



APPLICANT PACK

Business Support Officer

St Mary's Catholic Primary School

Richmond

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Business Support Officer at St Mary's Catholic Primary School. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

The Nicholas Postgate Catholic Academy Trust is a family of 38 schools and two Sixth Form Colleges. With more than 12,300 students and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- a) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to anderson.k@npcat.org.uk by the **closing date, Friday 26th April 2024 by 12 noon**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Jane White, Trust Business Manager at white.j@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC



Job Advert

Required:	As soon as possible
Salary:	Grade E-F, SCP 6 -11 (Actual Salary £12,553 - £13,649)
Hours:	22.5 per week, Term Time Only plus 1 Week
Contract Type:	Permanent
Location:	St Mary's Catholic Primary School, Cross Lanes, Richmond, DL10 7DZ

We are seeking to appoint an outstanding Business Support Officer to provide general, HR and financial administrative support across the school and be the key admin support for the Trust Business Manager.

The successful candidate will have:

- An NVQ Level 3 or equivalent qualification / relevant experience
- Strong numeracy and literacy skills
- Experience of working effectively in a busy environment with competing priorities and deadlines
- Strong communication skills with the ability to relate well to both children and adults

We can offer:

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A Leadership Team, Staff and Governors who are dedicated, talented and highly motivated
- A commitment to professional and personal development
- The opportunity to work with and learn from other establishments in partnership with our Trust schools in NPCAT

Closing date: Friday 26th April 2024, 12 noon

Interview date: Monday 29th April 2024

Please refer to the back cover of the applicant pack for details of how to apply.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Business Support Officer

Responsible to: Trust Business Manager

Grade: E-F, SCP 6-11

Job Purpose

To provide general, HR and financial administrative support to the school under the direction and guidance of the Trust Business Manager.

Main Responsibilities

Human Resources

To support the Trust Business Manager with a range of administrative HR functions including (but is not limited to):

- Recruitment - assist with interview arrangements, pre-employment checks, setting up new starter records.
- Ensuring the schools Single Central Record (SCR) is accurate and up to date with any new starters, leavers or changes.
- Maintaining personal files - ensuring they are well organised, up to date and stored securely in accordance with data protection rules.
- Ensure HR management systems/records are updated accordingly in a timely manner with any changes.
- Develop, review and improve HR systems/processes.
- Support and notetake at various meetings as required, including taking and distributing notes and other supporting papers.

Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To provide general administration support to the school e.g. photocopying, filing, completion of standard forms and responding to routine correspondence.

- Undertake front of house/reception duties; answering telephone, face to face enquiries, liaising with relevant staff, outside agencies and parents and visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils and liaising with staff/parents as required.
- Assist with the arrangements for planning and delivering school educational visits.
- Maintain on a timely basis manual and computerised records/management information systems.
- Produce reports / collate information as required e.g. pupil data.
- Undertake typing / word processing and other ICT based tasks.
- Sort and distribute mail.
- Provide administrative support in respect of school admissions and exclusions.
- To prepare for approval of the school census and other statutory returns in accordance with published timescales.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.
- Act as a clerk to any internal school meetings as required, taking notes to produce an accurate and timely record of business.
- To arrange room bookings and hospitality for school based meetings.

Finance, Procurement & Contract Management

- To ensure purchase order requisitioning and staff expenses claims forms are completed accurately, appropriately authorised and forwarded to the Trust's Exchequer Services team in line with the Trust's monthly financial management timetable.
- Ensuring goods received notes are checked and updated in the Trust's accounting system as soon as possible after receipt.
- Liaising with the Trust's Exchequer Services team in respect of any queries in relation to the payment for goods and services.
- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- Ensuring a school based inventory is maintained for all items of furniture and equipment for any items with an original cost of over £300.
- Completion of debtors request forms for any debt over £100 for forwarding to the Trust's Exchequer Services team to allow the recording and recovery of such debts.
- Provision of management information from the respective cashless system in operation at the school to the Trust to allow the accurate and timely posting of income from the Trust's bank account and the associated posting of this into the Trust's financial accounting system where applicable.
- The collation and provision of any information required to support school or Trust led procurement activity.

- To undertake reconciliation and accounting for educational visits / other income streams received into the school.
- To submit claims with supporting evidence for staff absence insurance reimbursements.
- To prepare monthly payroll reports in accordance with agreed timescales for review by the Trust Business Manager.
- To support school leaders and the Trust Business Manager in developing and agreeing monthly management accounts with their respective Senior Trust Finance Partner.

Estates & Health & Safety Management, & Governance & Risk Management

- To act in support of the Trust Business Manager in respect of any general administrative duties in the above areas.
- To assist with compliance requirements and ensure deadlines are met for specific activities.

Marketing & Communications

- To undertake all required communications with parents on behalf of the school.
- To act as a contact point with the Trust's Marketing & Events team in respect of marketing literature, newsletters and the organisation of whole school/Trust events.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Statement and objectives (located on the NPCAT website).
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Head of Business & Financial Support Services may determine.



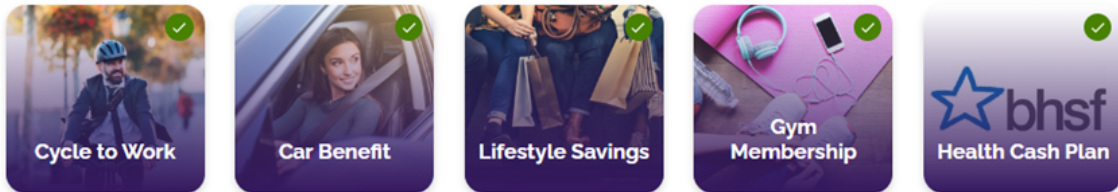
PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage		Essential		Desirable
Qualifications & Education	E1	NVQ Level 3 or equivalent qualification / experience in a relevant discipline	D1	First Aid qualification
Experience, Knowledge & Skills	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of specialist ICT packages and other resources		
	E4	Full working knowledge of relevant policies/codes of practice/relevant legislation		
	E5	Ability to develop and improve systems		
	E6	Experience of working effectively in a busy environment with competing priorities and deadlines		
Personal Attributes	E7	Ability to relate well to both children, adults and other stakeholders	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
Special Requirements	E9	An understanding of the Catholic ethos of NPCAT		
	E10	An understanding of safeguarding and child protection requirements		

Why work for us?



The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay and annual cost of living adjustment
- Performance-related pay progression and recognition of additional responsibilities
- Defined benefit pensions
- On-site parking at our school premises

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Tusker Car Salary Sacrifice Scheme
- Health Cash Plan
- SMART Clinic - full wellbeing package

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form and Recruitment Monitoring Form** to: anderson.k@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Jane White, Trust Business Manager at white.j@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.