

## **Business Support Officer**

**Part time: 22.2 hours per week (0.6 FTE), permanent contract, with the working pattern to be confirmed in order to best support the primary role function.**

**Salary: £16,471.05 per annum (pro-rata from FTE £27,451.75, Cognus Band 1B SCP 15)**

**Location: Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ**

**There is a requirement of attendance in the office at least 2 days a week, and as requested for in-person panels or meetings.**

Cognus Limited is a Local Authority Traded Company, which is commissioned by the London Borough of Sutton to provide education services to early years providers, mainstream schools and specialist education settings in Sutton. Wholly owned by the local authority, we deliver a wide range of high-quality services to deliver excellent practice that improve the lives of children, young people, and families in Sutton and beyond.

The Business Support Team are seeking to appoint an enthusiastic and innovative Business Support Officer to join our team on a part time basis. This role will be part of the wider Business Support Team, providing administration support to services across the Company, but with a primary focus on:

### **All administration of the SEND Support Advisory Partnership (SSAP) meetings**

This role would suit somebody with experience of the organisation, collation, dissemination and minute taking of multi-disciplinary meetings. An administration/business support background is essential, and a willingness to learn and support areas across the business when required.

The successful candidate will need to have good keyboard skills and a keen eye for details, as they will be triaging and collating multi-disciplinary meeting papers from schools and our SEND service. They should have an excellent working knowledge of Microsoft Office (including SharePoint and Teams), as well as good working knowledge of (or appetite to learn quickly) basic accounting software, for example, Xero and ApprovalMax. As minute taking is an essential part of this role, good typing skills and minute taking experience would be preferred.

As part of the wider Business Support Team, you will be asked to assist with various administrative tasks across the company, from dealing with administration of panel meetings (including minute taking), to assisting with complaint enquiries, meeting and greeting visitors to the company, and by covering reception duties on a rota basis, amongst other duties. You would also be undertaking some finance work, so an existing working knowledge of online accounting packages would be advantageous, or a willingness to learn.

Cognus is at a very exciting moment in its evolution and growth. To support this expansion, we are looking for a professional and experienced individual who is willing to learn about the various teams that the wider Business Support Team support. No two days are the same and



we are seeking an individual that enjoys a varied workload, is very organised, demonstrates great customer care to internal and external stakeholders and who would be committed to delivering with excellence for the wider Business Support Team.

You will give us great commitment and in return we offer an excellent package including:

- i) Salary of £16,471.05 per annum (pro-rata from FTE £27,451.75, Cognus Band 1B SCP 15)
- ii) Workplace pension scheme 4% to 8% matched contributions
- iii) 28 days annual leave pro rata (plus Bank Holidays)
- iv) Regular manager support and supervision
- v) Hybrid and flexible working
- vi) Staff benefits package, currently including Employee Assistance Programme, Perkbox and (upon completion of probation) Sovereign Healthcare Cashback plans  
*Cognus reserves the right to adjust these additional discretionary benefits to improve quality of their services provided, maintain affordability for the Company and to ensure benefits remain fit for purpose with staff needs.*
- vii) Staff EDI group and Mental Health First Aiders to support wellbeing and inclusion
- viii) Cognus Coaching Programmes
- ix) An ambitious culture with friendly and supportive colleagues

If you are interested and would like to be considered for this role, please apply to [recruitment@cognus.org.uk](mailto:recruitment@cognus.org.uk) with the completed application form, downloaded from <https://www.cognus.org.uk/work-with-us/current-vacancies/cognus-application-form/>, outlining your suitability. The deadline for receipt is on **Sunday, 8<sup>th</sup> June 2025**. Candidates are requested to be available for interview on **Friday, 13<sup>th</sup> June 2025**. **We reserve the right to close this vacancy early if we get a high volume of applications.**

For an informal conversation about the role, please contact Julie-Anne Walter, Business Support Manager, at [julie-anne.walter@cognus.org.uk](mailto:julie-anne.walter@cognus.org.uk).

All offers of employment are subject to successful completion of recruitment formalities which includes an enhanced DBS check. These checks must have been completed before the commencement of employment. We expect our staff to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Company and Sutton's Local Safeguarding Partnership.



## JOB DESCRIPTION

<b>POSITION:</b>	Business Support Officer
<b>DIVISION:</b>	Business Support Team
<b>REPORTS TO:</b>	Business Support Manager
<b>GRADE/PAY:</b>	£16,471.05 per annum (pro-rata from FTE £27,451.75, Cognus Band 1B SCP 15)
<b>LOCATION:</b>	Cognus Office, First Floor, Cantium House, Wallington, SM6 0DZ

## JOB SUMMARY

- The post holder is responsible for undertaking the varied business support functions of the Company, including support of business processes, customer-facing support, panels, and team trackers across the various teams within the Company.
- The post holder supports the Business Support Manager with the creation and agreement of the Business Support service in line with the Company's vision, values and strategy.
- The post holder provides support and services by interpreting instructions and making a choice of the methods or tools appropriate to the job. This is to deliver a specific Business Support service to a defined standard. This may include planning and scheduling the work of others.
- The post holder will be a member of the Business Support Team but may be placed into a role supporting other teams within the Company and will have duties to perform as required by that team.
- The post holder is a role model of the professional behaviours outlined in the Company Code of Conduct and Leadership Capability documents.

## PRINCIPLE ACCOUNTABILITIES:

**This post will specifically be responsible for the following administration activities:**

- To deliver core tasks under the direction of a more senior member of staff to ensure services run efficiently and accurately following defined standard operating procedures.
- To deal with routine issues/problems to ensure customer (both internal and external) issues are resolved effectively, escalating to the relevant team manager when necessary.
- To co-ordinate room bookings and meetings and be prepared to provide a minute taking service.
- To assist with subject access requests, complaints, file retrieval as directed by the Business Support Manager.



- e) To update and maintain database systems and create spreadsheets and documents.
- f) Action correspondence, emails, phone calls as required and support the management of client relationship and expectations of our stakeholders.
- g) Process the payment of invoices, raise quotes and purchase orders, and carry out other financial tasks in accordance with defined standard operating procedures.
- h) To be able to provide cover for effective admin support to the various multi-agency panels across the Company, from preparing papers and updating trackers, to attending meetings and recording decisions made and then sending out any necessary paperwork following the meetings.
- i) To provide admin support to a specific area within the Company, ensuring that all processes within that service area are followed in accordance with a set of procedures provided by the team in question.
- j) Understand personal responsibility regarding confidentiality, GDPR and information governance and adhere to and promote the Company policies in all areas, including Safeguarding of Children, Data Protection, ICT, Health and Safety and Equality and Diversity.
- k) To ensure attendance and constructive participation in supervisions, appraisals and team meetings in line with the Company's standards.
- l) To ensure on-going personal professional development and discuss his/her needs with their line manager.
- m) Any other Business Support or IT related tasks, as directed by the Business Support Manager or Head of Quality and Customer Care.

**This post will specifically be responsible for the following Administration activities of the SEND Support Advisory Partnership (SSAP):**

- a) Coordination of multi-disciplinary meetings to discuss problem solving, support and interventions for our children/young people.
- b) Preparing and distributing agendas and papers and including maintaining and updating records of cases, progress, actions, and outcomes discussed during multi-disciplinary meetings.
- c) Serving as the point of contact for professionals, stakeholders, and external agencies, facilitating communication and follow-ups.
- d) Tracking resource allocation, support and funding, working with SEND finance to monitor funding usage and act as a conduit for the sharing and tracking of information.
- e) Collation of KPI Data and gathering impact data.
- f) The triage of referrals and general administration including acting as first line of contact for the multi-disciplinary meetings to answer questions and enquiries.



### **GENERIC OBJECTIVES:**

Contribute to Cognus Limited's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a) Health and safety
- b) Safeguarding and protection of children
- c) Equal opportunities and management of diversity
- d) Data protection
- e) Outstanding Customer care

### **GENERAL:**

#### **SAFER RECRUITMENT:**

Cognus is committed to safeguarding and protecting the children and young people that it works with. An offer of employment is subject to safer recruitment practices which include an enhanced DBS check, two professional references acceptable to Cognus Limited, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering 5 years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

#### **PROCESSING OF DATA:**

- a) You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Baring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
- b) You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

#### **CONFIDENTIALITY AGREEMENT:**

- a) During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.



- b) Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
- c) Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
- d) You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure and action taken can include dismissal without notice.

*This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties and, is subject to periodical review and changes in line with the business needs.*



## PERSON SPECIFICATION

*The main duties and responsibilities of the post holder are indicated below although other duties of an appropriate level and nature will also be required as necessary.*

No	Description	Criteria
a.	Ability to co-ordinate statutory and complex meetings / conferences / reviews / panels.	E, S, I
b.	Minute taking skills: being able to administer full, accurate and detailed minutes of complex panels / team meetings within agreed timescales.	E, S, I
c.	Proofreading skills: being able to proofread complex reports within agreed timescales.	D, S, I
d.	Experience of using a wide range of IT packages in a business environment, and to use these to deliver a cost-effective and customer-focused service.	E, S, I
e.	Ability to work in a detailed task-oriented environment, delivering high accuracy results to excellent standards.	E, S, I
f.	Ability to use a dedicated Finance system (i.e. Xero and ApprovalMax) to produce quotes, purchase orders and invoices if required by the team.	D, S, I
g.	Ability to use the most appropriate style and method of communication with people at different levels inside and outside of the organisation.	D, S, I
h.	Ability to manage time effectively, to work on own initiative to manage and prioritise own workload, setting appropriate objectives and deadlines and attention to details.	E, S, I
i.	Ability to provide a customer-focused approach to service delivery and participate in identifying and implementing opportunities for improving the service.	E, S, I
j.	Willingness to undertake ongoing learning, training and development.	E
k.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained.	E

KEY:		D	Desirable	I	Evaluated at interview
E	Essential	S	Shortlisting criteria	T	Subject to test

