



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

JOB DESCRIPTION

Job Title:	Policy and Assurance Support Officer		
Base:	Star Central		
Reports to:	Policy and Assurance Manager	Grade:	S5 (SCP 12-17)
Staff Responsibility for:	N/A	Salary:	£27,711 to £30,060 per annum
Additional:	As assigned	Term:	Fixed Term Full Time Full Year

JOB PURPOSE

To create outstanding organisations that promote education excellence, character development and service to communities.

JOB SUMMARY

1. Support the administration of the policy, risk, information governance and complaints function of a large Multi-academy Trust to ensure they are undertaken in a regulatory compliant, professional, and effective manner.
2. Provide business administrative support to the Assurance Team to ensure that its provision is professional and effective.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Regulatory Support

- 1.1 Support the Policy and Assurance Manager in the development and management of the Trust's policy distribution system and review framework. Duties will include system administration, quality assurance of policy documents, and reporting on policy compliance.
- 1.2 Assist in the creation of a yearly internal audit plan, which will include the organisation of auditor meetings (at Trust and school level), coordination of document submission, the creation of documents for the Audit and Risk Committee and evidence gathering.
- 1.3 Provide a supportive role for the Trust's Risk Management Framework, including the quality assurance and analysis of the latest Operational Risk Registers.
- 1.4 Support the monitoring and information gathering of the Trust's statutory Annual Equalities Statement.
- 1.5 Additional administration and support to members of the Assurance Team across key operational processes, as required.

1.6 Key operational support including, case logging and reporting, the maintenance of key statutory records, action tracking, document editing and liaison with colleagues to meet required deadlines.

2 Business Administration

2.1 Provide business administrative support to the Assurance Team to ensure that its provision is professional and effective.

2.2 Provide research to the Assurance Team to enable service development.

2.3 Develop and maintain relevant statutory records and databases to ensure compliance with statutory requirements.

2.4 Be responsible for managing workload, to ensure the cyclical demands of the role and deadlines are met.

2.5 Ensure that confidentiality is maintained in all areas and that all GDPR principles are adhered to.

3 Other Responsibilities

3.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.

3.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

3.3 Contribute to the wider life of the Trust and the Star community.

3.4 Carry out any such duties as may be reasonably required by the Trust.

4 Records Management

4.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSE's (incl. Maths and English Grade C or above).	E	✓	
2.	A Level/NVQ Level 3 (or equivalent).	D	✓	
3.	Degree qualification or equivalent.	D	✓	
4.	Working towards a professional qualification in a relevant area.	D	✓	
5.	Evidence of continuous professional development.	D	✓	
EXPERIENCE				
6.	Administration experience within a professional office environment.	E	✓	✓
7.	Experience of supporting policy development, risk, information governance or complaints within a statutory or professional environment.	D	✓	✓
8.	Experience of maintaining a Management Information System across a large organisation.	D	✓	✓
9.	Experience of developing, communicating and successfully implementing guidance and procedures.	E	✓	✓
10.	Experience of working within the education sector.	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
11.	Outstanding written and verbal communication skills.	E	✓	✓
12.	Proficient in editing documents with the ability to correct spelling, punctuation and grammatical errors and ensure good formatting and presentation.	E	✓	✓
13.	Excellent organisational skills.	E	✓	✓
14.	Ability to establish and maintain databases.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview / Task
15.	Computer literate with a working ability to use key IT software to present work to a high standard.	E	✓	✓
16.	Ability to manage meetings through video conferencing and to distribute all papers for meetings to all participants electronically.	E	✓	✓
17.	Ability to build effective working and professional relationships with colleagues at all levels, school staff, Local Governors and other key stakeholders.	E	✓	✓
18.	Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector.	D	✓	✓
19.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
20.	Ability to work effectively to regular deadlines and manage contributions from others.	E	✓	✓
PERSONAL QUALITIES				
21.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
22.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
26.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
27.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓