



Accomplish Hubs Business Manager

Jerry Clay English Hub & Accomplish Early Years Stronger Practice Hub

Grade G8 - Starting Scale Point 24 £35,412 FTE - actual pay £31,647 (pay award pending) to scale point 27 £38,220 FTE – actual pay £34,159

Term Time + 10 Days

Based at AGTT Centre, Lock Lane, Castleford

An exciting opportunity to help shape educational excellence across the region

Accomplish Multi Academy Trust is seeking an exceptional Hubs Business Manager to play a pivotal role in the continued success of the Jerry Clay English Hub whilst helping to launch and establish our brand-new Early Years Stronger Practice Hub from September.

This is a unique opportunity to join an ambitious, outward-facing organisation at a significant point in its journey. Having successfully led a high-performing English Hub, we have recently been designated by the Department for Education as a Stronger Practice Hub, extending our influence across early years education throughout Yorkshire and Humber.

As our Hubs Business Manager, you will be at the heart of this exciting work- ensuring both hubs operate with exceptional efficiency, professionalism and ambition, enabling us to improve outcomes for thousands of children beyond our own schools.

About Us

At Accomplish Multi Academy Trust, everything we do is underpinned by our values:

- **Care** – putting children, families and colleagues at the heart of every decision.
- **Empower** – developing confident professionals who continually strive for excellence.
- **Celebrate Uniqueness** – recognising the strengths of every individual and every school.

We believe in *doing the basics brilliantly* whilst continually innovating to achieve even greater impact. This new role offers the opportunity to work alongside highly respected educational leaders influencing literacy and early years practice nationally.

About the Role

This is far more than a traditional business manager position.

You will provide the administrative and operational leadership that enables two nationally recognised hubs to thrive, leading all aspects of business operations including:

- Leading the administration and operational functions across both hubs.
- Managing invoicing and working with the CFO to track the budgets carefully
- Planning and co-ordinating large-scale training events and conferences.
- Developing efficient systems and processes to support rapid growth.
- Managing resources and operational compliance.
- Supporting funding and support excellent financial oversight.
- Building a highly efficient support team.
- Working collaboratively with schools, local authorities, the Department for Education and national partners.

No two days will be the same. One day you may be coordinating a regional conference for 300 delegates; the next you could be analysing impact data, developing new systems or supporting strategic growth opportunities. Core hours will be 8am to 4.00pm however flexibility will be applied day to day in line with the requirements for events etc.

Who We're Looking For

We're looking for someone who is:

- Highly organised with exceptional attention to detail.
- An outstanding communicator who enjoys building relationships.
- Confident managing multiple priorities simultaneously.
- Passionate about improving education for children.
- Experience in developing systems to ensure efficiencies.
- Comfortable using data to inform decision-making.
- Positive, solution-focused and thrives in a fast-paced environment.

Experience of business management, administration, finance or operational leadership within education or a comparable organisation would be highly advantageous. Strong ICT skills (including confident using Excel), excellent organisational ability and experience leading administrative systems are essential.

Why Join Accomplish?

This is an opportunity to become part of something genuinely special.

You'll join an organisation that:

- Has been recognised nationally for educational excellence.
- Leads one of England's successful English Hubs.
- Is launching a brand-new Early Years Stronger Practice Hub from September.
- Invests heavily in professional development.
- Works with schools across Yorkshire and beyond to improve outcomes for children.
- Has an ambitious vision for continued growth and innovation.
- Places collaboration, wellbeing and people at the centre of everything we do.

Most importantly, you'll know that your work directly contributes to improving the life chances of children by enabling schools and early years settings to access world-class professional development and support.

What We Offer

- A genuinely exciting and varied leadership role.
- Opportunities for professional growth and development.
- A supportive, collaborative and ambitious team.
- The chance to influence educational improvement on a regional and national scale.
- A workplace built upon trust, innovation and shared moral purpose.

If you are someone who thrives on organisation, enjoys making complex operations run seamlessly and wants to be part of an organisation making a real difference, we would love to hear from you.

Join us as we continue to transform literacy, strengthen early years provision and ensure every child has the very best start in life.

Accomplish Multi Academy Trust

Leading with ambition and innovation to achieve the very best for every child.