

iet

isle
education trust

Candidate Information Pack

Finance Business Partner – Central Support Services

klpa kilton lindsey
primary
Academy

bspa burton upon stather
primary
Academy

apa althorough
primary
Academy

ca coritani
Academy

eпа epworth
primary
Academy

sa south
axholme
Academy



About IET

The Isle was created when local ancient settlers in North Lincolnshire combined their communities enabling individual inhabitants to live safely and thrive. Isle Education Trust is proud to have built itself on these foundations and is a community of schools who grew from the mutual recognition that by working together to build communities we can inspire each other to be excellent.

Isle Education Trust (IET) was formed when South Axholme Academy and Epworth Primary Academy became partners to support and develop excellence in the local education community. Soon after, the benefits of belonging to a wider community all working together with a common purpose attracted Coritani Academy to join the Trust.

Isle Education Trust is an education community, driven by the belief that individuals and communities flourish together when they

- are **respectful** of their communities and the individuals within them.
- work together to **inspire excellence** in one another in order to thrive.
- are **resilient** to challenges and dare to be excellent.

At Isle Education Trust each academy has its own mind-set which underpins all that they do. Our students are at the heart of everything we

do, and we aim to ensure every single one of them has the support and guidance they need in order to reach their full potential.

We believe that every individual matters – learners, staff, parents and governors. The Trust places equal emphasis on enjoying learning inside and outside of the classroom. We feel passionately that all students should have the opportunity to be involved in a broad range of activities, regardless of gender, background or religion. In this way students gain a breadth of experience to enable them to develop into highly sought after individuals in whatever route they take upon leaving the Trust.

IET is committed to supporting academies to achieve this goal by celebrating what is unique about each setting, whilst providing structures and mechanisms to reduce pressures on Principals and leaders by absorbing roles such as finance, HR, Estates Management, IT and other statutory obligations in to the IET Centralised Services team. As a result, Principals are able to devote their time and energy to managing teaching, learning and the quality of education within their academy so that it is the very best that it can be.

- We believe that we can ***inspire excellence together*** and are a place where ***communities matter*** and ***individuals thrive***.





Welcome from the CEO

Dear Prospective Colleague,

Thank you for your interest in joining Isle Education Trust. I'm delighted that you're considering becoming part of our team—whether you're looking to support students directly or contribute to the vital work that happens behind the scenes, your role matters deeply to us.

At Isle Education Trust, our vision is clear: *Inspiring Excellence Together*. Across our family of academies, we recognise that excellence doesn't happen by chance—it's built by a committed, skilled, and diverse team working together with shared purpose.

Our non-teaching colleagues are the backbone of our success. From safeguarding and administration to site management, finance, pastoral support, and everything in between, you help shape the culture and daily experience of our schools. Your expertise keeps our academies running smoothly, our environments safe and welcoming, and our pupils supported every step of the way.

We are proud to uphold values that guide our Trust:

- **Respect** – shown through honesty, consistency, and care.
- **Resilience** – demonstrated in our commitment to excellence, even in the face of challenge.
- **Inspiration** – sparked by individuals who lead by example and empower others to thrive.

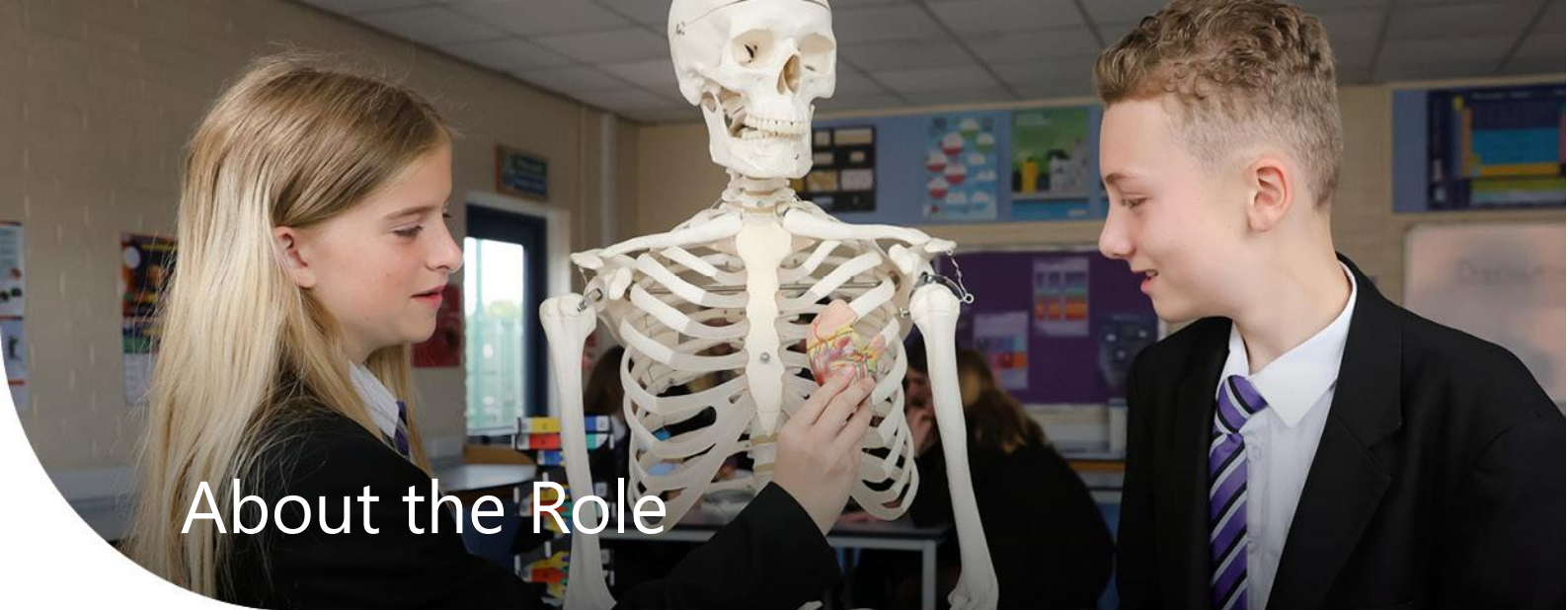
When you join our team, you'll find a community where your contributions are valued, your development is supported, and your wellbeing is prioritised. We offer professional learning opportunities, a culture of collaboration, and a genuine commitment to making our academies great places to work.

If you share our belief that every role within education is a chance to make a difference, I warmly invite you to explore opportunities across the Trust. We'd be thrilled to welcome you into our mission of inspiring excellence—together.

Warm regards,



Sarah Sprack
CEO, Isle Education Trust



About the Role

We are looking for a motivated, ambitious and experienced Finance Business Partner to join our Central Support Team following a period of rapid growth.

This is a crucial role supporting the CF&OO, Principals and budget holders within the Trust with shaping, strengthening and embedding outstanding financial management and planning, enabling our schools to provide the best possible opportunities to our students.

As part of the Trust Finance Team, the successful candidate will play a significant role in budgeting, forecasting, reporting and continuous improvement, helping schools to maximise their resources to positively impact educational outcomes.

At Isle Education Trust we believe that everyone who works with us has a positive impact on our students and communities, no matter what role they do. We value our people and to demonstrate that we offer excellent opportunities for professional growth. We provide flexible working arrangements to support work-life balance, generous pension schemes, wellbeing initiatives and family friendly policies.

If you are passionate about providing outstanding professional support and making a meaningful contribution to our excellent trust, then we would be delighted to hear from you.

If you would like any further information about the role, do get in contact by emailing shodder@isleeducationtrust-iet.co.uk or by calling 01427 433013.

Every best wish,

Samantha Hodder
Chief Finance & Operations Officer
Isle Education Trust



Job Description

Job Title	Finance Business Partner
Salary details	£51,000 - £55,000
Job Details	37 hours per week, all year
Location	Hybrid – Home and IET Head Office Staynor House, Newborn Court, Epworth, Doncaster, DN9 1HQ
Required	As Soon as Possible
Application Close	9am, Monday 17 th August 2026
Interview Date	TBC

Job Purpose

This is not your traditional finance role! Whilst a love of numbers is essential, it is much more than that!

As Finance Business Partner, you will work closely with Principals, Budget Holders and Senior Leaders across all the Trust schools, providing both strategic and practical financial leadership and support. You will help the Trust and schools achieve financial sustainability while ensuring resources are directed towards improving educational outcomes for children.

You will act as a trusted adviser and critical friend, supporting leaders with financial planning, budget management, forecasting and decision-making. You'll provide professional challenge, identify opportunities for improvement and help schools make informed choices that balance financial sustainability with educational priorities.

A key aspect of this role is relationship building. This is not a desk-bound position, regular travel to schools across the Trust is essential, allowing you to work directly with leaders, understand individual school contexts and provide high-quality support where it has the greatest impact.





Key Responsibilities and Accountabilities

Main Responsibilities

In partnership with the CF&OO: -

Strategic Financial Leadership, Partnership and Support

- Build strong working relationships with leaders, acting as a trusted adviser and critical friend
- Advise leaders on staffing structures, curriculum planning, funding implications and resource deployment
- Work in partnership with Principals and school leaders to lead budget-setting, forecasting, year-end and financial planning processes, providing expert financial advice, analysis and challenge to support informed decision-making and ensure alignment with Trust priorities, key performance indicators and long-term sustainability
- Develop and maintain curriculum-led medium-term financial plans, undertaking financial modelling, scenario planning and options appraisal to support strategic decision-making and sustainable resource planning
- Analyse financial and operational data, including benchmarking information, to identify efficiencies, improve value for money and inform resource allocation
- Assess the financial viability and longer-term impact of proposed projects and investments
- Identify, assess and support the mitigation of financial risks, advising leaders on the implications of proposed decisions and investments
- Deliver a combination of strategic and operational finance support tailored to individual school requirements
- Prepare and present financial and budget monitoring reports to Principals and other key stakeholders
- Ensure financial processes operate effectively and in accordance with Trust policies and procedures
- Support school leaders to make resource allocation decisions that achieve long-term financial sustainability while maintaining a clear focus on school improvement priorities, curriculum delivery and the quality of education provided to pupils
- Prepare budget monitoring, forecasting, and reconciliations
- Identify areas for improvement and support schools in implementing best practice.
- Act as the first point of contact for financial management, budgeting and forecasting queries
- Monitor financial risks across all allocated schools and escalate any significant financial risks, control weaknesses and compliance concerns where appropriate
- Support the development of the central team and schools through coaching, mentoring, professional support and the development of guidance, tools and training
- Develop effective relationships across the Central Support Team functions, working in partnership with colleagues to ensure a coordinated, child-centred and joined-up approach to service delivery, school improvement and organisational development
- Work collaboratively with colleagues across the wider Finance Team to ensure a joined-up approach to financial management, continuous improvement, problem solving and the delivery of high-quality support to schools
- Review and challenge financial forecasts, ensuring assumptions are realistic, robust and financially sustainable



Main Responsibilities Continued

- Monitor financial performance, trends and key performance indicators to identify emerging risks, pressures and opportunities and support informed decision-making
- Ensure compliance with Trust financial procedures, financial regulations, the Academy Trust Handbook, Trust policies and relevant legislation
- Advise schools on financial systems, processes, controls and financial governance arrangements
- Support schools in addressing recommendations arising from audit, assurance and internal scrutiny reviews
- Promote consistency of financial practice and standards across all Trust schools
- Support the completion of year-end financial processes and statutory reporting requirements
- Contribute to the continuous improvement of financial procedures, controls, governance arrangements, systems, reporting processes and management information
- Provide guidance, training and best-practice support to strengthen financial capability, succession planning and compliance awareness across schools and central finance functions
- Support schools in aligning financial resources with school improvement plans and Trust objectives
- Ensure consistency, accuracy and integrity of financial information across allocated schools
- Work collaboratively with school leaders to support the development of business plans and strategic initiatives
- Promote effective resource planning and value-for-money principles
- Provide financial support and guidance to schools joining the Trust
- Contribute to Trust-wide financial projects, initiatives and development programmes
- Build strong professional networks across the Trust and contribute to a culture of collaboration and continuous improvement
- Actively contribute to the wider success of the Central Support Team



We expect all Trust staff to:

- Work with all students ensuring equality of opportunity for all.
- Take responsibility for Safety and Welfare of all students, raising any concerns following the Academy/Trust protocols and procedures.
- Work proactively and effectively in partnership with all stakeholders.
- Carry out a share of statutory supervisory duties.
- Treat students with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position.
- Participate in CPD relevant to the role.
- Accompany teaching staff and students on visits, trips and out of school activities as required.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy.
- Participate in arrangements for examinations and assessments.
- Take an active role in promoting good behaviour in and around the Academy/Trust.
- Ensure that students adhere to the uniform code and apply sanctions when this code is breached.
- Develop an academy learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner.
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of students.
- Ensure compliance with data protection laws and safeguarding procedures.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Regularly review the impact of their work and its impact on students' progress, attainment and well-being, refining approaches where necessary and responding to advice and feedback from colleagues.
- Proactively participate with arrangements made in accordance with the Appraisal Policy.
- Have professional regard for the practice, ethos and policies of the Academy/Trust and maintain high standards in your own attendance and punctuality.
- Operate at all times within the stated policies and practices of the Academy/Trust.
- Contribute positively and effectively to the whole Academy/Trust ethos.
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the Academy, individual departments and students.
- Attend and participate in appropriate calendared meetings.
- Take responsibility for own professional development and duties in relation to Academy policies and practices.
- Liaise effectively with staff, students, parents and governors.
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988.
- Carry out any other duties as directed by your Line Manager as may from time to time be agreed in accordance with the nature of the job described above.

This is not an exhaustive list of tasks and job descriptions will be continually reviewed and changed according to the needs of the Trust.

Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.



Person Specification:



Education, Qualifications and Relevant Experience	Essential	Desirable
Minimum of 5 GCSEs or equivalent qualifications or experience including English and Maths	A	
AAT qualified or equivalent financial qualification	A	
Part-qualified or working towards CIPFA, CIMA, ACCA or CCAB		A
Evidence of Continued Professional Development relevant to the role	A	
Knowledge, Experience, Skills and Competencies	Essential	Desirable
Experience of financial planning, budget setting, forecasting, budget monitoring and scenario modelling	A I R	
Experience of producing financial analysis, management information and reports to support decision-making	A I R	
Experience of identifying financial risks, pressures and opportunities and recommending appropriate action	A I R	
Experience of improving financial processes, controls, reporting arrangements or management information	A I R	
Experience of advising, supporting and constructively challenging senior stakeholders	A I R	
Ability to communicate complex financial information clearly to non-finance audiences	A I	
Understanding of academy trust funding, financial governance, internal scrutiny, audit, risk management and statutory reporting requirements		A I
Exceptional ability to plan, prioritise, multitask, and manage a varied and demanding workload to meet tight deadlines	A I R	
Understanding of recent and relevant developments in education		A I
Experience of working in a Multi-Academy Trust or educational setting		A I
Experience of dealing with difficult enquiries and situations in a professional, proactive and helpful manner	A I R	
Exceptional written and verbal communication skills	A I R	
Strong people skills, with the ability to build and maintain relationships with a wide range of stakeholders	A I	
Ability to maintain absolute professionalism and strict confidentiality with all sensitive materials and discussions	A I	
Strong critical thinking skills, with the ability to anticipate needs and proactively address issues	A I	
Professional, approachable and resilient under pressure	A I R	
Proven track record of delivering work on time without compromising accuracy or compliance requirements	A I	
Detail orientated with a proactive, solution focussed approach	A I	
Knowledge and experience of using finance systems, accounting software and financial reporting tools	A I	
Strong understanding of financial controls, reconciliations, budget management and the importance of accurate financial records	A I	

Personal Qualities & Essential Attributes	Essential	Desirable
Highly developed interpersonal and communication skills; diplomatic, persuasive and influential	A I	
Strategic thinker with strong problem-solving capability and a solutions-focused mindset	A I	
Collaborative and committed to working as part of the wider Finance Team, Central Support Team and Trust	A I	
High personal standards, resilience under pressure and a commitment to leading by example	I	
Carry out all duties having a regard to an employee's responsibility under Health & safety Policies	A I	
Flexible and good-humoured approach	I	
A proven track record of excellent attendance and punctuality	I	
Ability to travel to Trust sites as required	A I	
A sense of humour and good sense of well-being	I	
Able to work with or without supervision	A I	
Willingness to participate in further training and developmental opportunities offered by the Trust	A I	
Safeguarding	Essential	Desirable
A commitment to following the Trust's safeguarding and health and safety procedures and recognise when to report any concerns	A I	
Equal	Essential	Desirable
Knowledge, understanding and commitment to equality, diversity and inclusion	A I R	

KEY

A = assessed through the application process

I = assessed through the interview process

R = assessed through reference





Trust Benefits:



Pension Scheme

All staff are enrolled in either the Teachers' Pension Scheme or Local Government Pension Scheme, whichever is relevant.



Continuous Professional Development

IET offers numerous opportunities for continued CPD for **all** staff including NPQs and apprenticeships



Cycle to Work Scheme

Eligible staff may apply to purchase a new bike, e-bike or cycling accessories through this salary sacrifice scheme, making significant savings.



Staff Wellbeing

This is a priority for the Trust. All staff have access to a free Employee Support Package, including 24/7, 365 days a year online and telephone support covering areas such as mental health, bereavement, financial advice and counselling.



Healthcare

All staff have free access, 24/7, 365 days a year to an online doctor.



Flu Vaccinations

All staff are able to request a free voucher for a flu vaccination in the Autumn term.



Discounts

Through our employee benefits platform, staff can make significant savings through discounts and vouchers in a range of areas including restaurants, supermarkets, retail and holidays.



Appointment Process

How to apply

To apply for this post, visit the IET website:

[Isle Education Trust - Vacancies](#)

Receipt of early applications from candidates with the appropriate experience, qualifications and personal qualities may result in an early interview being offered.

Isle Education Trust promotes equality of opportunity and welcomes applications from all sectors of society.

Isle Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts at Isle Education Trust are subject to an Enhanced Disclosure and Barring check.