**Business Support Officer - Children’s Social Care**

**Multi-Agency Safeguarding Hub (MASH)**

**Salary:** £28,163 pro rata rising to £30,060 pro rata

**Work location:** County Hall, Oxford – There is the ability to work in an agile manner with the requirement to go to County Hall a minimum of once a week

**Working Pattern:** 37 hours a week - Monday to Thursday 8.30 am – 5.00 pm; Friday 8.30 am – 4.00 pm.

**Annual leave allowance:** 28 days, pro-rata, per annum, rising to 30 days per annum

**Pension:** You will have access to a Local Government Pension Scheme with employer contributions of up to 19.9% of your salary

**Contract type:** Permanent

**Vetting requirements**: This role is subject to a Basic Criminal Records Check

**Closing date:** Sunday 13th July 2025

**ICT Assessments:** Week commencing 28th July 2025

**Interviews:** Week commencing 11th August 2025

Are you looking for a rewarding role where you can make a difference? Our business support team is the vital engine of Children’s Social Care. Working together with our dedicated social work teams, we provide essential support for children and families in our community.

We are seeking individuals who want to work in a challenging environment where no two days are the same. If this sounds like you, we have opportunities for you to join our committed team of administrators.

**About the role**

We are looking for a Business Support Officer to provide administrative support to our Multi-Agency Safeguarding Hub (MASH). The MASH team works with safeguarding agencies to identify risks to vulnerable children and adults at the earliest possible point. The MASH team receives all new child safeguarding concerns in Oxfordshire. As an administrator embedded within the team, you will be supporting a range of business processes to ensure all concerns regarding children and young people are assessed. You will collate information from a range of agencies for Social Workers to enable them to make decisions to keep children safe.

Being able to work in a fast-paced environment, managing a high volume of work with excellent communication skills, strong IT skills, and excellence in customer care will be essential.

We have a dedicated training and induction plan for all new starters, where we will develop your knowledge, skills, and expertise in business administration to ensure you are successful in your role.

Our Organisation is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. As a Disability Confident employer, we guarantee an interview for disabled applicants who meet the essential criteria for the job. We also guarantee interviews to care leavers who have completed further education and who meet the essential criteria for the job. For those leaving care without any further education we guarantee an interview for our apprenticeships.

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**For further information or an informal discussion please contact**

Maddie Cole at [Maddie.cole@oxfordshire.gov.uk](mailto:Maddie.cole@oxfordshire.gov.uk)

**The recruitment process is in two parts; there will be an ICT assessment and an interview following successful outcome of your ICT Assessment.**