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**JOB DESCRIPTION**

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| **Job Title** | Business Support Officer |
| **Salary Range** | £25,860 - £29,430 |
| **Actual starting salary** | £25,860 |
| **Work Pattern** | Full-time |
| **Duration** | Permanent |
| **Location** | Wales (with some national travel required) |
| **Closing Date** | 13th July 2022 |
| **Interview Date** | 20th July |

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| **About the organisation** |
| The National Academy for Educational Leadership was established in 2018, under the Companies Act 2006. As an arm’s length body, its primary role is to fulfil its responsibilities set within the context of the Welsh Government’s strategic aims.   Its main purpose is to:   * Contribute to the development of the professional capabilities of current and aspiring leaders across the education system by providing coherence and quality assurance for the range of educational leadership development opportunities available in Wales * Act as a thought leader; developing, articulating and implementing a vision and strategy for educational leadership in Wales * To be a respected and active member of the education middle tier, the first point of contact for the educational workforce in regard to leadership matters. |
| **Purpose of Post** |
| We are looking for an **experienced administrative professional** to support the senior leadership team and the activities of the organisation. The successful applicant will have experience of **financial administration** and **managing multiple diaries** at once.  This post will report to the **Head of Operations** |
| **Key Tasks** |
| * Processing invoices and receipts in line with financial requirements using Xero * Co-ordination and management of electronic diaries for the senior team using autonomy for meeting arrangements and acceptance. Resolving conflicting diary commitments where necessary * Booking meeting spaces, preparing papers and sending correspondence * Assist with keeping records of annual leave and sickness * Support the Head of Operations in the planning and delivery of key projects * Providing meeting support and taking minutes/notes where required * Liaise with key stakeholders on behalf of the senior team, building strong working relationships * Direct and respond to incoming queries * Ensuring the designated administrative workload is carried out efficiently and effectively |
| **What you can expect** |
| * 31 days holiday (exclusive of bank holidays) * Access to Civil Service Pension Scheme * Work from home |
| **Essential Criteria** |
| * Good standard of education together with a high level of numeracy, written and spoken English & Welsh * Experience in an business support / administrative role * Working knowledge of Microsoft Office (including TEAMS) and Zoom * Excellent attention to detail * Able to manage multiple diaries * Self-motivated and can act on initiative * Ability to manage workload and to be able to work on your own and as part of a team |
| **Desirable Criteria** |
| * Previous experience of minute taking * Understanding of the education sector in Wales |

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| **Development Opportunities** |
| The role of the National Academy for Educational Leadership is crucial to the delivery of objectives within “Education in Wales – Our National Mission” and this management role presents an exciting opportunity for the right individual to support the growth and development of the organisation and make a real difference to the education community in Wales.  The role will provide an extensive range of opportunities for development including:   * Engagement with educational leaders and leadership learning across Wales and beyond * Development of operational skills in areas such as I.T. |
| **Welsh Language Requirements** |
| The ability to communicate fully through the medium of Welsh is essential for this role |

For information and to apply, visit <https://nael.cymru/current-vacancies/>