

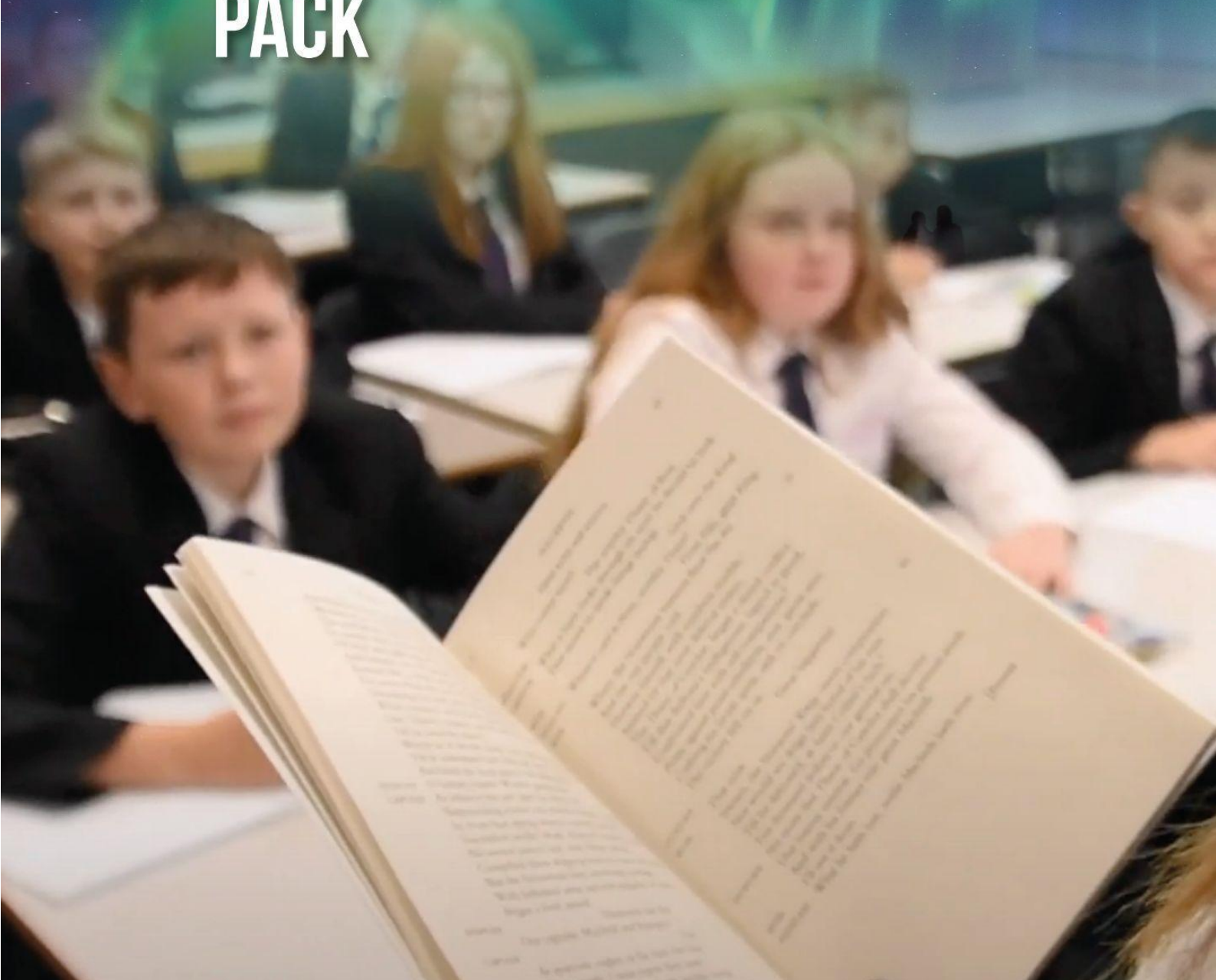


Northern
Lights

LEARNING TRUST

BUSINESS SUPPORT
OFFICER

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Hart Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Benedict Biscop CE Academy
Sunderland



St. Helen's Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Business Support Officer within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3,000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities.

Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely

Jo Heaton

Mrs J. Heaton OBE
Chief Executive Officer

BUSINESS SUPPORT OFFICER

1X Permanent position required September 2023

At Seaham offices, Spectrum Business Park, Building 2, Lighthouse
View Seaham SR7 7PR

NJC SCP 7-10 Per annum, salary starting point subject to experience

NJC Pay and Conditions

37 hours per week, over 41 weeks of the year (term time plus INSETs
plus 2 weeks)

An exciting opportunity has arisen and following our recent growth we are looking for a Business Support Officer to join our central team. The successful candidate will have varied working experience in a school business role having dealt with school finances, HR, GDPR, premises and general school admin.

Do you want an exciting career in education with a career path that you have helped shape for yourself?

Do you have a passion and enthusiasm for making a difference in how education is delivered by supporting the provision of resources and systems in place?

Do you thrive in a fast-paced environment?

Do you want to play a part in shaping education within the Northeast?

Do you have an eye for detail?

Do you want to work for an organisation that cares about all its employees?

If so, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Excellent continuous professional development, including the opportunity to undertake related qualifications.
- National joint council Terms and Conditions of Employment.
- Local Government Pension Scheme.
- The opportunity to work as part of a growing Trust and be part of establishing a career path that is right for you

Details of the trust can be found on the website www.northernlightslearningtrust.co.uk

CLOSING DATE:

Applications must be received by: 9am on Monday 21st August 2023

Short Listing will take place on: Monday 21st August 2023

Interviews will take place on: Wednesday 23rd August 2023

HOW TO APPLY:

Please complete the job application form which can be downloaded from our website, unfortunately due to safer recruitment practices applications cannot be considered in other formats. Completed application forms should be returned to Emily Sanger, HR Assistant, by email to Emily.sanger@nllt.co.uk or by post to Spectrum Business Park, Building 2, Lighthouse View Seaham SR7 7PR by the closing date. We welcome you to have an informal conversation about the role contact Hayley Swinhoe, Chief Finance Officer on 07483337135 or Lisa Cockburn on 07484 063245

JOB DESCRIPTION

POST: Business Support Officer

RESPONSIBLE TO: Chief Operating Officer

RESPONSIBLE FOR: Supporting the Trust in administration, finance, governance, premises, data protection and resources.

SALARY BAND: NJC 7-10

START DATE: September 2023

Key Purpose of the role:

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Support all aspects of the Trust's finances.
- Support administration, governance, premises and resources within all schools and central services.
- Bring a business dimension to future planning ensuring the Trust makes best use of resources available.

Duties and Responsibilities:

- When appropriate attend meetings.
- Assist with the preparation of reports on all aspects of Finance, HR, Premises and Risk issues for presentation to Trustees.
- Support office and premises staff effectively to create high performing teams.

Strategic Direction and Development:

- Demonstrate an active contribution to the policies and aspirations of the Trust keeping up to date with national legislation and research.
- Actively model and promote the values and ethos of the Trust.
- Ensure compliance with statutory information available on the web site.
- To carry out specified actions required by the priorities of the Trust as a whole organisation having awareness of individual School Improvement Plans.

Administration:

- To assist in reports for the executive leadership team, Trustees and Governors, ensuring they are timely, comprehensive and accurate, and enable the Trust to plan and take appropriate management action.
- Ensure the Trust management information systems are developed in line with the Trust's needs.
- To assist the administration of all personnel procedures.
- To ensure the efficient running of IT packages to meet reporting requirements across the school's.
- To support the production of marketing material and ensuring the website is kept up to date.
- To liaise with outside agencies, companies and providers.

- To support with collation and response to data protection requests
- To support schools as absence cover as required

Finance and Business:

Assist in ensuring that specific and appropriate financial information is provided to the CFO, Trustees and Governors, in a timely manner.

- Ensure all deadlines are met, both internal and external.
- To assist in financial administration procedures in line with academy policy and practice, DFE and ESFA guidelines.
- To seek and make use of specialist financial expertise, preparing for accountant and auditors.
- To play a role in project management undertaken at the Trust.
- To monitor contractual agreements ensuring efficiency and value for money. Support the preparation of tender documents up for renewal or change as appropriate.
- To support insurance protocols for a variety of purposes.
- To seek professional advice on insurance and advise the SLT on appropriate insurances for the Trust and implement and manage such schemes accordingly.

Health and safety:

- To liaise with external health and safety to ensure policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- To enable regular consultation with people on health and safety issues.
- To ensure systems are in place to enable the identification of hazards and risk assessments.
- To ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Trustees and where appropriate the Health & Safety Executive.
- To support accident investigations for schools as and when required
- To ensure the maximum level of security consistent with the ethos of the Trust.

Additional responsibilities:

- Promote and safeguard the welfare of the children and young people that we are responsible for, and you come into contact with.
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust and the academies.
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of record and information.
- Carry out their duties with full regard to the Trust Equal Opportunities Policy, Code of Conduct, Child Protection Policies and all other Trust Policies.

Comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation.

PERSON SPECIFICATION BUSINESS SUPPORT OFFICER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	1. Well-presented and complete application form		Application
QUALIFICATIONS	2. Level 4 qualification or willing to work towards in a relevant subject 3. GDPR training by an external provider	4. Full clean driving licence 5. Further qualifications in IT	Application
EXPERIENCE	6. Experience of maintaining financial records in accounting systems 7. Experience of establishing and maintaining information based systems 8. Experience of being an effective member of a team 9. Working within an admin role in an education setting	10. Experience of data analysis 11. Previous experience of planning, developing and monitoring admin support systems 12. Experience of data protection and GDPR legislation requirements for schools.	Application
SKILLS AND KNOWLEDGE	13. A working knowledge of Finance system e.g. Sage/FMS/PS Financials 14. Thorough knowledge of Microsoft Office	23. Knowledge of Health and Safety requirements in schools including fire safety 24. Knowledge of website maintenance	Application 13, 14, 15, 17, 19,21,23, 24,25 Task 18, Interview 16, 20, 22, 27, 28

	<ul style="list-style-type: none"> 15. Knowledge of accounting and banking procedures 16. Excellent ability to communicate verbally and in writing with a wide range of stakeholders both internal and external 17. Problem solving, negotiating and decision making skills 18. Ability to multi-task, manage own time and work to deadlines, prioritising where necessary 19. Excellent literacy and numeracy skills 20. Knowledge of safeguarding 21. Willingness to undertake further training 22. Knowledge of Data Protection principles 	<ul style="list-style-type: none"> 25. Knowledge of school policies and procedures 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> 26. Ability to create a friendly welcoming atmosphere for all visitors 27. Ability to listen sensitively and deal with people in a sympathetic and tactful way 28. Professional, positive and flexible approach to work 29. Ability to use initiative in a fast- 		Interview

	<p>paced office environment</p> <p>30. Ability to work to tight deadlines under pressure</p> <p>31. To uphold confidentiality at all times</p> <p>32. Enthusiastic and self- motivated</p> <p>33. Ability to work alone and as part of a team</p> <p>34. Ability to work with a range of professionals</p> <p>35. Understanding and a commitment to equal opportunities for children and adults</p> <p>36. A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships</p>		
OTHER	<p>37. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices)</p> <p>38. Enhanced DBS with barred list check</p>		<p>References Enhanced DBS certificate</p>