

Academy Business Leader - Bradford Forster Academy

Start 1st September 2026

Full Time (37 hrs AYR)

Salary BDL8 – BDL14 (£61,534 - £71,330)



Opening date: Monday 16th April 2026
Closing date: Tuesday 12th May 2026 9am
Shortlisting: Wednesday 13th May 2026
Interview date: Tuesday 19th May 2026

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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 Bradford Forster Academy** 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 us:

- on our website at www.bdat-academies.org
- on twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us direct at ashley.reed@bdat-academies.org
- or by calling Ashley Reed on 01274 909120

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



Carol Dewhurst OBE
Chief Executive Officer
Bradford Diocesan Academies Trust

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.”

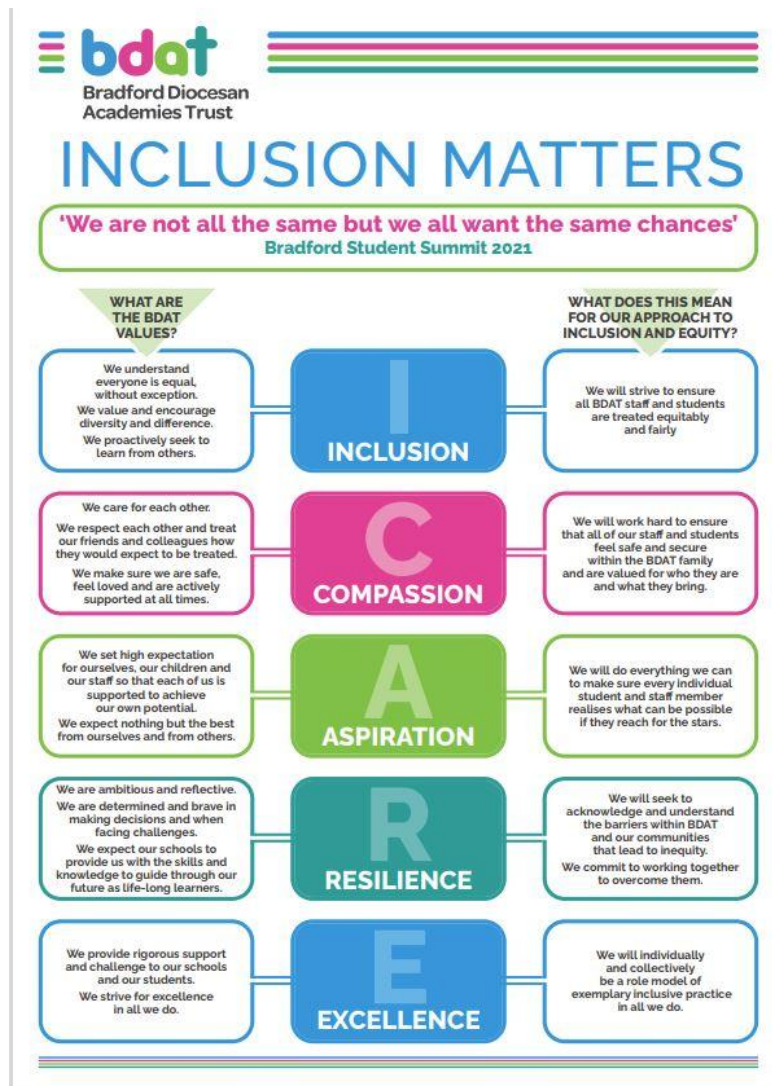
Our vision is:

“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:



Dear Colleague,

Thank you for your interest in joining the staff team at **Bradford Forster Academy**. This is a particularly important and exciting time to join the academy. We are on a clear and ambitious journey of improvement, focused on securing the highest standards of education, care and opportunity for every pupil. We are building a culture rooted in high expectations, strong relationships and a relentless focus on what makes the greatest difference in the classroom.

Bradford Forster Academy is an 11–16 Church of England secondary academy within Bradford Diocesan Academies Trust (BDAT). Since opening in 2015, the Academy has grown to around 1,000 pupils and serves a richly diverse community. Many of our families face significant social and economic challenges, which makes our work both demanding and deeply purposeful.

Our vision is simple: to provide an excellent education for every child, every day. Our guiding principle, **‘Everything is possible for one who believes’ (Mark 9:23)**, underpins our belief in the potential of every young person and our determination to ensure that background is never a barrier to success.

We are strengthening our focus on the key drivers of school improvement: high-quality teaching, a carefully planned and ambitious curriculum, strong behaviour and attendance, and a culture where every pupil is known, supported and challenged to achieve their very best. We are equally committed to developing a staff culture where colleagues feel valued, supported and able to thrive professionally.

At the heart of the Academy is a strong emphasis on relationships. Form tutors play a vital role as the first point of contact with families, and we work in close partnership with parents and carers. Our Christian ethos is inclusive and welcoming, encouraging all members of our community to develop character, reflect on their values and contribute positively to society.

We are committed to investing in our staff. Our professional development offer is carefully designed to support colleagues at every stage of their career, providing opportunities to grow, lead and progress within the Academy and across the trust.

This is an opportunity to be part of a team that is determined to make a lasting difference. We are looking for professionals who are committed, resilient and ambitious for our pupils, and who want to play a full part in the next stage of the academy’s journey.

If this resonates with you, I would strongly encourage you to apply. Visits to the Academy are warmly welcomed.

I hope the information in this pack is helpful, and I look forward to reading your application.

With best wishes,

Dan Styles
Headteacher
Bradford Forster Academy

Advertisement

Academy Business Leader Bradford Forster Academy

Bradford Forster Academy (BFA) is seeking to appoint an exceptional Academy Business Leader to lead and shape the operational core of the Academy. This is a rare and exciting opportunity for a strategically minded professional to play a pivotal role in driving operational and financial excellence, directly influencing the culture, environment and engagement of pupils, while championing the values of both the academy and the Trust.

We are looking for a dynamic and enthusiastic leader with credibility and confidence to build strong, purposeful relationships with senior leaders. You will ensure the delivery of high-quality operational services that enable the Headteacher and staff to focus on what matters most: outstanding educational outcomes for every child.

We need from you:

- A genuine passion for delivering operational excellence in support of educational success
- Significant experience of leading finance, operations and human resource functions
- Strong leadership, planning and estate management skills
- A collaborative approach, with a commitment to teamwork, partnership working, and highest professional standards
- Outstanding communication, interpersonal and relationship-management skills
- Drive, ambition and the ability to lead continuous improvement
- A clear commitment to the mission, vision and values of BDAT

We can offer you:

- A supportive and experienced network of Academy Business Leaders within a Trust that champions inclusive, values-led leadership.
- A varied, challenging and highly rewarding role working with diverse communities
- Opportunities to shape and influence Trust-wide operational strategy, systems and culture via BDAT's Professional Learning Communities.
- High-quality professional development and leadership learning
- The chance to make measurable difference to the safety, sustainability and effectiveness of the school environment and ultimately to the lives of children, staff and communities.

Advertisement continued

Academy Business Leader

Bradford Forster Academy

Hours of work are flexible to meet the needs of the Academy but will not routinely exceed 37 hours per week. Occasional evening work is expected, and this role is office based at Bradford Forster Academy.

Employer:	Bradford Diocesan Academies Trust
Reporting to:	Headteacher
Accountable to:	Chief Financial Officer
Duration of Post:	Permanent
Probationary period	6 months
Salary:	BDL8 – BDL14 (£61,534 - £71,330)
Work Pattern:	Full Time, All Year Round
Closing date	12 th May 9am
Interview date	19 th May
Start date:	1 st September 2026

If you would value an exploratory conversation, please contact Ashley Reed 01274 909120
ashley.reed@bdat-academies.org

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

Tours of the school please contact Rachel Mayhew (Headteacher PA) 01274 302400

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 Bradford Forster Academy within the Trust.

The postholder will be employed at Bradford Forster Academy.

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 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.

To be responsible for maximising income generation by letting the premises to external users and supporting development of grant applications to support the school.

PRINCIPAL RESPONSIBILITIES/DUTIES:

Note: The term 'Senior Leaders' includes Executive Headteacher/Headteacher, Headteachers/Headteachers, 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 each academy using the Trust's budgeting software, IMP and Sage Intacct.
- Prepare a three-year financial plan for each of the designated academies 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.
- Ensure the effective operation of financial controls within the designated academy and ensure they receive value for money for all expenditures.
- Work with the FM to manage and monitor internal recharges between academy and Central, ensuring that costs are recharged on a monthly basis.
- Review month end schedules for accuracy
- Authorise paylists, where appropriate authorisation has been received for payment from the delegated authority within each academy.
- Carry out a physical monthly reconciliation to Sage Intacct of petty cash held within each 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 each academy, ensuring that information is timely and accurate.
- In liaison with the CFO and FM 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.

HR and Payroll

- Support the strategic recruitment plan within each 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.
- Share good financial practice across the academy.
- Ensure an appropriate induction programme for new staff into finance 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.

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 monitor the effectiveness of site and cleaning teams within the hub.
- To secure external grants to support the development of the site.

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

Academy Business Leader

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		✓	✓			
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		✓	✓			

Terms and Conditions

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

The post will be based Bradford Forster Academy.

This post requires the ability to travel. The post holder will be required to work some evenings.

The post is subject to a fixed term period secondment period.

The post holder will be subject to BDAT School Leader Terms and Conditions and will have access to the West Yorkshire Pension Fund (WYPF) with competitive employer contribution.

The post holder will be entitled to pro rata 30 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.

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.

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 Bradford Forster Academy. 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 first day.

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.

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

Opening date: Monday 16th April 2026
Closing date: Tuesday 12th May 2026 9am
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Start date: 1st September 2026