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family



## **BAILDON CHURCH OF ENGLAND PRIMARY SCHOOL**

### **Academy Business Leader**

37 hours per week (some evening work will be required)  
Salary Range: P02 (NJC SCP 29 £39,862 – SCP 32 £42,839)

Required for September 2026

### **Candidate Pack**

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**Email:** [office@baildon.bdat-acadmies.org](mailto:office@baildon.bdat-acadmies.org)

**Website:** [www.baildonce.co.uk](http://www.baildonce.co.uk)

**Headteacher:** Mrs Kathryn Savage

**Chair of Governors :** Mrs Victoria Leather

**Status:** Academy

## About Our School

### Vision

'Take flight and SOAR'

Our commitment to Support, Opportunities, Achievement, and Respect ensures that The Church School will be a place where every child and every staff member can 'take flight and SOAR'. Together, inspired by Isaiah 40:31, we will rise on wings like eagles, growing stronger and moving forward with confidence, pride, and a shared sense of purpose.

'Those who hope in the Lord will renew their strength and soar on wings like eagles'

Isaiah 40:31

### School Information

Baildon Church of England Primary School joined Bradford Diocesan Academy Trust (BDAT) in July 2022. BDAT is a family of nineteen schools which work together to ensure mutual flourishing for all our pupils and staff.

Our school is situated in the town of Baildon. The school building has recently been extensively refurbished, with the final part of our project being completed this summer. We now have a spacious and attractive learning environment. The school is set in stunning grounds which provide many opportunities for outdoor learning and Forest School activities.

At present, the school has a twenty-six place nursery and fourteen classes with up to thirty children in each class. The classes are mixed ability groups with two classes to each year. The school takes children between the ages of three and eleven.

The building is on two levels with the classrooms on the second level. There are four classrooms to each corner and each corner also has a shared area. There is also a library, a computing suite, a music room, a nurture room, a hall and a gymnasium.

The work of the school has been carefully planned by subject leaders and follows the National Curriculum guidelines as laid down by the government. We have developed an ambitious curriculum that is evidence based and informed using advice from subject specialists – it is designed to be bespoke for our own school, providing regular links to our locality and its place within the wider world. We have fantastic team of staff, with dedicated support for wellbeing through our staff wellbeing team.

*Pupils eagerly embrace the 'SOAR' values of support, opportunity, achievement and respect. These values underpin the school's ambitious vision and high-quality teaching that are firmly embedded in the school. They are reflected in pupils' exceptional behaviour, enthusiasm for learning, and high levels of engagement across all areas of the curriculum.*

*The school creates a strong sense of community, where every pupil is valued and respected. Deep mutual respect between pupils and staff creates a safe and supportive environment. Pupils trust the adults around them, knowing they genuinely care about their well-being and success. This enables them to thrive, both personally and academically.*

**Ofsted, December 2024**

## RE and Collective Worship

Baildon Church of England School is based within the Parish of Baildon and has many links with the Church. Canon Sandra is a regular visitor to school and the choir regularly sing at services in Church. Our younger children visit St John's as part of their religious studies of places of worship and the school hold their Easter and Christmas services at St John's Church. As a Church School, Collective Worship is at the heart of our work. Worship is organised in whole school, key stage and classes with teachers following different themes chosen usually to reflect the Christian Value which is being studied. The school has devised an RE scheme of work which is subdivided into six different topics per year and which follows the objectives as laid out in the Diocesan Syllabus.

*Collective worship is inspirational, offering a variety of ways to encounter God, supporting spiritual growth in pupils and adults. Worship through song is joyful and a strength of the school.*

**SIAMS Oct 2019**

The school has been subject to two external inspections in recent years. In December 2024, Ofsted judged the school to be Outstanding in all areas.

In October 2019, the school was judged to be excellent in all areas in SIAMS (Statutory Inspection of Anglican and Methodist Schools)

Copies of both our Ofsted and SIAMS reports can be found on our website [www.baildonce.co.uk](http://www.baildonce.co.uk)

## Enrichment and Current Initiatives

There is a wide range of activities for children to participate in both as part of the curriculum through the number of visits and visitors which are organised as well as the opportunities which are organised to enrich and enhance outside of the classroom. Music and Sport are key strengths of our curriculum and the school has a wide range of both musical and sporting extra-curricular activities on offer. Following successive Gold Sports Marks in recent years, we are delighted that we became the first school in Bradford to be awarded the Platinum Sports Mark in recognition of the emphasis which we place on Sport and PE. We have also had our achievements in Music recognised and are member of the Music Hub.

## If you are interested

- Visits to our school are actively and warmly encouraged. Please contact the school office [office@baildon.bdat-acadmies.org](mailto:office@baildon.bdat-acadmies.org) to book.
- Visit our school website [www.baildonce.co.uk](http://www.baildonce.co.uk) to find out more about our school.
- Follow us on Facebook by scanning the QR code below:



- Please apply online via <https://mynewterm.com/jobs/149161/EDV-2026-BCEPS-71006>
- Closing date is 15<sup>th</sup> June 2026 at noon. Shortlisting will then take place that week, with interviews scheduled for 22<sup>nd</sup> June 2026.



Baildon Church of England Primary School and Nursery

## Required from September 2026 Academy Business Leader

- **37 hours per week (some evening work will be required)**
- **Salary Range: P02 (NJC SCP 29 £39,862 – SCP 32 £42,839)**

### **We are looking for someone who:**

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 can offer you:**

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 school creates a strong sense of community, where every pupil is valued and respected. Deep mutual respect between pupils and staff creates a safe and supportive environment. Pupils trust the adults around them, knowing they genuinely care about their well-being and success. This enables them to thrive, both personally and academically.'

**Ofsted December 2024**

Visits to the school are actively encouraged by arrangement with the school office:  
[office@baildon.bdat-academies.org](mailto:office@baildon.bdat-academies.org)

Interested candidates are requested to apply online for this post: to download the job details and apply please visit <https://mynewterm.com/jobs/149161/EDV-2026-BCEPS-71006>

Closing date: 15.06.26 at Noon

Shortlisting: TBC

Interviews: 22.06.26

We are committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to an enhanced DBS check. All posts are subject to a probationary period of six months.

## JOB DESCRIPTION

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### Academy Business Leader

#### **Introduction**

This post offers a unique opportunity for an ambitious applicant to join Baildon Church of England Primary School and Bradford Diocesan Academies Trust (BDAT) as an Academy Business Leader.

The post will allow the right applicant the opportunity to utilise their finance and business operations skills within our 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 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) at BDAT who has the role across all schools within the Trust and is accountable to the Board, and who acts 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
<b>General Requirements</b>							
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	✓			✓		
<b>Post Specific Requirements</b>							
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		✓	✓			

# TERMS AND CONDITIONS

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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 contacting Joanne Capon [office@baildon.bdat-academies.org](mailto:office@baildon.bdat-academies.org) or calling 01274 598540**

# SELECTION PROCESS GUIDANCE

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## **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 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. 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.