

Cheviot Learning Trust School Business Support Officers Based in Morpeth – Multiple roles available

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

Job Advert

Abbeyfields First School

Abbots Way, Morpeth NE61 2LZ.

Stobhillgate First School

Morpeth NE61 2HA.

Morpeth All Saints CofE First School

Pinewood Dr, Lancaster Park, Morpeth NE61 3RD.

Job title: School Business Support Officers

Responsible to: School Business Manager

Pay scale: Band 4, £22,369 – £24,043

Start: Friday 1st December 2023

We are seeking to appoint a School Business Support Officer in each of our 3 First Schools in Morpeth. (Abbeyfields, Stobhillgate and Morpeth All Saints) These roles are the key business service and operational posts that are vital to the smooth running of our schools. The roles are varied and fast paced with multiple tasks and responsibilities; the postholder will be at the heart of the school supporting staff, students, parents and school leaders to ensure the school focus on delivering an excellent education is not distracted by operational processes. A commitment to the education of the next generation is essential.

The role is well suited to people that are committed to achieving high standards through continuous improvement and learning. We are happy to consider:

- experienced school administrators that already have a good understanding of how schools operate as well as
- career focused individuals who want to learn how the business of school works and would be encouraged to complete a school business management qualification, funded by the Trust, alongside their work
- or a mix of the 2!

The Trust can offer term time only employment, flexible working patterns, part time and job share options for any of the 3 posts. There are two 35 hour per week positions and one 21 hours per week position. In addition to a competitive salary the Trust contributes to a local government pension scheme for staff and provides staff with access to a range of salary sacrifice purchasing

schemes and various health benefits including a generous sick pay scheme.

The postholder will be a skilled manager of their time and the time of others, an excellent communicator, an empathetic service provider and an efficient administrator with strong IT skills. An induction and training programme will ensure new staff are provided with all they need to succeed in their role.

The Cheviot Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and a satisfactory enhanced DBS check is required for the successful candidate. An online search will be undertaken on all shortlisted candidates. Further details and an application form are available by accessing the job vacancies section of our website www.cheviotlearningtrust.co.uk or by emailing Mairi Gibson: m.gibson@afs.cheviotlt.co.uk. Please return completed application forms to Mairi Gibson: m.gibson@afs.cheviotlt.co.uk.

Closing date: Monday 6th November 2023

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

Job Description

Job title: School Business Support Officer

Responsible to: Senior Administrator

Job Purpose:

- Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

Duties and key result areas:

Organisation

1. Deal with complex reception/visitor etc. matters
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise school trips/events etc
4. Supervise, train and develop staff as appropriate

Administration

1. Manage manual and computerised record and information systems
2. Analyse and evaluate information and produce reports and information as required
3. Undertake typing and word processing and complex IT tasks e.g. handling specific school based record systems and databases
4. Provide personal, administrative and organisational support to other staff
5. Provide organisational support to the Governing Body
6. Undertake the administration of complex procedures
7. Complete and submit complex forms and returns such as school census, including those to outside agencies e.g. DfE
8. Undertake the administration of payroll systems and documents as appropriate

Resources

1. Operate relevant equipment and complex ICT packages
2. Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Manage any retailing activity that takes place within the school e.g. uniform sales/tuck shop etc.

4. Provide advice and guidance to staff, pupils and others
5. Undertake research and provide information to inform decisions
6. Assist with procurement and sponsorship
7. Assist with the marketing and promotion of the school
8. Manage the administration of facilities including the use of school premises
9. Undertake complex financial administrative procedures
10. Assist with the planning, monitoring and evaluation of the school's budget
11. Manage expenditure within an agreed budget

Responsibilities

1. Comply with and assist with the development of policies and procedures relating to:
 - a. Child protection
 - b. Health and safety
 - c. Data protection
 - d. Confidentiality
2. Reporting all concerns to an appropriate person.
3. Support the school's policies that ensure equality of opportunity
4. Contribute to the overall ethos of the school
5. Establish constructive relationships and communicate effectively with external agencies
6. Attend and participate in regular meetings
7. Participate in training and development as required.
8. To undertake other duties and responsibilities as required commensurate with the grade of the post

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



Person Specification

Essential	Desirable	Assess by
Knowledge and qualifications		
<ul style="list-style-type: none"> NVQ 3 Qualification or experience in a relevant discipline e.g. RSA Level 3 Word Processing Very good numeracy and literacy skills 	<ul style="list-style-type: none"> NVQ 2 qualification in literacy or numeracy 	(a) (t)
Experience		
<ul style="list-style-type: none"> Experience of developing and managing administrative systems 	<ul style="list-style-type: none"> Clerical/Financial/Administrative experience gained within a school or educational setting Experience of managing staff Experience of managing budgets 	(a) (i)
Skills and Competencies		
<ul style="list-style-type: none"> Effective use of ICT and other specialist equipment /resources Good ICT and keyboard skills Ability to work with children and adults Ability to work as member of a team Ability to self evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> Experience of educational ICT systems and/or other management information systems 	(a) (i)
Physical, mental and emotional demands		
N/A		
Other		
<ul style="list-style-type: none"> Willingness to participate in learning and development 	<ul style="list-style-type: none"> Evidence of having undertaken learning outside of the work place 	(i)

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits





Contact us

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