriate, ensure that queries are directed to the appropriate member of the Central Team for resolution
10. Support Single Central Record maintenance and Disclosure and Barring Service, including processing staff / volunteer checks and visitors to the School
11. To Support day to day enquiries on HR/payroll and expenses issues and inputting correctly data on all employees is effectively maintained by the use of approved systems and processes
12. Supporting finance to co-ordinate the procurement of goods and supplies, ensuring that the Academy obtains best value for money and compliance with Financial Regulations. Support the internal and external audit process
13. Support Central Finance in the administrative processing of all insurance claims, from claim to settlement using the Trusts Insurance Broker
14. To comply with the Academy Policies and procedures at all times
15. Undertake and attend any training and other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

16. To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
17. To support the Business Manager with GDPR, maintain confidentiality and complying with all NET policies and procedures

**GDPR**

18. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

**General**

1. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: .....

Date: .....