



Job Advert

JOB TITLE:	Business Support Officer
CLOSING DATE:	8am Friday 5 th April 2024 (Interviews Wednesday 10 th April 2024)
START DATE:	As soon as possible
SALARY:	(SCP10) £23,620 to (SCP14) £25,409 + Local Government Pension Scheme
LOCATION:	Until the secure school is refurbished, the post holder will benefit from hybrid working between home and the temporary office space in Dartford, Kent, with some visits to the secure school location – Thereafter, the role will be located at the Oasis Restore secure school in Rochester, Medway, Kent.

Are you passionate about making a difference in the lives of young people?

Do you want to be a part of a values led, driven and innovative team developing the UK's first secure school?

Oasis Restore is seeking Business Support Officers to join our team in supporting the creation of the first secure school in the UK. As part of the Business Support Team, the post holder will play a pivotal role in supporting the Executive Assistant and Office Manager with the smooth running of the school.

Initially, the postholder will significantly focus on supporting with administrative tasks such as liaising with examination boards, supporting with recruitment and HR functions, stakeholder/ engagement events, social media updates and event planning for a variety of projects, as we prepare to open the school to children in Spring 2024.

The role and what we are looking for

If you have excellent organisational skills, strong work ethic, excellent communication skills, and a passion for making a positive impact in the community, we encourage you to apply for this exciting opportunity to support the creation of the first secure school in the UK.

Once the secure school is open, the postholder will fully support the team with providing efficient and professional reception duties, general office administration, recording of student data, ensuring the efficient and effective running of examinations - (Single Central Register), liaising with external stakeholders including examination boards, and social media updates.

You will work alongside an inclusive and welcoming work environment, with opportunities for career growth and advancement.

Our Secure School

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school. To read more about us please visit our website www.oasisrestore.org.

Our offer to you

As a newly established subsidiary of the Oasis Charitable Trust, you enjoy the benefit of being part of a national organisation that aims to support all staff to reach their full potential and a once in a lifetime opportunity to create, develop and grow a new collaborative and innovative values-based organisation.

- A mixture of one to one and group reflective practise, coaching & supervision sessions as well as regular line management.
- Experience an Appraisal policy that decouples pay and performance.
- An elected staff forum to listen to, and act on staff feedback
- Access to a competitive defined benefit pension scheme (either the Teachers Pensions Scheme or Local Government Pension Scheme subject to individual scheme rules).
- 33 days annual leave including bank holidays, rising to 35 days after two years.
- Subject to meeting basic eligibility criteria, be entitled to up to 8 weeks full-pay and 18 weeks half-pay paid maternity/adoption/shared parental leave (based broadly on the NHS Employers scheme).
- Subject to meeting basic eligibility criteria be entitled to up to 3 weeks fully paid paternity leave.
- Paid time off to attend antenatal appointments (those staff who are either pregnant or whose partner is pregnant)
- Have a structured and bespoke induction training plan plus a training offer bespoke to our context leading to a level 4 qualification in the therapeutic care of adolescents.
- Receive the same offer of sick leave pay (based broadly on the length of service in the national 'Green Book' framework) from Day 1 of employment.
- Up to 5 days discretionary paid compassionate/emergency/general leave plus further discretionary unpaid leave
- Up to 4 weeks paid parental bereavement leave plus up to 5 days paid bereavement leave for the death of other specified close relatives.
- Expenses and travel costs incurred as part of the working day (as appropriate, not including travel to work)
- Access to an eye care vouchers scheme, season Ticket Loans, a cycle to work scheme and free car parking.
- We are in the process of setting up a new employee health care cash plan and employee discount scheme.

What are you waiting for? Apply today

Like what you see? Make sure you download the Application Pack and fill out our application form along with the Equal opportunities form* and submit both documents to recruitment@oasisrestore.org before the below deadline.

For more information or an informal discussion about this leadership role please email recruitment@oasisrestore.org to arrange a confidential phone call.

Safeguarding and Pre-Employment Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks including references and right to work checks. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

This post is also covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality, Diversity, and Inclusion

At Oasis Restore we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds can bring. These beliefs and values are underpinned by decades of work and experience that Oasis has had in a wide range of sectors including education, housing and youth-work supported further by a wide range of independent research and studies elsewhere which evidence that creating teams with diverse experience and perspectives, and encouraging healthy debate, reduces the risk of 'blind spots' that often form barriers to success.

Oasis Restore aim is to attract and retain the very best diverse talent and role models to help create an innovative, caring and extraordinary working environment for our staff, that enables us to deliver exceptional, caring and psychologically informed learning experience for our students. We would therefore like to encourage applications from people with varied skillsets, life experiences, and from different backgrounds and sectors to help shape Oasis Restore. If you can demonstrate some of the criteria and believe you have what it takes, then we'd love to hear from you.

Given the nature of our work we also welcome applications from candidates with the following lived experience:

- Experience of working successfully with challenging people who have multiple and complex needs.
- Personal experience of the criminal justice system, or lived experience of the issues facing this client group (i.e. involved in gangs or knife crime).
- Knowledge of the issues facing this client group, such as gangs, knife crime, social exclusion and isolation, child criminal exploitation, adverse childhood experiences and trauma.
- Ability to actively listen and motivate young people.
- Ability to be a positive role model, demonstrating the virtues of a crime-free life to young people.

We're also very happy to answer any questions you may have so please don't hesitate to get in touch at recruitment@oasisrestore.org.

**The Equal Opportunities Form will not be shared with anyone involved in processing your application. Please complete this as part of the application process. Please note that if you have a disability and you require this form or submitting the information with regard to this form in another format, such as in larger print, please contact the People Services team.*

