

Academy Business Leader Baildon Church of England Primary School

Recruitment Information Pack

March 2026

Salary Range: P02 (NJC SCP 29 £39,862 – SCP 32 £42,839)

Start Date: 18th May 2026



Closing date: 1st April 2026

Shortlisting: 2nd April 2026

Interview date: 16th April 2026

Contents

Welcome To Bradford Diocesan Academies Trust	3
About BDAT	5
BDAT’s Mission, Vision and Values	6
Advertisement	7
Job Description	8
Terms and Conditions	13
Selection Process Guidance	14

Welcome To Bradford Diocesan Academies Trust

Dear Applicant,

Thank you for taking your time to read our application pack and expressing your interest in the post of **Academy Business Leader** at Baildon Church of England Primary School, which is part of Bradford Diocesan Academies Trust (BDAT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within BDAT. We hope you find the role as interesting and exciting as we do.

Within the pack, you will find a job description, a person specification, a summary of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about the trust and school:

- on our website at www.bdat-academies.org and www.baildonce.co.uk
- on X formally Twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us directly via email on emma.williamson@bdat-academies.org or philip.hiley@baildon.bdat-academies.org
- or calling 01274 909120 (BDAT) or 01274 598540 (Baildon CE Primary School)

I wish you every success with your application and look forward to meeting you in the near future.



Carol Dewhurst OBE DL
Chief Executive Officer
Bradford Diocesan Academies Trust

Dear Applicant,

Thank you for your interest in the position of Academy Business Leader. We are delighted that you are considering applying for this important role within our school community.

At Baildon CE Primary School, we are proud to be a nurturing, inclusive and ambitious Church of England school where children are encouraged to grow academically, socially and spiritually. Our vision is rooted in strong Christian values, and we work hard to ensure that every child feels valued, supported and inspired to achieve their full potential. The school sits at the heart of the Baildon community and benefits from committed staff, supportive families and enthusiastic pupils who make our school a vibrant and welcoming place to learn and work.

The Academy Business Leader plays a crucial role in the strategic and operational success of the school. This is not simply an administrative position; it is a key leadership role within the organisation. The successful candidate will be a valued member of the Senior Leadership Team, working closely with the Headteacher and governors to ensure that the school's resources, systems and operations effectively support our educational vision.

As Academy Business Leader, you will help shape the future direction of the school by overseeing key areas such as finance, operations, compliance, and resource management. Your expertise and leadership will enable staff to focus on what matters most – delivering high-quality teaching and learning for our pupils. The role offers an exciting opportunity to contribute strategically to school improvement and to make a tangible difference to the lives of children and families within our community.

We warmly encourage prospective applicants to visit the school to gain a sense of our ethos, meet members of the team and see first-hand the positive environment we have created for our pupils. If you would like to arrange a visit, please contact us via email at: Philip.hiley@baildon.bdat-academies.org

Thank you again for your interest in joining our team at Baildon CE Primary School. We look forward to receiving your application and learning more about the skills and experience you could bring to this important leadership role.

Yours sincerely,

Katie Savage
Headteacher
Baildon CE Primary School

About BDAT

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."**

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit www.bdat-academies.org

BDAT's Mission, Vision and Values

Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

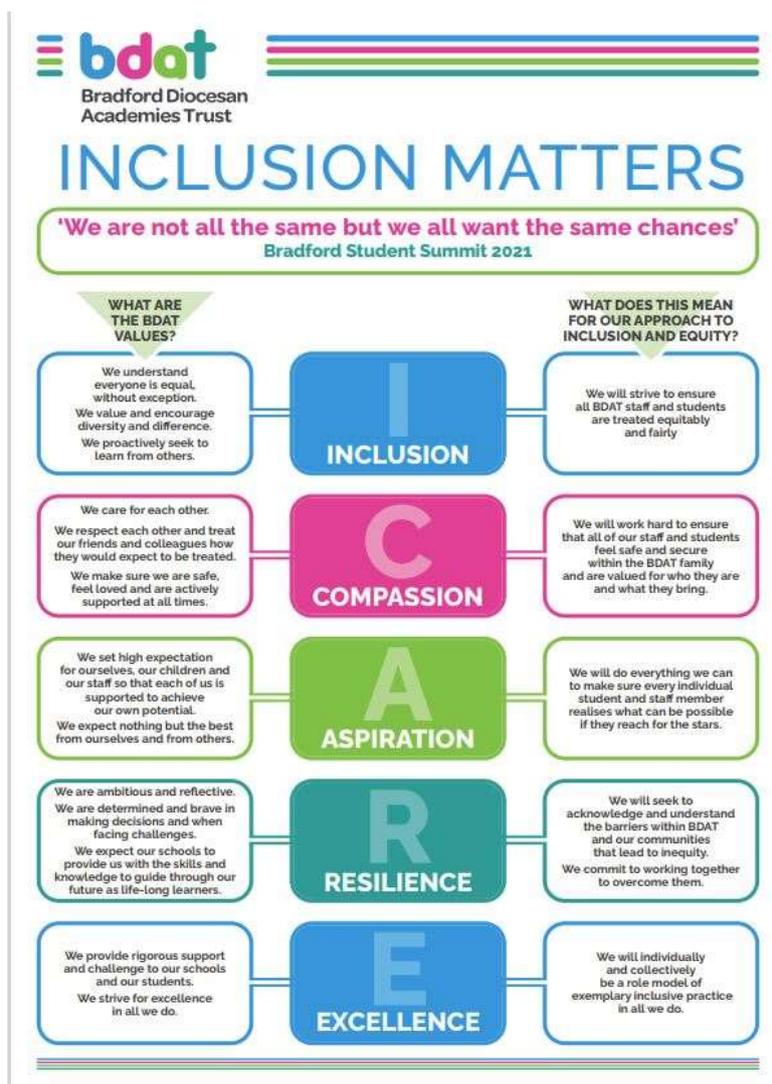
Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey."

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

Our values are:



Advertisement

Academy Business Leader

Baildon CE Primary School, Coverdale Way, Baildon, Shipley, West Yorkshire, BD17 6TE

This post offers a unique opportunity for an ambitious applicant to join an established Bradford Multi-Academy Trust as an Academy Business Leader within our primary academy, Baildon Church of England Primary School.

The post will allow the right applicant the opportunity to utilise their finance and business operations skills within the school. The Trust uses Sage Intacct and IMP for the finance operation, along with other cloud-based products such as Office 365. Experience of working as a Business Leader in an academy setting is highly desirable. The post holder will be required to work in our academies as directed and may also be required to support the work of the central team.

Employer:	Bradford Diocesan Academies Trust
Reporting to:	The postholder will be line managed by the Headteacher of the academy in which they are deployed.
Accountable to:	Headteacher/Chief Financial Officer
Duration of Post:	Permanent
Probationary period	Six months
Salary:	P02 (NJC SCP 29 £39,862 – SCP 32 £42,839)
Work Pattern	37 hours per week to meet the needs of the Trust and academy; some evening work will be required.
Closing date	9.00am on 1 st April 2026
Interview date	16 th April 2026
Start date:	18 th May 2026

Visits to school can be arranged by appointment on Monday 23rd March at 9.00am or Tuesday 24th March at 9.00am by contacting Phil Hiley at philip.hiley@baildon.bdat-academies.org or calling 01274 598540

Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://vacancies-bradforddiocesanacademies.org)

Job Description

Academy Business Leader

Introduction

This post offers a unique opportunity for an ambitious applicant to join an established Bradford multi-academy Trust as an Academy Business Leader.

The post will allow the right applicant the opportunity to utilise their finance and business operations skills across our academies. The Trust uses Sage Intacct and IMP for the finance operation, along with other cloud-based products such as Office 365. Experience of working as a Business Leader in an academy setting is highly desirable.

The post holder will be required to work in our academies as directed and may also be required to support the work of the central team.

The role of the Academy Business Leader relates to Baildon Church of England Primary School within the Trust.

This post is distinct from the Chief Finance Officer (CFO) who have a role across all schools within the Trust and are accountable to the Board, and who act as a critical friend to the Local Governing Body.

The postholder will be employed at Baildon Church of England Primary School.

JOB PURPOSE:

To support the strategic development the academy by working closely with the Senior Leadership and Trust Leadership to enable effective decision making and achievement of academy aims.

To be an integral part of the busy daily life of a thriving primary school working with teachers, catering and cleaning teams, site staff and support staff.

To provide high quality strategic financial planning to ensure that the academy/Trust makes best possible use of resources and is able to provide the best outcomes for pupils.

To maintain and monitor the efficient management of the academy budget, along with maintaining an overview of personnel, premises, ICT and health and safety matters.

Managing the hire of the facilities by maximising income generation and engaging in the wider community life of the school

MAIN RESPONSIBILITIES/DUTIES:

Note: The term 'Senior Leaders' includes Executive Headteacher/Principal, Headteachers/Principals, Head of School, Academy Business Leaders and CFO and will vary depending on the structure within an academy.

Financial Management

- Work with the relevant Senior Leaders to develop a strategic plan for the staff and resources of academy.
- Monitor and maintain up to date budget and forecast figures for the academy using the Trust's budgeting software, IMP and Sage Intacct.
- Prepare a three-year financial plan for the academy and as part of this exercise to prepare the annual budgets which support the financial plan.
- Meet regularly with the Senior Leaders to discuss monthly management accounts reports.
- Meet with budget holders as necessary to discuss budget spend.
- In conjunction with the relevant Senior Leaders, support the planning and implementation of capital purchase programmes.
- Liaise with funding agencies to identify and source additional funding and identify potential funding opportunities, agencies or government initiatives to ensure income generation from both diverse and obvious sources.
- Prepare financial reports, estimates and completion of financial returns as required by the Trust Board, CEO, Senior Leaders and Local Governing Body (LGB) of the designated academy, Department for Education, Companies House and HM Customs and Excise and any other group or organisation for which this information is required.
- Ensure the effective operation of financial controls within the designated academy and ensure they receive value for money for all expenditures.
- Work with the Central Finance Team to manage and monitor internal recharges between academy and Central, ensuring that costs are recharged on a monthly basis.
- Meet regularly with key staff in the Central Finance Team to review management accounts and the Trial Balance by Fund Type.
- Review month end schedules for accuracy.
- Authorise paylists, where appropriate authorisation has been received for payment from the delegated authority within the academy.
- Carry out a physical monthly reconciliation to Sage Intacct of petty cash held within the academy.
- Attend all relevant Trust and LGB Finance and Resources Committee meetings and ensure they are all given the necessary information, both at the meeting and in advance, to discharge their duties effectively.
- Work with key finance staff and the Trust auditors to support the audit requirements for the academy, ensuring that information is timely and accurate.
- In liaison with the CFO monitoring of contracts to ensure compliance, best value and timely renewal as appropriate for the academy.
- Be responsible for the management of procedures which comply with statutory requirements such as Safeguarding Children and Young People, Data Protection and the Freedom of Information Act.
- Work with the CFO to oversee and develop financial procedures within the Trust that are in line with the agreed financial practices.

HR and Payroll

- Support the strategic recruitment plan within the academy ensuring that staffing decisions are factored into the relevant academy's budget.
- Maintain effective communication with the Admin staff in the academy to ensure a co-ordinated approach on HR and payroll matters. Liaise with the Trust's payroll and HR providers as necessary.
- Ensure all relevant parties (e.g. FM, Finance and HR) are aware of changes to staffing so that relevant paperwork can be checked/updated as necessary.
- Reconcile the payroll information on a monthly basis against budgeted costs and deal with any discrepancies through liaison with the relevant Office Manager or the Trust's payroll provider.
- Assist the Senior Team in the development of a staffing structure that meets financial considerations.

Leadership and Management

- Contribute to the Trust's culture and development by:
 - Ensuring that staff are fulfilling their professional responsibilities in relation to financial matters and are carrying out their duties effectively.
 - Attend leadership meetings (where requested) and ensure the content and outcomes of the meetings are reported back where relevant, to the finance staff.
- Prepare for and attend Trust and LGB meetings as part of the review cycle to assess the progress of financial matters.
- Lead on management of the SEND budget, working with SENDCO and Local Authority to ensure EHCP funds are processed in an efficient way.
- Ensure an appropriate induction programme for new staff is in place and provide excellent support for those members of staff who are new to a Trust/academy environment.
- Be an active and visible member of the academy's community whilst developing partnerships and collaboration between the Trust academies.
- Lead on liaising with Local Authority on pupil number admissions as well as managing the nursery numbers
- Line management responsibility for the office, site and kitchen teams within school. This includes responsibility for the Catering Manager through the internal catering facility.
- Undertake DSL and Safer Recruitment training as a core member of the school's safeguarding team.
- Liaise with and support the work of the school's PTFA in their fundraising capacity.

Premises Management

- To develop a long-term site plan with the Senior Leaders, Site Manager and Estates and Health & Safety Manager to ensure the site is maintained and developed.
- To monitor the contract used within site management and look for opportunities to secure improved value for money.
- To ensure that the site meets all Health and Safety requirements.
- To secure external grants to support the development of the site.

Data Protection

- To act as Data Protection Coordinator for the relevant academy, reporting to the Trust Data Protection Officer (dCFO) as required.

Business Development

- Develop customer relations strategies which add value to the academy.
- Develop the after-school lettings to ensure the site is used efficiently and is providing an income stream to the academy to cover all costs.

Person Specification

Personal Qualities, Qualifications & Experience		Measured by					
		Essential	Desirable	Application	Interview	Skill Test	Reference
General Requirements							
1.	Good general education	✓		✓			
2.	Good ICT skills	✓		✓		✓	✓
3.	Able to work well within a team	✓		✓	✓		✓
4.	Able to work well under pressure	✓		✓	✓	✓	✓
5.	Good organisational skills	✓		✓			✓
6.	Able to work accurately and with attention to detail	✓		✓		✓	✓
7.	Ability to work on own initiative	✓		✓			✓
8.	Good communication skills, both written and oral	✓		✓	✓		✓
9.	Willing to develop personal skills through training	✓		✓	✓		
10.	Flexible and adaptable	✓		✓	✓	✓	
11.	Access to own vehicle insured for business use	✓			✓		
Post Specific Requirements							
1.	Line management experience	✓		✓	✓		✓
2.	Accounting qualification - Holding or working towards a Professional level accounting qualification (ACCA, CIMA or CIPFA) (minimum AAT level)		✓	✓	✓		
3.	Experience in managing premises and building projects		✓	✓			
4.	Experience with income generation strategies		✓	✓			
5.	Experience with working with payroll systems		✓	✓			
6.	Good working knowledge of spreadsheet IT packages	✓		✓			
7.	One years working knowledge working within academies		✓	✓			
8.	Substantial experience in financial management	✓		✓			
9.	Supporting the Trust CFO to develop effective Trust policies and procedures	✓		✓	✓		
10.	Recognised NASBM/ISBL accreditation or equivalent		✓	✓			

Academy Business Leader Terms and Conditions

The employer for this post is the Bradford Diocesan Academies Trust.

The post will be based at Baildon CE Primary School, Coverdale Way, Baildon, Shipley, West Yorkshire, BD17 6TE

This post requires the ability to travel and work directly with academies and the Diocese. The post holder will be required to work occasional evenings. The Post-holder is required to be able to travel efficiently and independently throughout the relevant area, whether by self-driving or other means.

The post is subject to a six-month probationary period.

The post holder will be entitled to 22 days paid annual leave per annum, plus statutory bank holidays. All annual leave should be taken with prior agreement of line managers, avoiding conflicts of leave where possible.

The Trust provides an employee pension with competitive employer contribution.

A satisfactory Enhanced DBS is required for this post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the Trust.

Visits to school can be arranged by appointment on Monday 23rd March at 9.00am or Tuesday 24th March at 9.00am by contacting Phil Hiley at philip.hiley@baildon.bdat-academies.org or calling 01274 598540

Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references.

All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service. Please see our Safeguarding and Child Protection policy on the BDAT website [BDAT Policies – Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/BDAT-Policies-Bradford-Diocesan-Academies-Trust)

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Applications

Please ensure that all parts of the application are completed via link to My New Term. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdat-academies.org\)](https://www.bdat-academies.org/Vacancies-Bradford-Diocesan-Academies-Trust)

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. A panel of senior staff and Trustees do this. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

If you are successful in being selected for interview, we will notify you of the full interview process. The interviews will be held at the BDAT Trust office. The interview will consist of several tasks including a presentation and formal interview. These are designed to allow you to demonstrate your skills and abilities.

You will be asked to bring proof of qualifications and identity on the day of the interview.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our Trust. Each candidate will be contacted by telephone to inform them of the outcome, brief feedback will be provided during this telephone conversation. Should you wish to receive further feedback, this can be arranged at a later date.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us.
- A satisfactory DBS check.
- A satisfactory online check
- Provision of proof of identity and qualifications

Probationary Period

The post is subject to a six-month probationary period.

Timeline

Closing date: 9.00am on 1st April 2026
Shortlisting: 2nd April 2026
Interview date: 16th April 2026
Start date: 18th May 2026