



Huish Academy Trust, Carisbrooke Gardens, YEOVIL, BA20 1AY
Tel: 01935 474984

BUSINESS SUPPORT OFFICER – CENTRAL SERVICES TEAM

25 hours per week (To be worked across a minimum of 4 days per week)

Term-time only (Paid 44.28 weeks per year)

Salary Grade 11 £26,446 – £30,095 FTE (37 hours/52 weeks)

£13.71- £15.60 per hour depending on experience (pay award pending)

Permanent Basis

Huish Academy Trust has a fabulous opportunity in September for an experienced or aspiring business/HR professional to join the Trust's Central Services Team. Initially this role will be located at Huish Primary School but will require some travel to other Academies within the MAT – all located within Yeovil at present. The post holder will work in collaboration with Trust Finance Officers, the Deputy Chief Finance Officer and our outsourced payroll provider to maintain the contractual information for Trust personnel, using Edupay and Bromcom software systems to maintain accurate salary information.

The postholder will also take responsibility for booking and recording training for staff, the administration and management of our Employee Benefits schemes and for other adhoc business related projects across the Trust.

The Trust welcomes applications from candidates who are organised, conscientious and who have a commercial and/or HR skillset. As an employer we can offer the successful candidate a supportive, friendly and evolving working environment, CPD opportunities and membership of an Employee Benefits package.

The closing date is: 12 noon, Thursday 30th June 2022
Shortlisting will be on: Friday 1st July 2022
Interviews will be held on: Tuesday 5th July 2022
Post available from: Thursday 1st September 2022

All non-teaching posts are subject to a probationary period of 6 months. Training on all school office and HR systems would be given.

Our Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

An application pack can be found on any of our Academy websites:

www.milfordjuniors.com

<https://primroselane.somerset.sch.uk>

<https://huish.somerset.sch.uk/>