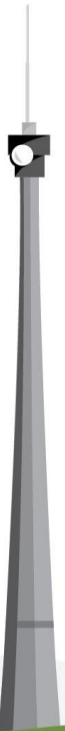


# Information Booklet

Apprentice Business Support Officer



# A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School Scholes Junior and Infant School and Grange Moor Primary School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

## About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of six schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

*We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.*

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX  
[www.themast.co.uk](http://www.themast.co.uk) | 01484 865444

# Joining the Trust

## Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

## Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

## Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

## Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

## Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

# Apprentice Business Support Officer

For the Small School's within The Mast Academy Trust

Organisation	Small School's (Birdsedge First School, Grange Moor Primary School, Scholes Junior & Infant School)
Apprenticeship level	Level 3 – 18 months duration
Hours	32.5 hours per week, Term Time only
Weekly Wage	£8.00 per hour (in line with apprenticeship rates)
Job share	Not applicable
Location	The role requires you to work across the Small Schools and will involve travel between the schools.
Responsible to	Administration Manager and Executive Heads PA

JOB CODE	SSABSO0626
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**The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.**

**Appointments will be subject to an Enhanced DBS check.**



## Overview

Schools provide education and extended learning services that benefit pupils, parents and the wider community. The Mast Academy Trust is a diverse employer that is committed to developing its staff, enabling them to deliver high-quality services in a dynamic, fair and flexible environment.

We provide regular support to help you develop in your current role and progress in your career. Employees contribute meaningfully to the local community, making a positive difference to people's lives.

This role forms part of the Trust's *Other Support Job Family*, which plays a key role in ensuring schools are supported to deliver high-quality services. The postholder will be required to handle information that may be sensitive or confidential.

## Basic Job Purpose

As part of the small schools team, you will provide effective, flexible and responsive administrative and business support across the Trust. You will receive a full induction, alongside ongoing support and development opportunities to help you grow within your role and future career.

You will undertake a range of administrative, financial and business support duties and will be expected to handle information appropriately, including confidential and sensitive material. All duties must be carried out in line with Trust policies, procedures and relevant legislation.

The postholder will work across a number of the Trust's small schools, supporting delivery under the strategic leadership of the Executive Head of Small Schools. The role requires flexibility and a collaborative approach to ensure consistency, quality of provision, and effective support across multiple sites.

## Main Responsibilities - Business Support Apprentice

### General Duties

- Provide an effective administrative and business support service to teaching staff, including reprographics in line with school requirements
- Respond to telephone and visitor enquiries in a professional and sensitive manner, escalating where appropriate
- Deliver a friendly, professional and customer-focused reception service
- Support the organisation of school events such as trips, concerts, photographs and pupil vaccinations
- Produce correspondence and documentation, often of a confidential nature
- Ensure documents and reports meet school standards and deadlines
- Maintain stock control systems for stationery and resources
- Manage systems for student emergency funds (e.g. bus fares), including reconciliation
- Coordinate school photographs and distribution arrangements

## **Systems and Equipment**

- Use office equipment effectively and in line with health and safety and copyright requirements
- Maintain filing, record and information systems
- Manage inventories of school resources and ensure procedures are followed
- Maintain accurate manual and electronic pupil records
- Monitor and record departmental printing usage

## **First Aid Responsibilities (training provided):**

- Provide first aid support to pupils
- Record all student illness and incidents
- Respond to emergencies, including contacting parents/carers and emergency services
- Manage minor injuries and the administration of medication

## **Further Duties**

- Undertake additional duties as reasonably required by your line manager
- Participate in performance management processes
- Commit to continuous professional development
- To undertake and commit to your continued professional development

This is a peripatetic role involving regular work across several Trust school sites. The postholder will be expected to travel frequently between locations as part of their duties. Travel arrangements between sites are the responsibility of the postholder.

To fulfil the requirements of the role, it is essential that the postholder holds a full, valid driving licence and has access to a suitable vehicle.

## **General**

- Demonstrate a commitment to equality, diversity and inclusion
- Support the creation of a safe learning environment for children and young people
- Participate in relevant training and development
- Work in accordance with Trust policies, procedures and legislation
- Work flexibly across Trust sites to support the needs of the small schools within the Trust
- Promote and actively support safeguarding responsibilities

## **Apprentices must show commitment to the following:**

- Completing the apprenticeship framework within the required timeframe
- Attending all required training and induction sessions
- Completing assigned development work
- Maintaining a portfolio for assessment
- Undertaking any additional duties as required by senior staff

## **Safeguarding Statement**

The duties outlined above are not exhaustive. The Trust may require the postholder to undertake responsibilities commensurate with the role.

As part of your duties, you are required to promote and actively support safeguarding. Safeguarding is about protecting individuals from harm, abuse, neglect and injury, and ensuring that everyone can learn and work in a safe environment.

## Person Specification – Apprentice Business Support Officer

<b>E</b> Essential	<b>A</b> Application Form
<b>D</b> Desirable	<b>T</b> Test/Exercise
	<b>I</b> Interview
	<b>R</b> References

### Qualifications & Experience

<b>D</b>	GCSE's (or equivalent) in Maths and English at 4/C and above	<b>AI</b>
<b>D</b>	Ability to work towards Business & Administration @ Level 3	<b>AI</b>
<b>D</b>	Experience of word processing or administrative work	<b>ATI</b>
<b>D</b>	Experience of working with computer packages e.g. Microsoft Word, Excel, and Email	<b>ATI</b>

### Knowledge, skills and abilities

<b>D</b>	Literacy skills to produce routine word processing, including the use of email	<b>AI</b>
<b>D</b>	Numeracy skills to produce basic calculations and deal with, for example petty cash	<b>AI</b>
<b>D</b>	Ability to deal with sensitive and confidential information and respond positively to the demands of a varied workload	<b>AI</b>
<b>D</b>	Ability to produce work to strict deadlines whilst maintaining accuracy	<b>AI</b>
<b>D</b>	Able to provide an excellent customer service and deal with enquires appropriately	<b>AI</b>

### Personal Qualities

<b>E</b>	Commitment to undertake continued training and development	<b>I</b>
<b>E</b>	Willingness to undertake an enhanced Disclosure and Barring Service check.	<b>I</b>
<b>E</b>	Be approachable, flexible and have a sense of humour	<b>I</b>
<b>E</b>	Understanding of the basic principles of customer care and providing an effective service	<b>I</b>
<b>E</b>	Appreciation of the need to maintain strictest confidentiality about matters concerning school and how this relates to the duties of the post	<b>I</b>

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

# Application Details

Thank you for taking the time to read this pack.

## **Applying for the role of Apprentice Business Support Officer**

If you wish to apply for the post of Apprentice Business Support Officer then please complete the application forms found on <https://www.themast.co.uk/job-vacancies>

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

If you require support to complete the form, please contact [cgray@themast.co.uk](mailto:cgray@themast.co.uk) or telephone 01484 598898 to speak to the HR department.

**The job code for this role is SSABSO0626**

If you would like an informal discussion with regards to the role prior to applying please contact Executive Headteacher, Donna Barker via email [dbarker@themast.co.uk](mailto:dbarker@themast.co.uk)

## **Shortlisting**

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the trust interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

## **Equality Opportunity Monitoring**

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

**Dates**

The **closing date** for applications is **6<sup>th</sup> July 2026 at 9:00am**

The **interview date** is expected to take place on **Wednesday 15<sup>th</sup> July 2026**

If we have not contacted you by the 10<sup>th</sup> July please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be 1<sup>st</sup> September 2026.

**Please accept this as acknowledgement of the time and interest you have shown.**

