

**Morris Education Trust
Job Description**

Name of Post Holder:	
Post Title	Business Support Manager
Reporting to:	Chief Operating Officer
Responsible for:	Support and manage specific projects to ensure the smooth operation of the MET. Ensure that the Trust complies with all relevant legislation, policies and standards. Responsible for carrying out the duties of a Trust company secretary and Clerk to the Trust Board
Working time:	37 hour per week. 52 weeks
Salary:	PO2A
Location:	The normal place of work will be based at Morris Education Trust but you may be required to work at other sites within the Trust
Disclosure Level:	Full DBS

1. Key Areas of responsibility:

- Working with and supporting the CEO and COO to grow and develop of the Trust
- Working with the COO act as project co-ordinator for the new Cavendish school due to open in Sept 2020 maintaining and updating the project plan
- With the COO support the on-boarding process for new schools
- Keep up to date with legal and regulatory changes and to ensure the trust is compliant to all its statutory duties and responsibilities

Development of the Trust

- Draft information documents/FAQs for prospective schools
- Provide support to new schools joining the Trust to ensure they have access to information needed
- Carry out research to inform development of work across the Trust, including key areas of due diligence for new schools joining the Trust
- Research and provide guidance on documents e.g. strategy
- Draft funding application paperwork and submit
- Assistant with the project management of new schools joining the Trust to ensure a smooth transition
- Prepare and present policies e.g. Governance Plan

Engagement and Communication

- Act as first point of contact for individuals engaging with the Trust both internally and externally, screening and directing communication and distributing correspondence as appropriate
- Support the CEO identifying potential partners for the Trust and engaging with these schools as required
- Keep up to date with developments across the Trust and communicate appropriate information to various stakeholder groups
- Create written and visual content for online and offline communication including web, social media, press releases, displays, promotional material and newsletters
- Lead on internal communications and in-house design utilising available software and templates
- Maintain and review MET website
- Arrange and host visits and events for Trust stakeholders as required

Company Secretary and Clerk to the Trust Board

- Maintain company's house portal
- Update company books and maintain registers
- Organise Trust Board meetings and committee meetings
- Offer advice on regulations/governance, ensuring compliance with Articles of Association etc and ensure standing orders, including Scheme of Delegation are reviewed, updated and properly discharged
- Produce and collate agenda and papers for Trust Board meetings
- Minute meetings and ensure action is taken on matters arising
- Ensure that the annual members' meeting is held in accordance with the requirements of the Trust's Articles of Association
- Maintain the Company Seal and register
- Arrange induction and DBS checks for new Members and Trustees
- Liaise with Clerks to LGBS for support/compliance

Compliance

- Ensure all Trust-wide policies and procedures are up-to-date and available to stakeholders as required by law
- Keep a record of MET policies and review dates and ensure legal compliance across the Trust
- Advice on data protection to DPO
- Maintain GDPR.co.uk portal, training log and SARs/FOIs
- Produce and maintain data protection documentation e.g. privacy notices, policies and consent forms
- Produce reports and returns on Gender Pay Gap, TU facility time, CIF bids, AMAP, LBCT, public sector apprenticeships target

Administration

- Act as Executive Assistant to CEO and COO when required including some diary management, support for meetings, booking meetings/training/workshops
- Draft and/or edit/proof read documents, reports, Board papers
- Prepare information for reports, presentations and official papers when requested
- Support the preparation of necessary returns, reports and documentation including health and safety reporting, claims, bids, reports and statistical returns

2. Other Responsibilities

- Play a full part in the life of the Morris Education Trust to support its distinctive vision and ethos and to encourage staff and students to follow this example.
- Promote actively the Trust's corporate policies
- Comply with the Trust's Health & Safety Policy
- Participate in the College's appraisal scheme

3. Safeguarding

- Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies
- Undertake regular safeguarding/child protection/adult protection training as required by the Trust

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

4. Signatures

Post Holder: **Date:**

Line Manager: **Date:**