



Huish Academy Trust
Carisbrooke Gardens
Yeovil
Somerset
BA20 1AY

CEO: Mrs Pauline Price

June 2022

Dear Applicant

Huish Academy Trust Business Support Officer – Central Services Team

Thank you for the interest you have shown in the forthcoming opportunity at Huish Academy Trust. Our evolving Multi Academy Trust has a vacancy arising for September in the Central Services Team which is for a Business Support Officer to be initially based at Huish Primary School. The role would suit a person who has a commercial background or who is an aspiring HR/SBM professional. It would also appeal to anyone who has school admin experience within a maintained school looking to move into Academy and MAT administration.

The Business Support Officer will need to deliver a consistent, accurate and reliable service to the Academy in the first instance and, after the probationary period, have the skills and business acumen to work alongside other members of the Trust's Central Services Team to provide a first class central service for all schools currently in the Trust and those schools looking to join it in the near future. Without a doubt this initial remit will evolve and the post holder will benefit from CPD opportunities, a flexible approach to working and a varied day.

The successful candidate must be an individual who can demonstrate an ability to take responsibility, use initiative and to manage others. A sound knowledge of admin practice and procedures within an educational setting is desirable as well as an ability to work as part of a diverse team.

To apply, please submit a **completed application form** and a **cover letter that clearly addresses why you find the role of interest and how your skills and abilities could be used to fulfill the remit**. Please also complete and send the Equal Opportunities Recruitment Monitoring Form.

Applications and any questions relating to the vacancy should be sent by email to HR@HuishMAT.org.

The closing date for the receipt of applications is midday on Thursday 30th June 2022. Applications received after the closing date will not normally be considered.

We look forward to receiving your application.

Best regards,

Denise Gomme.

Trust Chief Finance Officer and Business Manager.