



**Business Support
Inspiring Futures through Learning**

NJC Scale E, starting at £24,496 (FTE)
23.75 hours per week and 52 weeks per week
(There is some flexibility in the weeks worked)

An exciting opportunity has arisen for a business support in our central team. We are looking to recruit self motivated, enthusiastic and experienced Business Support to deliver comprehensive support services to the Educational team.

Inspiring Futures through Learning (IFtL) is a family of 15 schools who inspire all of our futures through learning together. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Reporting to the Head of School Improvement or other designated person the successful candidate will:

- Provide administrative support and undertake typing and word-processing and other IT based tasks and computer packages e.g. Microsoft Office
- Be responsible for the diaries of the Head of School Improvement and the Education Team
- Be responsible for the ordering and provision of hospitality for meetings
- Be the first point of contact into the Education Team office
- Contribute to problem solving, decision making and managing change within IFtL
- Follow up on calls / emails / actions giving regular updates.
- Maintain manual and computerised records/management information systems
- Produce information/data as required by senior staff or external agencies eg standard/statutory returns
- Provide administrative support for meetings and take notes at meetings
- Contribute to the overall ethos/work/aims of the Trust

The role will predominantly be based out of the central team offices at Fairfield's Primary with some travel between sites a possibility.

As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package, including a bespoke CPD package, discount on high street shops, gym membership, cinema tickets, cycle to work scheme, Employee Assistance Program and much more.

If you would like more information about this role and the Trust please contact iftl_recruitment@iftl.co.uk and we can arrange a call with Melanie Saunders, Head of School Improvement.

To apply, please visit the Trust recruitment page and complete the online application on MyNewTerm:

<https://www.iftl.co.uk/why-join-iftl/careers/>

Closing date for applications: 15 October 2023 at midnight

Interviews: TBC

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.