

**St Matthew's C of E Primary School and Nursery**  
**Part Time 22½ hrs (3 days/week) term time plus 3 weeks**  
**Academy Business Leader Recruitment Information Pack**  
**Salary: PO1 – PO2: SCP27-SCP32 FTE (£38,220 - £42,839)**  
*(Pay award pending 1<sup>st</sup> April 2026)*  
**Start date: 1<sup>st</sup> September 2026**



*“Growing together, we learn, succeed and shine brighter”*

**Closing Date:** Monday 6<sup>th</sup> July 2026 at 9:00am  
**Shortlisting Date:** Tuesday 7<sup>th</sup> July 2026  
**Interview Day** Monday 13<sup>th</sup> July 2026

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## Dear Applicant

An exciting opportunity has arisen for a motivated and ambitious Academy Business Leader join St Matthews' C of E Primary School and Nursery and BDAT and assist the Headteacher in their duty to ensure that the school continues to provide an excellent education for students and value for money.

St Matthew's Primary School and Nursery is part of Bradford Diocesan Academies Trust (BDAT).

We are looking for a highly organised and dedicated individual with strong strategic vision, drive and determination, and a high level of attention to detail to build upon the school's current success. The post holder will be responsible for:

- Providing professional leadership and management of school support staff.
- Promoting the highest standards of business ethos within the administrative function of the school.
- Strategically ensuring the most effective use of resources in support of the St Matthew's and BDAT aims.
- Strategic and operational aspects of financial resource management (including accountability for the school budget), HR, legal matters, IT, site management, health and safety, fundraising and marketing and catering.
- Maximising the financial resources available to the school including generation of income, funding applications and best value for money.

Set in the heart of Bradford, St Matthew's Primary School and Nursery is a bustling and lively school packed full of amazing children who show tremendous respect towards each other. The school prides itself on serving a diverse community, with children from a wide range of backgrounds, ethnicities, faith and life experiences, representing the community it serves. It is exactly this rich tapestry which makes our school so special. We are looking for an equally special Academy Business Leader. You will be an Academy Business Leader within the BDAT Family of Schools which means you will have other colleagues to work alongside and a peer network to lean on.

Visits to the school are warmly welcomed and actively encouraged. Please contact Jilly Geering (BDAT) on [jill.geering@bdat-academies.org](mailto:jill.geering@bdat-academies.org) to make an appointment to see our school at work

Thank you again for your interest in our school. We hope the enclosed information is helpful and encourages you to apply. We look forward to meeting you and reading your application.

With best wishes,

**Ms L. Hillier**

**Headteacher, St Matthew's C of E Primary school and Nursery**

## St Matthew's CE Primary School and Nursery Vision and Values

### Believe and Achieve

#### St Matthew's CE Primary Vision Statement

Rooted in our Christian foundation, we hold high expectations and ambitious aspirations enabling everyone to flourish, living life to the full with courage and hope. We want all children to enjoy coming to school and to develop a love of reading and learning, in a culture of excellence and respect, so that everyone can be the best they can be.

Jesus said, *I came to give life, life in all its fullness* (John 10:10).

Our key values are:

Hope for the future,

Courage to face challenges,

Respect for ourselves and one another as we become the best we can be.

At St Matthew's our children and families always come first. We grow together in a safe, welcoming community where:

- caring, compassionate individuals respect people of all faiths and none.
- we are inspired to learn, succeed and flourish, becoming the best version of ourselves.
- As God's children we shine brightly.

St Matthew's C of E Primary School and Nursery is committed to serving its community. We recognise the multi-cultural, multi-faith nature of the UK and understand the important role our school plays in promoting British Values.

The foundation of our vision, principles, educational approach, and interpersonal connections is rooted in our belief in God and His boundless love for all of us. While we are a Christian school, we embrace students from diverse faith backgrounds and those without a faith, valuing and respecting the beliefs of each individual.

## 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](http://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:

## St Matthew's C of E Primary School and Nursery

Ivy House Road, West Bowling, Bradford, BD5 8FG

**Over 300 children require an exceptional Academy Business Leader to lead their school from September 2026.**

**Could you be their perfect candidate?**

22 ½ hrs (3 days) Part Time – Term time plus 3 weeks, Permanent, Required for September 2026

**FTE SCP27 – SCP32 (£38,220 - £42,839)**

**Actual Salary (£22,115 - £24,534)**

We are looking for an inspirational Academy Business Leader to join our vibrant, bustling Church of England school filled with incredible children. We would like a strong leader and team player who will build on the existing strengths of the school and support us on the next steps of our journey. If you think you can be our exceptional candidate, we can't wait to meet you.

### The successful candidate will have:

- A commitment to creating a safe, secure and environmentally engaging school for all.
- A commitment to the distinctive nature of Church of England schools.
- A love of finance and operational compliance.
- A passion for developing your team.
- Strong, innovative and strategic leadership and management.
- A firm commitment to achieving success through partnership and teamwork.
- Excellent interpersonal and communication skills.
- Drive, ambition and high expectations.
- Commitment to the vision and values of the school and Trust.

### We can offer you:

- A supportive and forward-thinking Leadership Team in an inclusive Academy and Trust.
- A stimulating, attractive and welcoming learning environment.
- An approach that supports and stimulates professional growth, with a bespoke CPD package.
- Cross-Trust opportunities for collaboration and development.
- The opportunity to make a positive difference to the lives and careers of pupils and colleagues.
- The opportunity to work in a diverse and inclusive school.
- A career in a forward-thinking Trust.

Visits to the school are welcomed and encouraged but are by appointment only. We are so proud of our school; we want you to have the chance to visit and see it for yourself. It will convince you so much more than any advert can.

**Closing Date:** Monday 6<sup>th</sup> July 2026 at 9:00am

**Shortlisting Date:** Tuesday 7<sup>th</sup> July 2026

**Interview Day** Monday 13<sup>th</sup> July 2026

For the full job details please visit:

We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment. This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). 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)

## Academy Business Leader St Matthew's C of E Primary School and Nursery Job Description

<b>Job Title:</b>	Academy Business Leader
<b>Accountable to:</b>	Headteacher
<b>Grade:</b>	<u>Salary SCP27-SCP32</u>

**This post offers a unique and exciting opportunity for an ambitious applicant to join an established Trust with a school that is about to become part of the BDAT family. The Trust is currently supporting the finance and operations during this transitional period.**

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 Planner 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 postholder will be employed at St Matthew's CofE Primary School and Nursery

### **Overall purpose of the post:**

Provide finance and operational expertise of their Academy, in order to:

- 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.

### 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.
- 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 each 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.
- Review a rolling 12-month cash flow forecast for each academy, identifying any concerns and ensuring they are raised to the CFO at the earliest opportunity.
- Review month end accounting schedules for accuracy
- Authorise paylists, where appropriate authorisation has been received for payment from the delegated authority within each academy.
- Carry out monthly bank reconciliation.
- Attend all relevant Local Governing Body 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, ensuring that information is timely and accurate.
- Ensure contract management and procurement compliance is adhered to.
- 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 recruitment plan within their academy ensuring that staffing decisions are factored into the relevant academy's budget.
- Ensure that an effective appraisal process is maintained
- 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. Headteacher, Payroll 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.

## 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 their staff.
- Prepare for and attend Trust and LGB meetings as part of the review cycle to assess the progress of financial matters.
- Be an active and visible member of the academy's community whilst developing partnerships and collaboration between the Trust academies.

## Operational and 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 ensure that the site meets all Health and Safety requirements and that they are monitored and reported
- To monitor the effectiveness of site and cleaning teams within the hub.
- To secure external grants to support the development of the site.
- To act as Data Protection Coordinator for the relevant academy, reporting to the Trust Data Protection Officer

## 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.

## Academy Business Leader St Matthew's C of E Primary School and Nursery Person Specification

Qualifications	Essential	Desirable
Accounting (or working towards) (ACCA, CIMA, CIPFA, AAT)		✓
Institute of Business Leadership (ISBL)		✓
Experience and Knowledge	Essential	Desirable
A good general education with ICT knowledge of working on cloud-based platforms including office 365, specifically word and excel	✓	
A working knowledge of the education sector particularly the finance requirements	✓	
The experience of understanding Estates Management, Health & Safety and Operational compliance	✓	
Experience of budget management and financial reporting	✓	
Supportive of and able to promote the BDAT distinctive Christian inclusive ethos and the values of the MAT.	✓	
Skills	Essential	Desirable
A leader, with a clear understanding of education sector and line management experience	✓	
An outstanding, collaborative leader with the ability to forge positive relationships in order to promote success.	✓	
The ability to work under pressure when tight deadlines are required	✓	
A flexible and adaptable leader who can communicate effectively to ensure that tasks are completed on time.		✓
Specific skills of working on Sage Intacct and IMP Budgeting		✓

Other	Essential	Desirable
A proven ability to successfully manage resources effectively.	✓	
A strong commitment to the personal and professional development of all staff through performance management and access to high quality CPD.	✓	
A deep knowledge and clear understanding of health and safety legislation and how schools need to comply with this. (NASBM)		✓
A commitment to networking and collaboration between schools within and outside the MAT.	✓	

## How to find us



### **St Matthew's C of E Primary School & Nursery**

Ivy House Road, West Bowling  
Bradford BD5 8FG

[St Matthew's CofE Primary School and Nursery - Home \(stmatthewsprimary.org.uk\)](http://stmatthewsprimary.org.uk)

Telephone: 01274 731693

### **Bradford Diocesan Academies Trust**

2<sup>nd</sup> Floor, Jade Building, Albion Mill, Albion Road  
Bradford BD10 9TQ

Tel: 01274 909120

[www.bdat-academies.org](http://www.bdat-academies.org)

## 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 at the same time that candidates are invited 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.

### Inclusion

We welcome applications from candidates of all backgrounds, faiths, 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.

### Visits to the school

Visits to the school are warmly welcomed and actively encouraged. Please contact Jilly Geering on 01274 909120 or email [de.williamson@bdat-academies.org](mailto:de.williamson@bdat-academies.org) to make an appointment to see our school at work

### Applications

Please ensure that all parts of the application are completed. 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://vacancies-bradforddiocesanacademies.org)

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel. 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 interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities.

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

### Final Selection

Following the tasks and formal interview, the person specification will be used as a guide to select the most suitable candidate for our school. 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

### Timeline

<b>Closing Date:</b>	Monday 6 <sup>th</sup> July 2026 at 9:00am
<b>Shortlisting Date:</b>	Tuesday 7 <sup>th</sup> July 2026
<b>Interview Day</b>	Monday 13 <sup>th</sup> July 2026

### Questions

If you have any queries on any aspect of the application process please contact the Academy Trust Office on 01274 909120 and ask for Jilly Geering, PA to the Director of Primary Education or email [jill.geering@bdac-academies.org](mailto:jill.geering@bdac-academies.org)