

JOB DESCRIPTION and PERSON SPECIFICATION

AREA/SECTION: Central Team/Education and SCITT

JOB TITLE: Business Support Officer

HOURS: Full Time, All year round

CONTRACT: Permanent

SALARY: NJC Grade 3 (SCP 5 – 9)

PRINCIPLE RESPONSIBILITY:

The Business Support Officer works in collaboration with the education team at SJCMAT, putting every child first and focussing on the Trusts key priorities. The postholder will be responsible for day-to-day management of the Central Office and will provide administration and organisational support to the education team, contributing to the success of all academies across the Trust.

Role & Responsibilities

Administration

- To ensure the smooth running of the central office and help to improve company procedures and day-to-day operations.
- Answer calls to SJCMAT and triage effectively in a timely manner.
- centralised administrative systems and functions which underpin school strategies, operational requirements, and effective teaching & learning across the education team.
- To ensure all reports, documentation and information is prepared for committees as required.
- Records management in line with ICO guidance, GDPR compliance and Trust policy
- Support with policy management for the education team
- Raising of purchase requisitions and orders to the Access system
- Record and report school improvement delegated budget information regularly.
- To effectively support the education team meetings including taking notes, sharing agendas and inviting participants.
- Main contact for any school based operating systems.
- Quality assurance of all internal and external correspondence.

Education Team Support

- To provide day-to-day administration support to the Directors of Education in a discreet and highly confidential manner including typing letters and reports.

- To take minutes as and when required at Senior Level events, ensuring that agendas and minutes/notes are kept and made available to participants in a timely manner.
- To answer routine enquiries from staff, parents and other agencies made to the Directors of School Improvement and to deal with them effectively, in the first instance wherever possible.
- To support with calendar management.
- To provide support in the compilation and auditing of academy submissions.
- To support with travel arrangements (as required).
- To support the educational subscriptions across the Trust i.e. Chartered College
- To support in the management of the conference organisation (3 x per year)

SJCMAT Teacher Training Hub

- To provide high-quality administrative support for the delivery of Initial Teacher Training (ITT) and Early Career Teacher (ECT) programmes, ensuring a smooth and professional experience for candidates, mentors, schools, and facilitators.

Candidate & Interview Administration:

- Download and process applications; upload to management systems (e.g. Monday.com).
- Send welcome emails and communicate with candidates and partner academies.
- Screen applications for suitability and coordinate interview logistics.
- Prepare interview materials and schedules in collaboration with academies.
- Support interview days including document verification, marking assessments, and uploading evidence to multiple platforms.

Training & Event Coordination:

- Support virtual and in-person training events including setup, materials preparation, attendance logging, and technical support.
- Coordinate subject-specific, ITAP, and conference events.
- Book training rooms and schedule sessions across partner schools.
- Track attendance and update registers.
- Ensure that all facilitators are aware of, and have the required materials for delivery through effective communication and preparation.

Broader School Experience (BSE):

- Arrange placements for each trainee.
- Coordinate with schools and maintain availability records.

Onboarding & Programme Tracking:

- Support onboarding of trainees, ECTs, and mentors.
- Maintain accurate trackers and registers.
- Attend operational meetings with Teach First and programme leads.
- Support marketing initiatives for the SJCMAT Teacher Training Hub.

Finance & Reporting:

- Assist with termly finance uploads from SharePoint.
- Support data collation and reporting as required.

Safeguarding

- To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Review Arrangements

The details contained in this Job Description reflects 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 expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.