



## **Executive Business Leader**

**Bradford Girls' Grammar School and Lady Royd Primary School**

**Full Time, All Year Round**

**Salary BDL8 – BDL14 (£61,534 - £71,330)**

**Start Date: 1<sup>st</sup> September 2026**



<b>Opening date:</b>	<b>Friday 12<sup>th</sup> June 2026</b>
<b>Closing date:</b>	<b>Friday 3<sup>rd</sup> July 2026 at 9.00am</b>
<b>Shortlisting:</b>	<b>Monday 6<sup>th</sup> July 2026</b>
<b>Interview date:</b>	<b>Friday 10<sup>th</sup> July 2026</b>



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## Welcome To Bradford Diocesan Academies Trust

Dear Applicant,

Thank you for taking the time to read our application pack and expressing your interest in the post of **Executive Business Leader at Bradford Girls' Grammar School and Lady Royd Primary School** which are part of Bradford Diocesan Academies Trust (BDAT).

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within BDAT. We hope you find the role as interesting and exciting as we do.

Within the pack, you will find a job description, a person specification, a summary of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at [www.bdat-academies.org](http://www.bdat-academies.org)
- on X, formerly twitter at [#wearebdat](https://twitter.com/wearebdat)
- or by contacting us direct at [ashley.reed@bdat-academies.org](mailto:ashley.reed@bdat-academies.org)
- or by calling Ashley Reed on 01274 909120

I wish you every success with your application and look forward to meeting you in the near future.

**Carol Dewhurst OBE**  
**Chief Executive Officer**  
**Bradford Diocesan Academies Trust**



## About BDAT

### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides ourselves in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is **"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."**

Our core Trust values are **inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.)**. We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on X, formerly twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)



## BDAT's Mission, Vision and Values

### Our mission:

"At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

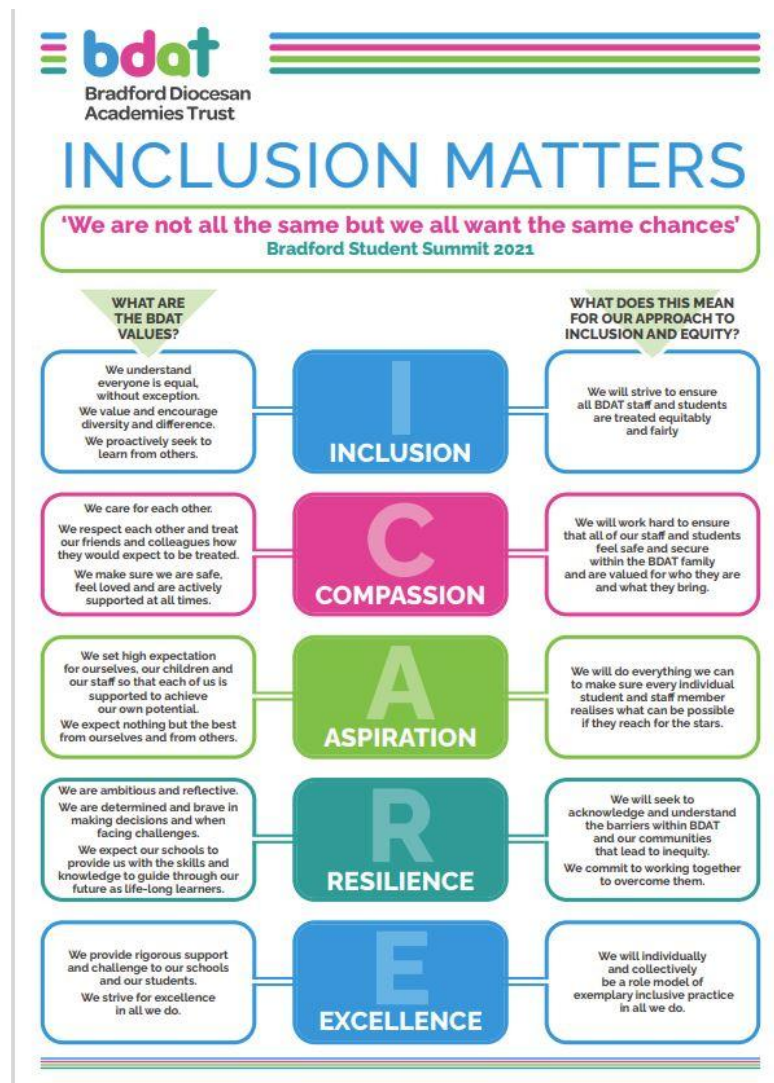
### Our vision is:

"We will provide schools that develop student competence, confidence and character, driven by local community context and inclusive Christian values, ensuring every student achieves their academic potential and leaves our Trust prepared for the next stage of their life journey."

We want BDAT schools to be schools of choice for the diverse and special communities we serve.

We will recruit develop and retain highly skilled staff dedicated to making sure our children and young people have every chance to succeed."

### Our values are:





## About the Schools

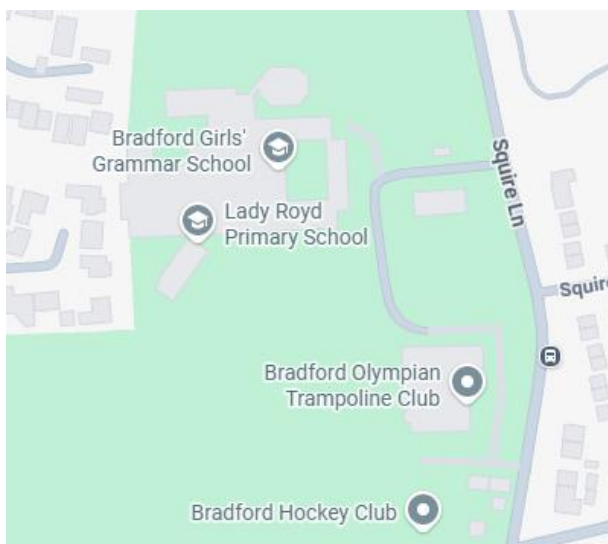
### General Information and Background

Bradford Girls' Grammar School and Lady Royd Primary School are situated on a shared site on the outskirts of Bradford city centre at Squire Lane. Bradford, BD9 6RB with both schools forming part of the Bradford Diocesan Academies Trust (BDAT). With a shared heritage dating back to 1875, the schools have a long-standing tradition of delivering high-quality education within an inclusive and ambitious environment.

Bradford Girls' Grammar School is an 11–16 secondary academy of approximately 690 students, which became an Academy Free School in 2013 and joined BDAT in January 2023. In September 2024, it de-amalgamated from Lady Royd Primary School, transitioning into a standalone secondary provision for young women. The school is recognised for its strong teaching, above-national outcomes, and an excellent student work ethic.

Lady Royd Primary School serves pupils from Reception to Year 6 and became a standalone school following de-amalgamation in September 2024. The primary school builds on the same strong foundations, offering high-quality teaching across all phases, with a clear focus on delivering excellent classroom experiences and continuing to develop as a centre of excellence.

Both schools share a common ethos, guided by the motto *"Aspire, Succeed, Lead,"* and a commitment to developing confident, ambitious learners who are prepared to make a positive impact. Their core values—accountability, self-confidence, perseverance, integrity, respect, and empathy—underpin all aspects of school life. As part of BDAT, both schools benefit from extensive professional development opportunities and a collaborative approach to continuous improvement.



Squire Lane  
Bradford  
BD9 6RB

Bradford Girls' Grammar School  
01274 545 395  
[Bradford Girls' Grammar School - Home](#)

Lady Royd Primary School  
01274 905 102  
[Lady Royd Primary - Home](#)



## Advertisement

### Executive Business Leader

### Bradford Girls' Grammar School and Lady Royd Primary School

Bradford Girls' Grammar School and Lady Royd Primary School are seeking to appoint an exceptional Executive Business Leader to lead and shape the operational core of the respective academies. This is a rare and exciting opportunity for a strategically minded professional to play a pivotal role in driving operational and financial excellence, directly influencing the culture, environment and engagement of pupils, while championing the values of both the academies and the Trust.

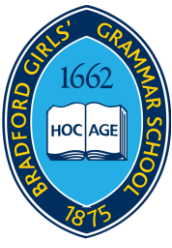
We are looking for a dynamic and enthusiastic leader with credibility and confidence to build strong, purposeful relationships with senior leaders. You will ensure the delivery of high-quality operational services that enable the Headteachers and staff to focus on what matters most: outstanding educational outcomes for every child.

#### We need from you:

- A genuine passion for delivering operational excellence in support of educational success
- Significant experience of leading finance, operations and human resource functions
- Strong leadership, planning and estate management skills
- A collaborative approach, with a commitment to teamwork, partnership working, and highest professional standards
- Outstanding communication, interpersonal and relationship-management skills
- Drive, ambition and the ability to lead continuous improvement
- A clear commitment to the mission, vision and values of BDAT

#### We can offer you:

- A supportive and experienced network of Academy Business Leaders within a Trust that champions inclusive, values-led leadership
- A varied, challenging and highly rewarding role working with diverse communities
- Opportunities to shape and influence Trust-wide operational strategy, systems and culture via BDAT's Professional Learning Communities
- High-quality professional development and leadership learning
- The chance to make measurable difference to the safety, sustainability and effectiveness of the school environment and ultimately to the lives of children, staff and communities



**Advertisement continued**  
**Executive Business Leader**  
**Bradford Girls' Grammar School and Lady Royd Primary School**

Hours of work are flexible to meet the needs of the Academies but will not routinely exceed 37 hours per week. Occasional evening work is expected, this role is office based at both Bradford Girls' Grammar School and Lady Royd Primary School.

<b>Employer:</b>	Bradford Diocesan Academies Trust
<b>Reporting to:</b>	Headteacher's at each establishment
<b>Accountable to:</b>	Chief Financial Officer
<b>Duration of Post:</b>	Permanent
<b>Probationary period</b>	6 months
<b>Salary:</b>	BDL8 – BDL14 (£61,534 - £71,330)
<b>Work Pattern:</b>	Full Time, All Year Round
<b>Closing date:</b>	Friday 3 <sup>rd</sup> July 2026 at 9.00am
<b>Shortlisting:</b>	Monday 6 <sup>th</sup> July 2026
<b>Interview date</b>	Friday 10 <sup>th</sup> July 2026
<b>Start date:</b>	1 <sup>st</sup> September 2026

If you would value an exploratory conversation, please contact Ashley Reed 01274 909120  
[ashley.reed@bdac-academies.org](mailto:ashley.reed@bdac-academies.org)

Applications can be submitted online using the My New Term portal via [Vacancies - Bradford Diocesan Academies Trust \(bdac-academies.org\)](https://www.bdat-academies.org/vacancies)

For tours of the Schools, please contact Andrew Cheeseman by emailing: [andrew.cheeseman@bggs.bdat-academies.org](mailto:andrew.cheeseman@bggs.bdat-academies.org)



## Job Description

### Executive Business Leader

#### **Introduction**

This post offers a unique opportunity for an ambitious applicant to join an established Bradford multi-academy Trust as an Executive Business Leader.

The post will allow the right applicant the opportunity to utilise their finance and business operations skills across our academies. 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 post holder will be required to work in our academies as directed and may also be required to support the work of the central team.

The role of the Executive Business Leader relates to Bradford Girls' Grammar School and Lady Royd Primary School within the Trust.

The postholder will be employed at Bradford Girls' Grammar 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 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.

To be responsible for maximising income generation by letting the premises to external users and supporting development of grant applications to support the school.



## **PRINCIPAL RESPONSIBILITIES/DUTIES:**

Note: The term 'Senior Leaders' includes Executive Headteacher/Headteacher, Headteachers/Headteachers, Head of School, Executive Business Leader, 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 each academy using the Trust's budgeting software, IMP and Sage Intacct
- Prepare a three-year financial plan for each of the designated academies 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
- Ensure the effective operation of financial controls within the designated academy and ensure they receive value for money for all expenditures
- Work with the FM to manage and monitor internal recharges between academy and Central, ensuring that costs are recharged on a monthly basis
- Review month end schedules for accuracy
- Authorise paylists, where appropriate authorisation has been received for payment from the delegated authority within each academy
- Carry out a physical monthly reconciliation to Sage Intacct of petty cash held within each 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 each academy, ensuring that information is timely and accurate
- In liaison with the CFO and FM 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

### **HR and Payroll**

- Support the strategic recruitment plan within each 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
- Attending leadership meetings (where requested) and ensuring the content and outcomes of the meetings are reported back where relevant, to the finance staff
- Preparing for and attending Trust and LGB meetings as part of the review cycle to assess the progress of financial matters
- Sharing good financial practice across the academy
- Ensuring an appropriate induction programme for new staff into finance is in place and provide excellent support for those members of staff who are new to a Trust/academy environment
- Being an active and visible member of the academy's community whilst developing partnerships and collaboration between the Trust academies

### **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 monitor the effectiveness of site and cleaning teams within the hub
- To secure external grants to support the development of the site

### **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 Executive Business Leader

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		✓	✓			
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

The employer for this post is the Bradford Girls' Grammar School.

The post will be based at both Bradford Girls' Grammar School and Lady Royd primary School.

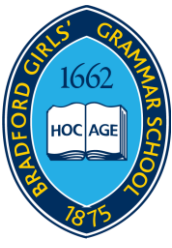
This post requires the ability to travel. The post holder will be required to work some evenings.

The post holder will be subject to BDAT School Leader Terms and Conditions and will have access to the West Yorkshire Pension Fund (WYPF) with competitive employer contribution.

The post holder will be entitled to pro rata 30 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.

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.



## Selection Process Guidance

### 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)

### 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)

### 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 interviews will be held at Bradford Girls Grammar School. 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 first day.

## **Final Selection**

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our Trust. Each candidate will be contacted by telephone to inform them of the outcome; brief feedback will be provided during this telephone conversation.

## **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.

## **Timeline**

**Opening date:** Friday 12<sup>th</sup> June 2026  
**Closing date:** Friday 3<sup>rd</sup> July 2026 at 9.00am  
**Shortlisting:** Monday 6<sup>th</sup> July 2026  
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