

# Business Services Officer

Grade N5 £28,163 - £30,060 pa

37 hours per week

All year round

Permanent



ACHIEVEMENT, STUDENTS  
& LEADERS MATTER

**CANDIDATE  
INFORMATION PACK**



Kenton School, Drayton Road,  
Newcastle upon Tyne, NE3 3RU



Learning that Connects

Studio West, West Denton Way,  
Newcastle upon Tyne, NE5 2SZ



# INTRODUCTION

## From the Chief Executive Officer

Dear Applicant

Northern Leaders Trust, formerly Kenton Schools Academy Trust, formed in 2014, is a growing, passionate Trust in the North East of England. Our eyes are firmly fixed on providing the best education possible for young people in our city, our region and nationally. Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum that enables all students to excel academically and socially.

We are seeking applications for a Business Services Officer to join our Trust to ensure the effective financial and human resources administration and services to support all academies within the Trust.

The successful candidate will work with both the finance and HR Team, supporting general HR and Finance administration including recruitment and selection processes, recording staff absences, and accurate and timely day-to-day financial transactional processing.

If you have skills, commitment and initiative to succeed in our team, we want to hear from you.

In return we offer:

- The opportunity to join us at an exciting time working with both Kenton School – a vibrant and inclusive large secondary school, or Studio West – one of the only remaining studio schools in the country.
- Salary sacrifice schemes such as car leasing and cycle to work.
- Access to on site gym facilities.
- Fantastically resourced schools with easy commuting access to both the A1 and A19.

Yours sincerely

Lee Kirtley  
Chief Executive Officer

# Business Services Officer

## Job Description

Pay Range: N5

Responsible to HR Advisor



### Job Purpose

to ensure the effective financial and human resources administration and services to support all academies within the Trust.

### Main Responsibilities

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

### Main Duties

1. To provide support throughout the recruitment and selection process, including planning recruitment campaigns, arranging interviews, booking catering and venues, advising on selection panels and undertaking recruitment vetting ensuring compliance with policy and statutory guidance at all times.
2. To record and report staff absences promptly and accurately in accordance with Trust and payroll procedures.
3. To assist in the monitoring of absences against trigger points and issue trigger point review documentation to line managers. To ensure that line managers carry out review meetings, reporting to the HR Advisor and Director of HR as necessary.
4. To co-ordinate induction arrangements for new staff, including supply workers, ensuring statutory and internal training requirements are completed.
5. To co-ordinate and arrange safeguarding training for all centrally employed staff, i.e. training for new staff, annual refreshers in conjunction with the Director for SEND and Safeguarding. To ensure accurate records are maintained for centrally based staff.
6. To respond to HR admin related queries from a variety of internal and external sources and draft correspondence on behalf of the Trust.
7. To co-ordinate all aspects of new starters and leavers – following checklists to ensure notifications are completed, issue keys, login details etc.
8. To ensure that leavers are removed from all systems in a timely manner in line with leavers checklists, and to ensure all Trust equipment is returned and IT systems disabled on or immediately after the leaving date.
9. To record all changes to staffing daily on the HR changes tracker
10. To maintain accurate staff data, for budgeting and monitoring purposes, including updating the Single Central Record, staff section of the Schools Management Information System and CPD recording systems, producing reports as requested.

## JOB DESCRIPTION

### Main Duties continued

11. To provide support in relation to the maintenance and data accuracy of the Single Central Records
12. To notify payroll of changes to employee's pay / payroll records.
13. To quality assure starters, leavers, changes information from the schools prior to submission to payroll, ensuring the information is accurate and appropriately authorised.
14. To assist in the review of the monthly payroll variance report, checking for accuracy against current staff data and undertaking corrective action where appropriate with payroll.
15. Reviewing staffing changes with the Head of Finance on a monthly basis as part of the management accounts creation.
16. To support the Trust with the accurate and timely processing of the day-to-day financial transactional processing, under the direction of the Head of Finance, when required.
17. To comply with the Trust's Financial Regulations and the Academy Trust Handbook
18. Assist the Head of Finance with the development and maintenance of robust and effective processes and procedures.
19. Maintaining effective working relationships; ensuring delivery of a professional service focused on achieving a high level of customer satisfaction
20. Promote the safeguarding and welfare of the children and young people the post-holder comes into contact with.
21. To promote and implement the Trust's equal opportunities policy in all aspects of employment and service delivery.
22. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.
23. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
24. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for or come into contact with.



## GCSE Results Day

Our 2024 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.

# Business Support Officer

## Person Specification

### Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1. Level 2 qualification in Literacy and Numeracy e.g. GCSE A\*-C or equivalent in English and Mathematics or equivalent, or be able to offer evidence of commensurate experience.
2. Experience of working within a finance department
3. Experience of Microsoft Office packages (including Word and Excel)
4. Effective organisational skills e.g. meeting deadlines, information gathering, time management and good record keeping.
5. Ability to communicate with a range of stakeholders, through excellent written and oral communication skills.
6. Ability to work on own initiative and to organise/prioritise own workload
7. Ability to maintain confidentiality
8. A supportive and cooperative team member with a flexible approach
9. Highly motivated showing resilience and reliability
10. A positive attitude and commitment to equality
11. Ability to travel to trust academy locations as required
12. Should indicate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the Trust.
13. Commitment to the protection and safeguarding of children and young people
14. Have an up-to-date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting.
15. Successful candidate will be subject to an enhanced Disclosure and Barring Service Check
16. A proven track record of successful work experience in an administrative post.
17. A proven track record of working with and/or supporting management.
18. Experience maintaining computerised and manual administrative systems.
19. Effective written and oral communication skills.
20. Flexible approach to work/team worker.

# Business Support Officer

## Person Specification

### Application Stage continued

#### Desirable

23. Relevant administrative qualification, e.g. NVQ or BTEC in Business Administration, Accounting qualification e.g. AAT
24. Experience of accounting systems
25. Experience of purchase ledger processing
26. Experience working within an HR Department
27. Ability to work outside normal trust hours if the need arises

### Assessment/Selection Methods

The above will be assessed through a selection process of in tray task and formal interview.

### Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service\*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check\*
- 6 Medical clearance
- 7 Identify and Right to work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process





## A-Level Results Day

Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years. These results are just the start of this journey.

# About our Schools

## Studio West



**Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.**

The school now has around 550 students with a PAN of 90.

The ethos of Studio West is enshrined in 'Learning that connects.' The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as 'Good' by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website [www.northernleaderstrust.org](http://www.northernleaderstrust.org)

# About our Schools

Kenton School



**Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.**

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website  
[www.northernleaderstrust.org](http://www.northernleaderstrust.org)

# About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative 11-19 studio school.

Under the leadership of Chief Executive Officer Lee Kirtley, the Trust's main objectives are encompassed in its vision statement, which is 'Students are at the centre of everything we do. Through collaboration, every aspect of our work is of high quality. Our academies deliver an ambitious and inclusive curriculum. This enables all students to have high aspirations and to excel academically and socially.'

Each academy is unique and retains its own identity whilst aligning with our Trust vision and values. Each academy's motto summarises this.

Kenton School

**'All Different, All Equal.'**

Studio West

**'Learning that connects.'**

## Our Trustees

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

## TRUST SHARED VALUES

### Shared Expectations – The One Trust Rule

Every student and adult is expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people and their wellbeing at all times.

**Leadership** – Leaders help themselves and others to do the right thing. We firmly believe that all students and staff within our Trust are leaders.

**Excellence** – We are a Trust that strives to achieve excellence in academic, sporting and artistic pursuits.

**Integrity** – We are honest and driven by a clear moral purpose. Acting with integrity means we strive to do the right thing at all times.

**Kindness** – We value being kind to one another, using our manners and being considerate of each other's feelings.

**Inclusivity** – All students are welcomed into our classrooms and their uniqueness is celebrated. We have high aspirations for all students: no groups or individuals will be left behind.

**Humility** – We are humble in both success and failure. We acknowledge that our successes are achieved through the hard work of our students, parents, teachers and community.

**Together** – We believe that the Trust is stronger together and that collaboration is always more effective than competition.

**Reflectiveness** – We value reflection as a way to achieve improvement. We believe in inspiring all our learners to question, research, engage and therefore thrive,

# Additional Information for Applicants

## Conditions of Service

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

## Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8 am to 4 pm and Fridays 8 am to 3.30 pm with a 30-minute unpaid lunch break each day.

## Annual Leave Entitlement

26 days plus 8 public holidays for staff with less than 5 years' continuous local government service.

30 days plus 8 public holidays for staff with 5 years' or more continuous local government service.

## Pay and Grading

The grade of the post is N5, equivalent to local government pay spine points 13 – 17 with current corresponding full-time salary of £28,163 - £30,060 pa

Progression through the grade is by annual increments on the 1 April each year until the top of the grade is reached. Where 1 April falls within the six month probationary period, the increment is held and is paid on the 1<sup>st</sup> of the month following successful completion of the probationary period and from 1 April thereafter.

## Status

This is a permanent post. However, new entrants to Northern Leaders Trust are subject to a six month probationary period. This is an all year round post but term time will also be considered.

## Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

## Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out).

Further information can be found at [www.twpf.info](http://www.twpf.info).

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## Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

## Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website [www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).



### **Application Process**

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to [hr@northernleaderstrust.org](mailto:hr@northernleaderstrust.org)



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