



# RECRUITMENT PACK

**Together we Belong, Believe, Become**

# WELCOME FROM THE CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.



## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website [info@ascendlearningtrust.org.uk](mailto:info@ascendlearningtrust.org.uk) We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley  
Ascend Learning Trust CEO

**Together we Belong, Believe, Become**

# JOB DESCRIPTION

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

**Together we Belong, Believe, Become**



## **Business Development Officer**

**Reports to:** Legal and Procurement Lead

**Location:** Multi-site (covering 7 schools within the Trust)

**Contract Type:** Full-time, Permanent

### **Purpose of the Role**

To identify, secure, and manage external funding opportunities for the Ascend Multi-Academy Trust (MAT), ensuring compliance with UK education regulations, procurement standards, and grant conditions. The postholder will work under the Legal and Procurement Lead to maximise funding streams that support strategic priorities across seven schools. There will also be opportunity to assist the Legal and Procurement Lead in legal and data protection projects as well as assisting the Head of Governance from time to time.

### **Key Responsibilities**

#### **Funding Strategy & Research**

- Develop and implement a funding strategy aligned with Ascends objectives.
- Research and identify suitable grants from government, local authorities, charitable trusts, and corporate sponsors.
- Maintain a calendar of funding opportunities and deadlines.

#### **Bid Writing & Submission**

- Prepare high-quality grant applications, ensuring accuracy and compliance with funder requirements.
- Collaborate with school leaders and finance teams to gather data and develop compelling proposals.
- Submit bids within deadlines and track outcomes.

#### **Compliance & Governance**

- Ensure all funding activities comply with UK education law, ESFA guidance, and procurement regulations.
- Work closely with the Legal and Procurement Lead to review contracts and grant conditions.
- Maintain accurate records for audit and reporting purposes.

**Together we Belong, Believe, Become**



## **Financial Management**

- Support budget preparation for grant-funded projects.
- Monitor expenditure against grant conditions and report variances.
- Liaise with finance teams to ensure proper allocation and reconciliation.

## **Stakeholder Engagement**

- Act as the main point of contact for funders and internal stakeholders.
- Provide regular updates to senior leadership and governors on funding performance.
- Build relationships with external organisations to maximise partnership opportunities.

## **Monitoring & Reporting**

- Track progress of funded projects and ensure delivery against agreed outcomes.
- Prepare reports for funders, trustees, and regulatory bodies.
- Evaluate impact and identify opportunities for continuous improvement.

## **Person Specification**

### **Essential:**

- Proven experience in grant writing and funding management within education or public sector.
- Strong understanding of UK education funding streams and compliance requirements.
- Excellent written communication and project management skills.
- Ability to work collaboratively across multiple sites and teams.

### **Desirable:**

- Knowledge of ESFA funding rules and procurement frameworks.
- Experience in multi-academy trust or school business management.
- Relevant qualifications (e.g., CIPFA, CIPS, or grant management certification).

## **Salary & Benefits**

- Competitive salary (dependent on experience)
- Local Government Pension Scheme
- Professional development opportunities

**Together we Belong, Believe, Become**

# Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

## Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

## Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

## Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

## Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

## Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

**Together we Belong, Believe, Become**





# HOW TO APPLY

---

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.



Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

**[Ascend Learning Trust MyNewTerm](#)**

**mynewterm**