

Job Description – Business Assistant

Post holder:

Salary scale: VKR5

General duties:

To support the Trust Business Manager and Trustees to quality assure and ensure business personnel in schools across the trust are held robustly to account in accordance with the requirements and conditions of Veritas Multi Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of Veritas Multi Academy Trust. To uphold the vision statement and values for Veritas Multi Academy Trust.

Status of the post

This is a post within the trust's staffing structure within the Executive Group. The postholder is accountable to the Trust Business Manager and responsible for upholding the vision and values of the trust.

Main purpose of the post

The postholder's key accountability will be for ensuring business processes are efficient and schools are compliant and to support the work of the Trust Business Manager.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

Key roles and responsibilities

Supporting the leadership of the trust

- Establishing strong and positive relationships with all stakeholders.
- Support the production of Veritas MAT policy statements, ensuring they are consistently applied across the trust.

Compliance

- Work with the Trust Business Manager to develop systems to support compliance within the business sectors of the trust. Including, Infrastructure, Procurement, Finance, HR, Communication & Marketing.
- Work with the Trust Business Manager on a range of improvement projects to support trust development of best practice in the business sectors.
- To work with the Trust Business Manager to ensure that effective quality assurance measures are in place across business sectors. Systems to be developed to identify and support any slippage.

Trust growth

- Assist the Trust Business Manager with processes associated with trust growth. Assistance with the administration of legal transfers, administering the set up of new procurement accounts, HR & payroll and marketing requirements for the trust and joiner schools.
- To support the development of a positive trust culture and ethos.
- To champion the ISBL Professional Standards and model the behaviours and values.
- Work with staff in the business sectors across the trust to aid the development of effective teams.

Data provision

- To work with the Trust Business Manager and staff within the business sector to provide data required for monitoring and reporting requirements to ensure that the VMAT board is equipped to carry out effective quality assurance. For example KPI data relating to income, expenditure, staffing, absence etc. To ensure that reporting is available and accurate relating to appropriate demographic groups.

Business and admin support

- To provide additional ad-hoc assistance to business teams to support pinch points, such as finance year-end, induction of new joiner schools.
- To strengthen consistent administration and reporting across the trust in HR processes.
- To assist with the administration of Performance Management systems and set up.
- To assist with the development and administration of trust and school websites.

Budget Accountability

Budget accountability is linked to the key roles and responsibilities.

To whom Responsible:

Trust Business Manager.

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the performance review cycle.

Signed: Date:

Signed: CEO

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.