Enquire Learning Trust Application Pack

Academy Business Manager

Reference Number: ELTMAR2619

Easterside Academy
Erith Grove
Easterside
Middlesbrough
TS4 3RG

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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

Easterside Academy

We are a fully inclusive Primary Academy for children aged 3 – 11, located just outside of the town of Middlesbrough. With our own extensive grounds, and excellent facilities, we provide plenty of space for children to learn; reach their potential and ultimately shine!

Our aim is for all children to develop into **independent**, **confident**, **successful learners** with **high aspirations**, who are **resilient** and know how to make a **positive contribution** to their **own community** and **wider society**.

Our school is based on six values – Respect, Teamwork, Honesty, Determination, Self-belief and Passion.

We have a focus on high quality teaching of reading, writing and maths, but we don't narrow the curriculum to just this. Our curriculum is rich and vibrant, with plenty of time dedicated to creative and arts-based subjects. We offer each child a range of exciting experiences, including specialist music teaching, school trips and sporting competitions.

We are extremely lucky to have dedicated and skilful staff who all work tirelessly to provide the best opportunities for all pupils and to create a friendly, caring and positive atmosphere of purposeful learning.

Thank you once more for your continued support.

Mrs H Seymour

Principal

EAP Programme

The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Academy Business Manager
Reference Number: ELTMAR2619

Working Hours: 37
Working Weeks: TTO + 4 weeks
Salary Scale Range: SCP 23 - 30
Contract Type: Permanent
Start Date: July 2026
Location: Easterside Academy, Erith Grove, Easterside, Middlesbrough, TS4 3RG

About us

Easterside Academy is a 1.5 entry school with a strong sense of aspiration for all our children. We are proud to be part of the Enquire Learning Trust—a forward-thinking and innovative network of 32 schools. This partnership provides us with a wealth of CPD opportunities and the chance to collaborate with professionals who share our passion for children's learning.

Easterside Academy is a genuinely great place to work. A true sense of 'team' has been well established and staff wellbeing is embedded in our culture. We believe in looking after one another and hold relationships within our school community in the highest regard. We are seeking a caring, positive individual to join our successful team.
The role of Business Manager is both wide-ranging and dynamic, requiring someone who can confidently embrace its complexity and thrive in a fast-paced, supportive environment.

About the role

We have an exciting opportunity for an organised and experienced professional to join Easterside Academy as our new Academy Business Manager.

Do you have experience in finance?

Do you have excellent communication and interpersonal skills?

Do you have experience of budget planning and monitoring?

Do you have the ability to work accurately and methodically with attention to detail?

Are you friendly with a solution focussed and 'can do' attitude?

We are looking to appoint a knowledgeable, organised, experienced and highly skilled business manager who will work alongside the Principal, Office and Site Manager to support the effective administration and running of our busy primary school. As Business Manager, you will be responsible for the business operations of the academy and the oversight of all matters pertaining to its organisation and running.

We are looking to appoint a motivated and friendly individual who:

- Shares our vision and values, and is committed to achieving the very best outcomes for all children
- Can contribute to a safe, inclusive environment that nurtures pupils' social, emotional, and academic development
- Demonstrates flexibility and a positive attitude in response to change

- Brings energy, creativity, and a genuine passion for making a difference
- Has experience using finance and payroll systems
- Possesses excellent communication and interpersonal skills
- Works with accuracy, methodical attention to detail, and a high level of organisation
- Maintains a friendly, solution-focused approach with a 'can-do' attitude

What we can offer

- Enthusiastic and supportive colleagues who value collaboration and shared learning, making a skilled and happy team
- A strong culture and commitment to professional development through a comprehensive CPD programme within school and across our Trust
- Ongoing support and training from the Trust Finance Team
- Polite, motivated children who are eager to learn and aspire to be responsible citizens
- Membership of local pension scheme
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme

This is an excellent opportunity for a highly professional individual to join our hardworking team.

Working arrangements

Monday to Thursday: 8am to 4pm
Friday: 8am to 3:30pm

For more information, please contact:

Mrs H Seymour (Principal) either by phoning 01642 273006 or by email: contact@eastersideacademy.co.uk

Visits to the school are warmly welcomed and can be arranged by contacting the school office.

How to apply

You can apply for this position by visiting The Enquire Learning Trust website www.enquirelearningtrust.org

Closing date and time: Friday 24th April 2026

Interview Date: Thursday 30th April 2026

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**

Job Description

Post:	Academy Business Manager
Purpose of post:	Responsible for the business operations of the academy and the oversight of all matters pertaining to the organisation and running of the academy, save for teaching and learning
Reporting to:	Academy Principal/Trust CFO

Main responsibilities

Leadership and Strategy

- Contribute to senior leadership team meetings and attend Trust business meetings as required
- Actively contribute to the development of the organisation by sharing good practice across the Trust
- Provide leadership support to the senior leadership team including undertaking research and obtaining information to inform decision making
- Plan and manage change in accordance with the academy's improvement plan
- Manage premise and office staff including line management responsibilities
- Take a lead role in the recruitment of staff and in managing associated employment procedures such as induction/probation/appraisal processes and paperwork.

Finance

- Work with the Principal to prepare an annual budget for submission to the Chief Finance Officer and for approval by the Board of Trustees
- Evaluate budget and financial information and present budget performance to the senior leadership team to inform decisions relating to ongoing budget management
- Regularly and actively monitor the agreed budget to ensure effective financial management, including the preparation of budget reports for the Principal and Trust finance leads
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with the Trusts Finance Policy and the ESFA's Academies Financial Handbook
- Monitoring the weekly/monthly expenditure and advising the Principal of possible under/overspending whilst providing narrative of the issues
- Assist with forecasting future years' budgets, taking into consideration any relevant plans and new directions as well as predicted changes to budgets, salaries and other costs
- Identify the need for, select and manage the ordering of supplies, services and equipment for the academy, ensuring invoices are inputted onto the system in a timely manner
- Maintaining an asset register and inventory in line with the Trust's policy
- Lead and process academy insurance claims in line with the relevant processes
- Prepare statutory returns as agreed or directed by the Principal or relevant Trust officers
- Negotiate, manage and monitor service level agreements, tenders and agreements for the academy to ensure effectiveness of delivery and value for money, under direction of the Principal and having awareness of the SLA's to be procured and maintained by the central trust team.

HR and Payroll

- Manage the administration and approval process of the payroll system, ensuring all new starters, variations, expenses and other information is submitted accurately and on time in line with payroll deadlines
- Ensure that recruitment procedures are followed for all new staff and coordinate the relevant employment checks for all individuals
- Maintain the academy's single central record ensuring that all employees records are completed and updated at all times and correspond effectively with the documentation held in personnel files
- Maintain and update confidential information on the relevant systems
- Liaise with the Principal on personnel issues and undertake relevant actions including sickness absence reviews with support staff and monitoring absence trends across the academy, highlighting potential issues to the Principal
- Provide advice and guidance to the Principal and employees on payroll and employment issues where relevant.

Estates Management

- Manage facilities including premises lettings and associated income
- Manage catering and cleaning services to ensure they remain consistently effective
- Implement risk management and loss prevention strategies in conjunction with the Trusts Estates Officer
- Coordinate the security and maintenance of the academy site, including oversight of maintenance schedules and the efficient operation of all facilities on the property
- Ensuring effective records of maintenance of fire protection equipment is in place and that regular fire tests and alarm checks are undertaken
- Ensure business continuity procedures are in place
- Prepare work specifications for tenders and assist with the selection of contractors.

Health and Safety

- Ensure the Health and Safety Policy is implemented at all times and is subject to relevant review and assessment at regular intervals or as situations change, in liaison with the Trusts Estates Officer
- Ensure the academy's written Health and Safety Policy is clearly communicated and available to all including external visitors
- Ensure that relevant staff are trained in First Aid and that their training is updated as necessary
- Ensure that all statutory testing is carried out annually or in accordance with policy.

Administration

- Manage the administrative function of the academy, including overseeing the entire office function and staffing
- Ensure that administrative processes and procedures are effective and efficient, and review these on an ongoing basis
- Act as the point of contact for central team staff for the purposes of collating information and responding to external requests for information – including freedom of information, subject access requests and any other formal request for information.

General Responsibilities

- Undertake any other duties that are reasonably in line with the general nature of this job description
- Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality
- Pay particular attention and adhere to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing
- Ensure compliance with the Trusts Equality Policy at all times and promote the Trust values of equality and treat all employees and colleagues in a professional and respectful manner at all times.

Person Specification

Area:	Desirable/Essential
Qualifications	
Relevant formal qualification e.g. business management, administration, finance	E
Good standard of education in English and Maths (GCSE grade C or above)	E
School Business Management qualification	D
Experience	
Using and maintaining a range of management information systems	E
Using and reporting from finance systems such as Access for Education and IMP.	E
Experience of payroll systems and processes	E
Assisting in the setting of budgets and managing and monitoring those budgets frequently	E
Line management and supervisory experience of designated staff	E
Reporting to and working with senior leaders	E
Working with a wide range of agencies and stakeholders	E
Managing a diverse workload and conflicting deadlines	E
Experience of working in an education setting	D
Experience of managing organisational change	D
Experience of procurement including the drafting of tender documents and contracts	D
Knowledge and Skills	
Budget management knowledge, ability to produce, analyse and evaluate financial information and confidence to highlight and address areas of concern	E
Ability to negotiate contracts with suppliers to secure best value	E
Knowledge and understanding of health and safety procedures, premises management and compliance	E
Knowledge and understanding of personnel systems and procedures	E
Confidently and efficiently lead a team to meet the academy's strategic objectives	E
Excellent communication and interpersonal skills	E
Excellent time management and organisational skills	E
Understand safeguarding in relation to the Business Manager's role in an education setting	D
Qualities	
Ability to work as part of a team and independently	E
Ability to work accurately and methodically with attention to detail	E
Professionally assertive and able to remain calm under pressure	E
Proactive, enthusiastic and has a positive mindset and attitude	E
Friendly with a 'can do' and solution focused attitude	E
Ability to maintain confidentiality and integrity	E
Committed to equality and diversity	E
Committed to CPD	E

Contact Details:

Easterside Academy
Erith Grove
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TS4 3RG

Principal: Mrs H Seymour

Telephone: 01642 273006
Email: contact@eastersideacademy.co.uk

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations