



Woodland
Academy Trust

School Business Associate APPLICANT INFORMATION PACK



Peareswood
Primary School

Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



About our Trust

Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



COMPASSION

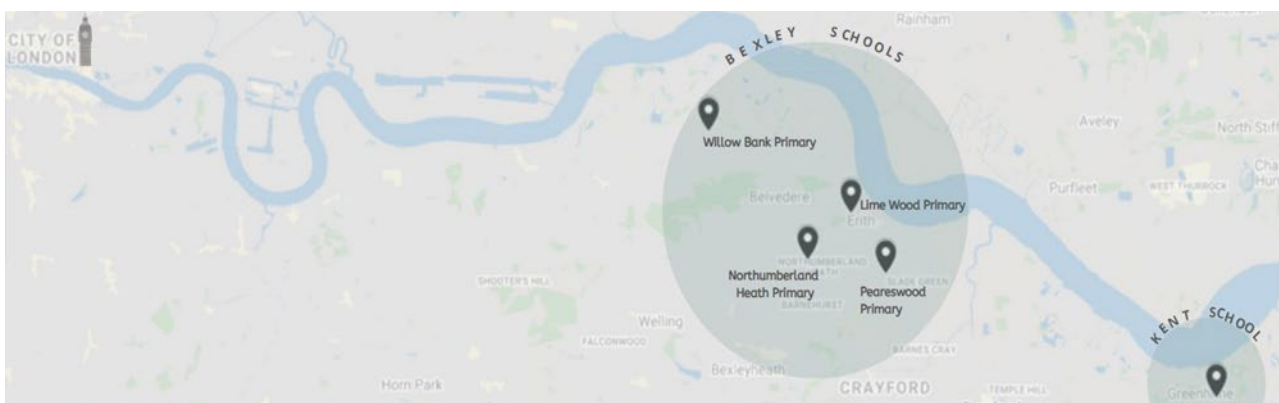


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#).



Welcome from the Headteacher

Thank you for your interest in joining us at Peareswood Primary School.

Peareswood Primary is a warm, nurturing and inclusive primary school in Erith. Our values support and reflect our 'school family' and ensure high aspirations for all learners, through both a challenging and supportive approach. Our core purpose is to equip our children with the skills to continue their learning journey and achieve their own personal goals and aspirations.

Our bespoke curriculum provides children with enriched knowledge of their local area whilst developing their confidence, self-esteem and resilience through lessons and experiences outside of the classroom. **We are also proud to be recognised as an Apple Distinguished School for 2024-2027 for inspiring, imagining, and impacting teaching and learning through continuous innovation!**

We value the importance a primary school plays in the life of a child and therefore strive to cultivate positive experiences and memories for both children and carers to cherish in future years. Learning together we grow as one, ensuring each child achieves their potential and feels happy and safe in school, with differences celebrated.

Get in touch with us if you would like to come and visit our school.

Mrs Mournie

Headteacher at Peareswood Primary



About Our School

We are proud to be part of the community in Slade Green, Erith.

Our School Ethos

As a school family, we inspire our young minds to think critically and unlock their full potential for now and in the future.

Our School Values

Pride Ambition Kindness Creativity Collaboration

Ignite the spark, reveal the champion

To find out more about us, visit our website and follow us on social media to see what's happening in our school community.

Peareswood Primary School website



peareswood_primary

Peareswood Primary School

Scan me

Scan me

Peareswood Primary School



www.peareswoodprimarieschool.co.uk 

Peareswood Primary School
Peareswood Road,
Erith,
Kent,
DA8 3PR

 01322 332 379

The Vacancy

Job title:	School Business Associate
Status:	Permanent
Hours:	36 hours per week
Working weeks per year:	42 weeks
Grade:	Scale Points 22-25 (£36,073 - £38,737)
Pro-Rata	£33,414 - £35,881
Post Start Date:	1 st September 2026
Closing Date for Applications:	3 rd July 2026

Are you an organised, proactive and collaborative professional looking to make a real difference in a vibrant school environment? Peareswood Primary School are seeking a dedicated School

Ignite the spark, reveal the champion

Business Associate to join our team and play a key role in ensuring the smooth and effective day-to-day operation of our school.

As a valued member of the senior leadership team, you will lead and oversee the operational functions that keep our school running at its best — from health and safety and facilities management to HR processes, data administration and office operations. You will be a trusted partner to the Headteacher, helping to create the conditions for staff and pupils to thrive by ensuring our systems are robust, our environments are safe and welcoming, and our teams are well supported.

You will work closely with our Trust central team to align school operations with wider strategic priorities, and you will lead and develop colleagues across premises and office teams, fostering a culture of collaboration, professionalism and high standards. This is a varied and rewarding role where no two days are the same — and where your contribution will directly support the success, wellbeing and ambitions of our whole school community.

The successful candidate should:

- Have experience managing people and operations within a busy setting, ideally in education or a similar environment.
 - Be highly organised, with the ability to plan ahead while responding calmly to changing priorities.
 - Have strong ICT skills and confidence using online systems to manage information effectively.
 - Be an excellent communicator, able to build positive relationships with staff, families and external partners.
 - Demonstrate resilience, confidentiality and a flexible, solution-focused approach to challenges.
- Ignite the spark, reveal the champion

If you are ready to take on this rewarding role and contribute to our school community, we warmly welcome your application.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

Applications

Please apply by visiting our school website vacancies page at: [Peareswood Primary Vacancies](#)

Or if you would prefer to complete a word application form, please contact the school via email: recruitment@watschools.org.uk

Application Deadline: 3rd July 2026

Interviews: TBC

Visits to the school are welcomed and can be organised by contacting recruitment@watschools.org.uk

For more information about Peareswood Primary School please visit: [Peareswood Primary School website](#).

Diversity & Inclusion

We strive to achieve a diverse workforce, fully representative of our diverse society and the ethnic make-up of the pupil population in the UK. People of colour are currently under-represented on our staff teams. We are keen to attract applications from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of ethnic minority heritage as well as white heritage.

Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to *ignite the spark and reveal the champion*. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).

Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK

- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with the DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

Our Commitment to Innovation in Recruitment

At Woodland Academy Trust, we are proud to be at the forefront of innovation in education- this includes how we recruit. We use AI-powered tools and digital platforms to support and streamline our recruitment processes. From anonymised shortlisting grids to data-informed candidate scoring, we ensure fairness, transparency, and efficiency at every stage.

As a Trust, we believe in human decision-making enhanced by smart technology. AI supports us in removing unconscious bias, improving turnaround times, and focusing more of our time on getting to know the people behind the applications. For further information, or to opt-out, please view the Privacy Statement on our website.



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	School Business Associate
RESPONSIBLE TO	Headteacher
SALARY	Scale Points 22-25
HOURS	36 hours / 42 Weeks
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> To live our Trust values, demonstrating ambition, collaboration, compassion, excellence and inclusivity in your everyday work life. To value professional development and welcome any training opportunities to develop personal skills and knowledge. To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	<p>The role of the School Business Associate is to promote and support the operational effectiveness of the school, under the direction of the Headteacher. The School Business Associate will take responsibility for key functions such as managing the schools' information systems, health and safety, facilities management, human resources and other business operations that ensure smooth operation of the school.</p> <p>The School Business Associate will ensure that the school complies with legal and regulatory duties through good management, strong planning and communication and adherence of policies and procedures.</p> <p>As part of the school's senior leadership team, the School Business Associate plays a vital role in supporting the operations of the school to support the headteacher in ensuring and embedding a high performing culture, in a motivated and driven workforce.</p> <p>The School Business Associate works in close partnership with the Trust Central Services Team.</p>

RESPONSIBILITIES

HEALTH AND SAFETY

- Ensure the school meets its statutory obligations in all areas pertaining to health and safety and welfare at work, including statutory training and reporting.
- Maintain a healthy and safe working environment ensuring that risks are assessed and managed.
- Ensure staff receive suitable training, instruction and supervision at work to maintain safety.
- Ensure that advice is sought from the Central Services Trust Team or any other designated person on legal requirements for health and safety and current best practice.

- Monitor the health and safety performance of the school ensuring that policies and procedures are effectively implemented. Ignite the spark, reveal the champion
- Maintain accurate records and documentation and report to the Headteacher and Central Trust on matters relating to health and safety.

FACILITIES MANAGEMENT

- Line management and oversight of the school's premises team and ensure that all items of equipment, fixed installations owned or operated by the school are maintained in accordance with best practice.
 - Manage and maintain utility, supply and service contracts, ensuring continuity of service and value for money.
 - Ensure that adequate safety and protection systems and procedures are in place, including but not limited to fire safety, risk assessments, security, water hygiene etc. and that these are reviewed and tested in accordance with best practice requirements.
- Ensure that the school's premises comply with health and safety regulations, best practice, and with insurer's requirements; to include assessment and management of risk.
- Maintain accurate records relating to the maintenance and management of the school's premises and facilities.
 - Plan and organise regular and irregular works to building fabric, equipment and machinery including refurbishment, redecoration, servicing, repairs and renewals, including supporting the work of CIF bids and major works.
 - Ensure that all external contractors, suppliers, and providers working with, for, or on the school premises meet the necessary quality, regulatory, and safety standards and provide value for money.
 - Work closely with the Headteacher and central team to ensure business continuity and emergency/disaster recovery plans are in place.
 - Ensure that any facilities related works or expenditure complies with procurement and purchasing procedures and is delivered within budget.
 - Communicate and liaise with catering and cleaning contractors to resolve queries and issues.

HUMAN RESOURCES

- Ensure the Trust's suite of HR policies and procedures are implemented, acting as a first point of contact to staff.
- Process and administer payroll with the school's payroll provider.
- Oversee school-based recruitment and safer recruitment processes within the school.
- Maintaining the single central record.
- Manage new starters (including monitoring induction and probationary procedures and reporting).
- Maintain staff sickness and absence records, ensuring that staff complete self-certification and follow absence procedures.
- Coordinate training and development programmes for staff, volunteers and governors to support school improvement and school aims such as organising first aid and ensuring statutory training is complete.
- Carry out line management responsibilities for direct reports such as office and premises staff.
- Support the Trust central team with the management of data protection and file management.

OTHER SCHOOL RESPONSIBILITIES

- Manage and oversee the school website ensuring that it meets the statutory requirements.
- Support the promotion and marketing of the school on its website and social media to develop the positive reputation of the school, enhancing pupil numbers and community reputation.
- Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practices.
- Oversee and census and data gathering exercises.

- Support the Headteacher and Governance Professional with the organisation of effective Local Academy Meetings and procedures.
- Assist with the school's fundraising initiatives and events if required.
- Ensure the effective and efficient operation of the front office, including line management of office staff.
- Liaise with and report to the Trust's central finance team to support with initial queries on purchase orders and invoices.
- Support the school with completion of requisition forms and sending to the Trust's central finance team.
- Ordering of goods depending on the type of order (i.e. charge cards purchases, agency cover).
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Provide administrative support for the Headteacher when required.
- The postholder will work closely with the central Trust team, supporting the implementation of Trust objectives and initiatives, and may be required to contribute to projects and priorities across the wider Trust as well as at school level.

OTHER CLAUSES

The above responsibilities are subject to the general duties and responsibilities contained in the employment contract.

- The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties.
- This job description does not form part of the contract of employment and is not a comprehensive definition of the post.
 - The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
 - The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own development.
 - The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.

SAFEGUARDING

We are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff to share this commitment. We adopt a robust, fair and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to advise us immediately should you subsequently be convicted of an offence.

EQUALITY, DIVERSITY & INCLUSION

We want all of our employees to feel included in bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person Specification		
	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • L2 qualifications - GCSE Maths and English (Grade 4) or equivalent. • L3 qualifications - A levels or equivalent. • Operational background with some level of expertise in HR, Finance, Estates, IT. • Line management of a team. 	<ul style="list-style-type: none"> • L4 or L6 qualifications – relating to the role. • Experience working in an educational environment. • School business professional (level 4) or willingness to work towards.
Knowledge and Skills	<ul style="list-style-type: none"> • Strong knowledge in the use of technology and online information systems. • Ability to build strong and trusted relationships with internal and external stakeholders. • Ability to work highly effectively both individually and as part of a team. • Good organisational skills, and the ability to deal with multiple projects on an ongoing basis. • Ability to be both proactive (advanced planning and forward thinking) and reactive (responding to changing situations). • Ability to think clearly in a high-pressure situation. • Able to communicate clearly and articulately with internal and external stakeholders. • Able to develop others, by having high expectations and clear goals, targeting support wisely and holding to account in a supportive but rigorous way. • Able to solve problems, with strength in both conceptual and analytical thinking. 	
Personal Qualities	<ul style="list-style-type: none"> • Good time management and organisational skills, with ability to manage own workload, set priorities and meet deadlines. • Ability to always treat sensitive information with the strictest levels of confidentiality. • Flexibility and ability to adapt to changing circumstances. • Resilience and ability to re-prioritise regularly to ensure timely responses to incidents / changing circumstances. • Aligned to our Trust values of ambition, collaboration, compassion, excellence and inclusivity. 	<ul style="list-style-type: none"> • Can reflect thoughtfully and critically and identify their own strengths and areas for development in these areas.

