



JOB DESCRIPTION

Job Title:	Business Support Officer (BSO) – Central Services Team	
Reports To:	Deputy Chief Finance Officer & Head of School	
Main Purpose of Job:		
<p>The Business Support Officer works with the Trust Deputy Chief Finance Officer and Academy Finance Officers and the outsourced payroll provider to maintain the contractual information for Trust personnel, using Edupay and Bromcom software systems to maintain accurate salary information. In the probationary period this will involve just the staffing information for those contracted to Huish Primary School Academy and the postholder will be based at this Academy during the probationary period.</p> <p>The postholder is also responsible for booking and recording training for staff, the administration and management of the Employee Benefits schemes and for other adhoc business related projects across the Trust.</p>		
Main Responsibilities and Duties of BSO		% of Time
Payroll <ul style="list-style-type: none">Working with the payroll provider (HRAP), Academy school office staff and Finance Officers and using Edupay and Bromcom, the postholder will ensure all staff contracts are raised and maintained in the required timescales;Ensure the processing of additional staff payments, expenses and contractual deductions/amendments are made promptly and to the timeframes as stated by the Payroll provider. During the probationary period this task will be for Huish Primary School only;Checking monthly payroll load files for accuracy and confirming approvals for payment run;Answering/facilitating queries from staff regarding pay and contractual terms and conditions.		60% of time
HR <ul style="list-style-type: none">Liaising with the Head of School to source and process Staff training requirements;Monthly administration of the Benenden Employee Benefits Scheme;Working with Edenred, establishing and maintaining the Edenred Employee Benefits SchemeGenerating and submitting the annual School Workforce Census Return.		20% of time
Projects <ul style="list-style-type: none">Undertaking adhoc business projects for taking services in-house – will include preparing income and expenditure statements and scenarios.		15% of time

Networking and CPD <ul style="list-style-type: none"> Attend Trust Finance/Business Network Meetings - 6 per year; Attend all required Software, Safeguarding and Health & Safety training; Regular review of information published on education and LA websites to maintain and improve sector knowledge and awareness (subscribe for free to weekly ESFA/DfE/LA updates); Continually self review skills and training needs. 	3% of time
Miscellaneous Undertake miscellaneous tasks required by the Head of School and/or Trust CFO which could include: <ul style="list-style-type: none"> Providing cover in other Academies due to long term staff absence; Providing data for one-off procedures required by the ESFA/DfE. 	2% of time
Facts and Figures:	
<ul style="list-style-type: none"> There are currently 1000 pupils in the Trust and 180 staff There are three schools in Huish Academy Trust Software packages used include Microsoft Office, Bromcom, Edupay, Invenry and Access Budgeting Role changes according to national legislation, MAT growth and DfE guidelines 	
Contacts and Relationships:	
<ul style="list-style-type: none"> The BSO must establish good relationships with the Senior Leadership Teams of the Academy and Trust, all members of the Academy school offices, Trust Business and Finance Team, external service providers and parents and carers 	
Safeguarding:	
All employees have the responsibility for promoting the safeguarding and welfare of children. Every member of staff must: <ul style="list-style-type: none"> Be aware of Trust and Academy policies and procedures for Child Protection and Safeguarding Report all causes for concern to the Designated Safeguarding Lead or in their absence any member of the Designated Safeguarding Team Ensure the safety of all pupils at all times Ensure compliance of Risk Assessment procedures for children in their care 	
Additional Information & Review and Right to Vary:	
Being an integral part of the Trust's central service team the BSO is expected to maintain confidentiality at all times. The post holder must attend mandatory training e.g. Safeguarding and Health & Safety briefings. This job description is as currently applies and will be reviewed regularly. The job holder may be required to undertake other tasks that can be reasonably assigned which are within the job holder's capacity and grading scope.	
June 2022	