

JOB DESCRIPTION

JOB TITLE:	Business Support Officer (HR and Governance)
GRADE/SALARY:	Grade 7 (SCP) 26 - 29
REPORTING TO:	Director of Operations

JOB PURPOSE

- To provide an effective and compliant administrative service to the Trust Board, committees and central HR function

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Governance Administration

The post holder will:

- Provide an administrative service for all meetings including issuing an agreed agenda, producing meeting packs, ensuring the meeting is quorate, recording and following up on absences and producing minutes.
- Produce the annual calendar of Trust Board meetings and tasks including self- evaluation in liaison with the CEO and Director of Operations
- Working with the Director of Finance and Estates and the Director of Operations ensure statutory policies relating to governance are in place and approved as required.
- Administer the annual calendar of governing body meetings and tasks including committee self-evaluations.
- Organise training and development for members of the governance structure including induction for new members and members taking on a new roles, for example a chair of a committee.
- Manage the membership of the governance structure through maintaining a register of business interests, accurate attendance records, advising on terms of office, organising the recruitment of new members, maintaining training records and ensuring the governance section of the Single Central Record is compliant.
- Administer skills audits and identify areas for development, training requirements and skills gaps to be addressed.
- Minute any appeals committees or hearings/meetings as required.
- Update, as required the governance sections on the Trust's websites.

HR Administration

The post holder will:

- Working under the direction of the Director of Operations provide an administrative function for tasks undertaken by the central HR function including:
 - The advertisement of posts across the trust and the coordination of applications.

- Supporting schools throughout the recruitment process through coordinating and producing job descriptions and person specifications.
- Issuing of offer letters, contracts and contract variations as advised by schools.
- Providing successful candidates with information to undertake appropriate pre-employment checks and links for training.
- Liaising with the outsourced HR company to update templates and forms for schools to deploy.
- Undertaking when required Barred List checks.
- Liaising with schools and the outsourced HR provider regarding sickness absence management and occupational health referrals

Responsibilities for people (line management)

- None

Responsibilities for Resources

- Effective use of materials and resources

Responsibilities for Budgets

- None

Performance Management and Review

- Objectives and professional development plans will be balanced between the Trust and personal focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

Core responsibilities and duties

All postholders are required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of students as set out in the Trust safeguarding procedures.
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals
- Work effectively as part of team;
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Be proactive in seeking appropriate advice and guidance where required;

- Flexible and willing to work between different sites as required;

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	ESSENTIAL/ DESIRABLE	APP FORM	INTERVIEW/ TASK
QUALIFICATIONS				
1.	5 or more GCSE's, including English and Maths, at Grade C/4 or higher. (Or equivalent)	E	√	
EXPERIENCE				
2.	Experience of working in a busy administrative role	E	√	√
3.	Experience of delivering a flexible and high service level in an administrative role	E	√	√
4.	Working knowledge of either the area of HR or governance administration	D	√	√
ABILITIES, SKILLS AND KNOWLEDGE				
5.	Able to work with MS Office packages, including Word, Excel and Outlook.	E	√	√
6.	High levels of attention to detail	E	√	√
7.	Excellent administrative skills including the development of administrative systems	E	√	√
8..	High levels of communication skills both written and verbally	E	√	√
9.	Able to work effectively as part of the central services team, understanding roles and responsibilities of others and your own position within these.	E	√	√
10.	Able to organise self and work to tight deadlines with minimum supervision.	E	√	√
11.	Ability to work flexibly to meet short term high demand and	E	√	√
12.	Able to be proactive and act on own initiative.	E	√	√
13.	Ability to communicate effectively to members of the governance structure and staff at all levels.	E	√	√
14.	Ability to show empathy and sensitivity when dealing with staff issues	E	√	√
PERSONAL QUALITIES				
18.	Exceptional levels of integrity and confidentiality	E	√	√
19.	Resilience and high personal standards	E	√	√
20.	Willingness to work flexibly to attend evening meetings as required	E	√	√
21.	Flexibility with a willingness to support and contribute to school/Trust events, as required.	E	√	√
22.	High expectations for self and others and a strong commitment to raising achievements.	E	√	√