

**Chatsworth Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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| School: | Chatsworth High School & Community College |

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| **Job details** |  |
| **Job title:** | Business Support Officer |
| **Grade:** | Grade 2B scp 8-12 |
| **Location of work:** | Chatsworth High School and Community College |
| **Directly responsible to:** | Trust Business Manager (TBM) |
| **Hours of duty:** | 36 hpw, term time only + 5 training days |
| **Primary purpose of the job:** | To support the Trust Business Manager, and to work as part of a team, in the delivery of an effective and efficient Business Function across the Trust.  |
| **Disclosure Level** | Full Enhanced Disclosure and Barring Service Check required (DBS Check) |

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| Main duties and responsibilities/accountabilities |
| 1. **Support the Trust Business Manager (TBM) and Leadership Team to deliver an effective and efficient business function by:**
* Ensuring the accurate recording of information and maintenance of SIMS, the school’s information management system
* Keeping records in accordance with the Trust’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Supporting the Facilities Management (FM) function of the Trust
* Supporting the TBM to ensure compliance with Health & Safety across the Trust
* Liaising with a broad range of individuals, health professionals, agencies and organisations
* Producing accurate typing of documents and letters, word processing and other IT tasks e.g. excel, databases, spread sheets and use of internet
* Co-ordinating each component of the Trust’s processes for students’ EHCP Annual Reviews under the direction of the TBM, including minute taking where appropriate
* Monitoring and overseeing the school’s shared calendar, updating as required and carrying out associated tasks related to events, such as FM assistance, hospitality and minibus requests
* Supporting the delivery of the Trust’s calendar of events
* Updating Trust’s websites, social media accounts and other marketing channels, with school specific information under the direction of the TBM
* Co-ordinating pupil annual report processes and procedures
* Providing administrative support to staff for Educational Trips and Visits, including school residential trips
* Assisting Senior Leadership Team members with diary management
* Cover all reception duties as and when required
* Carry out any other duties associated with the work of the Trust as directed by the Trust Business Manager or Leadership Team, commensurate with grade of the post
1. **General:**
* Ensure a positive and professional approach which represents the Trust’s ethos, and that it is consistently presented to all pupils, colleagues, families and visitors.
* Take part in all relevant professional development including Whole Staff Inset Days
* Remain fully aware of and actively promote the Trust’s policies and procedures
* Be aware of the Trust’s policy and procedures related to safeguarding and child protection and adhere to these at all times
* Carry out duties with full regard to the Trust’s Equal Opportunities, Health and Safety and Community Strategy policies
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| Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. |

#### Date job description prepared/revised: March 2021

**Prepared/revised by: Rachel Hill**

**Agreed job description signed by holder:**