



School Business Manager

# Recruitment Pack



Nurturing inclusive learning communities

---

## CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of School Business Manager at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

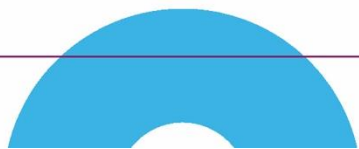
We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy and we have high aspirations for future growth.

Thank you for your interest in Ethos Academy Trust and we will look forward to receiving your application.



Jayne Foster  
CEO, Ethos Academy Trust



---

## HEADTEACHER WELCOME

### Dear Applicant

Elements Academy is a Special School which opened in September 2022 in Rotherham, South Yorkshire. It offers 135 places for Key Stage 2 – 4 pupils (aged 7-16) who have an Education, Health and Care Plan (EHCP) where Social, Emotional and Mental Health (SEMH) is identified as the primary need.

Ethos Academy Trust has a long-standing reputation for achieving outstanding outcomes with vulnerable pupils. Our nurture-based philosophy underpins our practice. At Elements Academy, we provide a caring, stimulating, safe and welcoming environment where learning is enjoyable, and teaching is personalised to the needs and interests of individuals. Pupils are supported to fulfil their academic potential whilst developing the long-term confidence and skills required to succeed in post-16 education, employment or training.

Our outstanding staff teams are skilled at working with young people with needs across the SEMH range. In partnership with parents, carers and other professionals, we take a holistic approach to ensuring a young person's needs are identified and met throughout their journey at Elements Academy, preparing them for the next stage of their lives.

At Elements Academy, you will find strong, hardworking and dedicated members of staff. We believe in investing in our staff team and all staff have access to high quality internal and external professional development. Working within Ethos Academy Trust is extremely rewarding; making a difference to vulnerable children and young people, knowing that the work you do has a genuine, long-term impact on a young person's education and life chances.

We are seeking to appoint a dedicated School Business Manager to join our team. The successful applicant must be dedicated to supporting our young people to reach their full potential. We would like to thank you for your interest in Elements Academy and we look forward to receiving your application.

Vicky Woodrow



Headteacher, Elements Academy

---





Nurturing inclusive learning communities

**Ethos College** provides long-term full-time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted, and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing inclusive learning communities

**Evolve Academy** is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



Nurturing inclusive learning communities

**Elements Academy** opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.



Nurturing inclusive learning communities

**Reach Academy** is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. All pupils attending the academy have an Educational Health Care Plan (EHCP) in place. Our nurture principles underpin our practice and ensure that we meet the individual needs of every pupil. We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities

**Engage Academy** is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that

---

enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.

---

**Enrich Academy** is a well-established education provision for Key Stage 4 students (aged 14-16), specialising in supporting students with Social, Emotional and Mental Health (SEHM) needs as well as supporting young people aged 14-16 who are unable to attend a mainstream setting. Our nurture-based philosophy underpins our practice and ensures that we meet the individual needs of every student.



At Enrich Academy, our aim is to provide a caring, stimulating, safe and welcoming environment where learning is enjoyable. We also ensure our teaching is personalised to the needs of students by customising the curriculum to challenge ability and raise aspirations.

We aim to improve student wellbeing and the life chances of our young people, and all our students are supported to fulfil their individual potential whilst developing the confidence and skill required to succeed in post-16 education, employment or training.

---

---

## TRUST MISSION

Ethos Academy Trust is uniquely positioned with a clear strategic focus on Social Emotional and Mental Health and wider Special Educational Need provision. Our Academies are nurturing and inclusive communities, underpinned by a genuine value led culture where pupils and staff thrive and grow to their full potential.

## OUR CORE VALUES

 <h3>Leading</h3> <p><b>with integrity</b></p> <ul style="list-style-type: none"><li>• Championing honesty and transparency</li><li>• Building trusting relationships</li></ul>	 <h3>Encouraging</h3> <p><b>freedom and responsibility</b></p> <ul style="list-style-type: none"><li>• Working collaboratively</li><li>• Investing in effective partnerships</li></ul>
 <h3>Thinking</h3> <p><b>innovatively</b></p> <ul style="list-style-type: none"><li>• Finding creative solutions</li><li>• Meeting individual needs</li></ul>	 <h3>Improving</h3> <p><b>continuously</b></p> <ul style="list-style-type: none"><li>• Raising standards</li><li>• Developing strong and effective leaders</li></ul>
 <h3>Celebrating</h3> <p><b>achievement</b></p> <ul style="list-style-type: none"><li>• Improving academic progress</li><li>• Enriching personal development</li></ul>	 <p><b>ETHOS</b> ACADEMY TRUST</p> <hr/> <p>Nurturing inclusive learning communities</p>

---



## WHY WORK FOR THE TRUST?

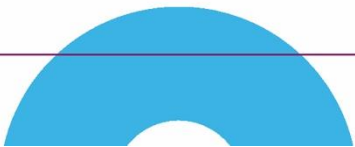
Ethos Academy Trust spans West and South Yorkshire, with all our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.


At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all the children and young people within our community at the heart of what we do. Our staff are pivotal in this and in recognising, achieving and bringing to life our vision and values.

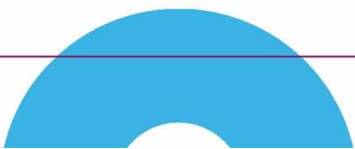
As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for pupils

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- A chance to work at a unique Trust with a clear direction and commitment to working with Social Emotional and Mental Health need and wider SEND pupils.
  - The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
  - Opportunities to collaborate with colleagues across academies and within the Central Trust teams and other Multi Academy Trusts on a local and/or regional basis.
  - Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
  - Access to Teacher and Local Government Pension Schemes.
  - Access to 24/7 Employee Assistance Programme which includes counselling and physiotherapy services.
  - All staff have 1:1 sessions with their managers every half term and complete a Wellness Action Plan at least annually.
  - All staff are required to have an annual appraisal.
  - We recognise and reward staff who have gone over and above with our half termly values driven staff awards.
  - Opportunity to have your say and to contribute to Academy related developments via annual staff survey, regular “pulse” surveys and Academy Liaison Groups.
- 
- 

- 
- 
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted shopping.
  - Additional day off after 5 years' service with the Trust
  - Local agreements for corporate access to gyms and other leisure facilities.





I started working for Ethos College around 11 years ago as a Grade 7 inclusion worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and be able to have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was proud to take up the post of science teacher. Since then, I have not looked back! I then moved into a leadership role at Ethos College. From September 2023, I moved to the position of Head of School at Enrich Academy. Working at Ethos Academy Trust and being part of the transformation of the lives of our young people is an absolute privilege.

**EMMA McMANUS**, HEAD OF SCHOOL - ENRICH ACADEMY





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust thirteen years ago as an Inclusion Worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification. More recently I was able to complete training to become a SENDCo and I am currently SENDCo for Reach Academy. The Trust and management teach within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

**SARAH SIMMONDS**, SENDCO - REACH ACADEMY

During my 8 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role, I became a member of the Senior Leadership Team at Ethos College and was supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice. From January 2024, I moved to the position of Head of School at Reach Academy.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

**JACK GHEE**, HEAD OF SCHOOL - REACH ACADEMY



---

## ADVERT FOR SCHOOL BUSINESS MANAGER

School Business Manager

Band I

37 hours per week

Working Term time plus 10 days

Permanent

Full time salary -£36,648 - £39,186

Actual salary - £32,983 - £35,267

Closing date – 08 July 2024 at 9am

### Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint a School Business Manager to join our passionate and hardworking team at Elements Academy

If you are looking for a new and rewarding challenge in education and you are committed and passionate to making a difference, then we look forward to hearing from you.

Closing date: 08 July 2024 at 9am

Interview date: 11 July 2024

If you require any further information, or you would like to arrange a visit, please contact Vicky Woodrow – [vwoodrow@eat.uk.com](mailto:vwoodrow@eat.uk.com)


You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>

### Safeguarding Statement for candidates

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1972 (Exceptions) Order 1975.

---



---

## SCHOOL BUSINESS MANAGER JOB DESCRIPTION

<b>Job title</b>	Business Manager
<b>Location</b>	Elements Academy, Dinnington
<b>Hours</b>	37 hours per week, working term time plus 2 weeks
<b>Reports to</b>	Headteacher
<b>Staff responsible for</b>	Administration support staff and site team
<b>Closing Date</b>	8 July 2024 at 9am Interview date – 11 July 2024
<b>Salary/Grade</b>	Band I Full time salary - £36,648 - £39,186 Actual salary – 32,983 - £35267
<b>Job Purpose</b>	<p>As School Business Manager you will be a valued and important member of the Senior Leadership Team within the Academy, and you will make a significant contribution professionally to the leadership of the administrative and financial aspects of the academy. You will be required to contribute to the overall organisation, management and direction of the Academy and the Trust, including involvement in Trust wide projects and initiatives.</p> <p>Working with the Trust Central Finance Team, you will be responsible for financial procedures and day-to-day budget monitoring. Initially, the Central Finance Team will be responsible for many aspects of the financial function of the school. However, over time and with relevant training, the School Business Manager may take on more financial and budget responsibility within their role.</p> <p>With support from the Trust Central Team, you will be responsible for HR processes and other academy operations such as estates, projects and ICT.</p> <p>You will carry out a range of duties which will include the direct line management of administrative and site staff.</p>

---

---

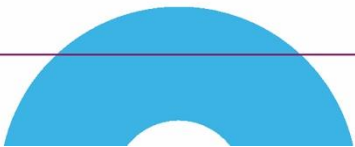


## KEY OBJECTIVES AND ACCOUNTABILITIES

### Main Duties

- Working alongside the Trust Central Finance Team, responsibility for maintaining budgets within the Academy
- Working alongside the Trust Central Finance Team, responsibility for managing school finances and ensuring compliance with financial regulations determined by the Central Trust Team
- Deliver and implement staff training and development to ensure the school follows the effective use of financial systems and procedures
- Responsible for the processing and correct authorisation of all invoices for expenditure, income collection and allocation of income, in accordance with payment timescales and Trust procedures
- Working alongside the Trust Central Finance Team, offer expertise and advise to the Headteacher and SLT in relation to financial planning
- Working alongside the Trust Central Finance Team, prepare, set and monitor local budgets
- Provide reports to SLT and Central Finance team for discussion based on staffing needs, CLFP and any known changes
- Working alongside the Trust Central Finance Team, monitor school budgets and run budget monitoring reports to present to SLT and the Central Finance team
- Accountable with the Headteacher, for undertaking ICFP to set a viable budget, with the support of the Central Finance Team
- Responsible for procurements, ensuring a specification is drafted, the Trust procurement Policy is adhered to and value for money is obtained
- Identify and pursue sources of funding, sponsorship and grants and write bids on behalf of the academy to support funds as required
- Support the audit process by the effective management of information and ensure any audit recommendations are implemented
- Responsible for ensuring the Trust Financial Management Policy and other finance-related policies are adhered to
- Responsible for ensuring that the school contracts register is fully complete and there are copies of contracts; liaising with Central Finance prior to contract notice periods to ensure any relevant Trust wide procurement can take place

### Administration


- Responsible for the management of the school administrative function, ensuring there are appropriate and relevant administrative systems in place to support the school; implementing procedures where appropriate
  - Responsible for the management of local systems and processes to ensure that they are managed in the most efficient manner
  - Responsible for ensuring that staff census data is completed and returned within the predetermined deadlines
  - Responsible for ensuring documents, policies and procedures are in Trust format and are made available to all staff via the Every documents systems
  - Ensure that an administrative manual is in place documenting all tasks, shared with staff and updated when required
  - Attendance at relevant meetings as directed by SLT or Central Team
- 
- 

---

## **Estates, Health and Safety and Risk Management**

- Manage, monitor and evaluate the Academy Capital Plan, ensuring that capital projects are identified and added to the plan
- Lead on the management of site-based projects, and alongside the Central Finance Team, initiating and evaluating capital expenditure tenders and ensuring best value
- Monitor, assess and review contractual obligations for outsourced school services and alongside the Central Finance Team, deal with tender processes for school contracts
- Take delegated responsibility for the overall management and maintenance of the building, facilities, grounds and furnishings of the school, working with the site and premises staff and Headteacher, ensuring Every compliance activities are reflective of all compliance activities
- Check with the site and premises staff that tasks are booked in as needed
- Undertake relevant H&S (IOSH) tasks are complete including asbestos, fire safety, legionella awareness, emergency planning etc and advise site/central staff of any issues
- Oversee and ensure that the Emergency Plan/BCP is up to date, shared and tested on a regular basis
- Responsible for ensuring all H&S procedures and updated regularly in the Trust format and shared via Every
- Responsible for the oversight of all school risk assessments to ensure that they are appropriate to manage risks, ensuring these are shared with all stakeholders and visitors as appropriate
- Management and maintain the school risk register, update monthly and share with SLT, ensuring all risks are captured and documented and mitigations are put in place
- Participate as a member of the Trust H&S committee and disseminate information as appropriate
- Responsible for ensuring that school staff training is H&S compliant, maintaining and record of all training on Every and ensuring reminders are sent and followed up
- Responsible for ensuring that sufficient first aiders and fire wardens are in place and that relevant training is undertaken as required
- Manage catering, cleaning and ICT operations in the setting and report back any issues to the Central Team

## **Management information, ICT systems and Asset Management**

- Responsible for updating, maintenance and monitoring of systems including MIS systems and Every HR (including the SCR) and compliance
  - Act as ICT lead administrator in school, ensuring that external ICT is it for purpose and that the school is receiving value for money and an effective service
  - Responsible for the management and maintenance of inventories and records of all school resources and ensure staff comply with recognised procedures. This includes ensuring that school assets are effectively and safely managed, keeping accurate records of all assets over £100; asset tagging them and ensuring staff sign for them and aware of the responsibilities (this is especially pertinent for school IT and telephone equipment)
  - Responsible for the security, monitoring and control of access to systems
- 
- 

- 
- 
- Responsible for providing guidance and support to SLT and other Academy staff on the process and use of all data management systems ensuring that data is effectively managed in line with national and local standards

### **Staff management, HR and onboarding**

- Responsible for the direct management and supervision of Academy Business Support staff which includes the allocation and coordination of work, staff development and training
- Ensure there is an effective administrative staff structure in place to meet requirements
- Proactively identify and contribute towards the management of staffing issues such as sickness and other absences such as maternity or leave of absence, in line with Trust policy, and play an active part in assisting other line managers to address concerns
- Oversee the communication of HR processes and HR record keeping in school via Trust systems, ensuring policies are complied with
- Be proactive in the management of sickness, capability, disciplinary and probationary procedures, informing central HR when triggers are hit or concerning patterns or behaviours are emerging
- Ensure all return-to-work interviews with staff are completed following an absence, carrying these out where appropriate and directed to do so
- Ensure all roles are recruited to by following safer recruitment guidance, and ensure all staff undertake statutory safeguarding training
- Ensure all staff have a clear understanding of the policies and procedures and that they carry out their duties in line with these
- Work closely with the HR team in relation to recruitment and induction processes for staff, including support staff probations and supporting line managers with procedures
- Maintain the Academy Single Central Record and Training Matrix and notify the DSL of any issues
- Process any staff absence insurance claims in a timely manner
- Manage the payroll system, ensuring knowledge of payroll process, contracts and policies to effectively review payroll reports and challenge any discrepancies in line with relevant pay and conditions documents
- Ensure all changes in relation to payroll are carried out in a timely manner

### **Governance**

- Ensure the school is compliant with GDPR and liaise with the Trust DPO as necessary
  - Act as the first point of contact for staff with any concerns in relation to subject access requests, data breaches or other GDPR related concerns and signpost to the DPO where necessary
  - Ensure that records are maintained and disposed of in accordance with retention policies
  - Contribute to the development of school and Trust wide policies and ensure that they are disseminated at staff meetings
  - Introduction of new APRC members including reference requests, DBS checks, ICT access, DfE checks and training (internal and external)
- 
- 




---

## Other

- Contribute to the onboarding of new Trust Business Managers, acting as a buddy whilst supporting them to ensure they are fully aware of their roles
- Lead on Trust wide initiatives appropriate to the grade and share findings and recommendations with others
- 
- Attend relevant DfE, EFSA and LA training and disseminate or act upon this as appropriate
- Attend local, regional and national networking events, sharing any feedback or learning
- Prepare reports on pupils, staff or financial data for the Board of Executive Team in a professional format

## General

- Act with integrity, honesty and professional competence and understand the importance of confidentiality.
  - Have a positive attitude towards working with vulnerable young people including ability to be understanding, responsive, calm and supportive.
  - Carry out your duties with due regard to current and future Trust and academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
  - Take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety at Work Act
  - Demonstrate day to day commitment to the Trust's vision, mission and core values.
  - Carry out such reasonable additional duties as may from time to time as determined by or on behalf of Trust Senior Leaders or the Trust Board.
- 
- 

## PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
<b>Knowledge, Education and Training</b>	GCSEs (A*-C) in Maths and English or equivalent OR relevant qualification at Level 2 (or equivalent)	E
	Certificate in School Business Management or equivalent experience	E
	Professional qualification in finance, HR, Health and Safety or procurement	D
	Diploma in School Business Management	D
	Knowledge of developments in Local Management of Schools	D
<b>Relevant Experience</b>	Experience of working in a busy office environment managing multiple priorities and leading on projects	E
	Experience of working in a school environment	E
	Experience of budget planning and finance within the context of a school or public sector organisation	E
	Experience of using information management systems and finance software	E
	Experience of resource management and procurement	E
	Experience of working effectively with internal and external stakeholders	E
	Experience of supervising/line managing staff	D
	Knowledge and experience of ICFP	D
	Successful experience of identifying and applying for grants/funding	D
<b>Aptitudes, skills and competencies</b>	Excellent IT skills and working knowledge of software used in schools and computer packages such as Microsoft Office	E
	Working knowledge and understanding of premises management (i.e. repairs, maintenance, work schedules)	E

	Excellent literacy skills to produce high quality word processing, including reports and letters	E
	Awareness and understanding of health and safety regulations and good practice within the school environment	E
	Understanding of routine HR processes and procedures and the ability to understand and apply HR policy to address both complex and non-complex issues	E
	Ability to work on own initiative and contribute to effective working of the team	E
	Ability to plan own day and work flexibly to get the job done on time and ensure work is carried out to quality standards	E
	Ability to make decisions in line with agreed policies and procedures	E
	Ability to manipulate financial information and produce reports	E
	Ability to communicate effectively and confidently at all levels	E
	Ability to supervise/manage a team including allocation of work and performance management	E
	Proactive and positive approach to liaising with parents/carers/pupils/staff and other stakeholders, both internally and externally	E
	Commitment to safeguarding and promoting the welfare of children and young people	E
	Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act	E
	Understanding of the context in which schools operate and how the role fits within this	E
	Understanding of the financial processes and procedures within school and the regulatory framework which governs them	E
Any additional factors	Commitment to ongoing personal training and development	E

	Willingness to be flexible and adaptable, leading a team by modelling a positive and professional approach in a variety of situations	E
	Willingness to work outside of normal Trust hours on occasion	E
	Holds current driving licence and has own vehicle available for transport during the working day	D
	Willingness to undertake an Enhanced Disclosure and Barring service check, pre-employment and annually	E

### Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

### Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

### Online checks for shortlisted candidates

In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

### GDPR

A copy of our Privacy Notice is available via our website: [www.eat.co.uk](http://www.eat.co.uk)



Nurturing inclusive learning communities

Ethos Academy Trust  
c/o Reach Academy  
Field Hill Centre  
Batley Field Hill  
Batley  
WF17 0BQ

