RIVER TEES
Multi-Academy Trust

Recruitment Pack

Change lives through a career with our Trust.

Trust Business Manager



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Welcome

River Tees Multi-Academy Trust is a forward-thinking trust committed to ensuring the most vulnerable learners receive the highest quality of education and outcomes. We are firmly committed to our workforce and ensure fantastic developmental and wellbeing opportunities for the right candidate.

If you are ready to take the next step in your career, join us as we 'Change Lives'.

This is a brand-new role within River Tees Multi-Academy Trust and an exciting opportunity to shape trust-wide business operations as the organisation continues to grow. The Trust Business Manager will work across all schools within the trust, helping to ensure that operational practice is consistent, effective and compliant. We are looking for a motivated, forward-thinking professional with integrity, strong communication skills and the ability to build positive working relationships. You will be confident managing competing priorities, using data to support decision-making, and working collaboratively with school and central teams to strengthen operational systems and standards across the trust.

We are dedicated to investing in the training and development of our staff to ensure they possess the necessary skills for their roles. We welcome applicants who may not yet possess all the required skills but are willing to invest in their own growth to acquire the necessary knowledge.

The schools within our Academy Trust improve the character, community and currency of pupils who are excluded or at risk of exclusion from mainstream school, unable to attend school for a variety of medical needs and/or have an Educational Heath and Care Plan that requires specialist provision. Changing Lives is our mission and this drives everything we do, in every department.



Our Trust

River Tees Multi-Academy Trust is a small but growing Trust in the North East of England serving some of the most disadvantaged communities in the country. We provide the highest quality education for learners who have struggled within the mainstream schooling system. Children and young people are welcomed into our academies, regardless of their challenges, past history or additional needs.

We use a relational approach with our learners, staff and communities. This helps us build trusting relationships that bring out the best in everyone. All staff are committed to improving the life chances of our learners.

We change lives through our focus on a highly personalised curriculum that provides Currency, builds Character and engages with the Community. Our whole team work together to safeguard our vulnerable learners and give them the confidence to achieve their educational, social, family and career challenges.

We want our learners to gain the skills, knowledge and qualifications they need to move forward but also to enjoy school and develop a love of learning.

River Tees Multi-Academy Trust was set up in April 2016, The Trust currently operates 5 Academies across the North East of England. The Trust works with the most disadvantaged learners. Our intent is to ensure we offer the highest quality provision for our cohort of learners, taking account of their additional needs, social deprivation and gaps in learning.

Our ethos and values are rooted in ethical approaches to partnership working and our drive to ensure that disadvantaged learners receive the best possible education.

Our Values

River Tees Multi-Academy Trust are committed to changing lives. We help our staff, learners and communities to be:

- Resilient and brave.
- Trustworthy and kind.
- Making a positive difference to learners', staff and our wider communities' lives.
- Aspirational and hopeful.
- Tolerant and respectful.

Our Trust Welcome from CEO

I am delighted to extend a warm welcome to all potential candidates interested in joining the River Tees Multi-Academy Trust. Our organisation is dedicated to fostering an inclusive and dynamic educational environment that prioritises the growth and success of both our learners and staff.

River Tees Multi-Academy Trust was established with the mission of providing exceptional educational opportunities across our diverse network of schools. We believe in nurturing talent, promoting well-being, and maintaining high standards of academic excellence. Our core values are centred around character, community, and curriculum.

We envision a future where every learner is equipped with the knowledge, skills, and confidence to succeed in a rapidly changing world. By championing innovative teaching methods and personalised learning experiences, we are committed to making this vision a reality.

We offer extensive training programs and career advancement opportunities to support your professional growth. Our trust is built on mutual respect and inclusion, ensuring a welcoming environment for all. We value teamwork and collaboration, providing a supportive network to help you thrive. Join us in making a significant difference in the lives of our learners and the broader community.

River Tees Multi-Academy Trust encompasses several schools, each with its own unique character and strengths. We pride ourselves on our ability to cater to a broad spectrum of educational needs. Our schools are committed to providing a safe, engaging, and stimulating learning environment for all learners.

We are excited to learn more about you and your potential contribution to our team. We look forward to welcoming dedicated and enthusiastic individuals who share our commitment to educational excellence.

Thank you for considering River Tees Multi-Academy Trust as the next step in your career. Together, we can empower education and inspire futures.

Christina Jones OBE
CEO

About the Role

Application closing date	6th December 2026
Interview Date/s	15th December 2026
Location	This post will be trust wide, travel to all sites will be essential.
Salary	SCP 39-43 £51,928 - £56,293 (FTE) You will also be enrolled in the Local Government Pension Scheme.
Contractual hours	37 hours These can be negotiated, can offer term time working with additional weeks.
Working Hours	Monday to Thursday: 08:30 – 16:30 Friday: 08:30 – 16:00 Reduced working hours may be considered for a suitable candidate.
Basis	Permanent

Our Trust celebrates the diversity of our school communities. We actively encourage visits to our school sites – once you see our work in practice, we are certain you will be committed to joining us in Changing Lives.

Why work for River Tees Multi-Academy Trust

This is an exciting opportunity to join a growing Trust with a clear moral purpose and a strong commitment to changing the lives of vulnerable learners. The successful candidate will play an important role in strengthening trust-wide business operations, supporting schools and helping to ensure that systems, processes and compliance arrangements are consistent, effective and aligned to Trust expectations.

- Access to the Local Government Pension Scheme.
- A supportive Trust culture that values professional development, wellbeing and collaboration.
- Opportunities to work across a range of specialist settings and make a visible impact.

- A relational, values-driven approach to working with staff, learners and communities.
- A flexible and supportive approach to working patterns where this meets the needs of the role and the Trust.

You are welcome to contact Helen Stokes, COO – **Helen.Stokes@rtmat.org.uk** for an informal discussion about this post prior to application. The Job Description and Person Specification set out the full requirements of the role and can be found within this pack.

Key working relationships

The postholder will work closely with the Chief Operating Officer, Chief Finance Officer, School Business Managers, Headteachers, school leaders, central Trust colleagues and school-based administration and business support teams. The role will require strong working relationships across all sites, providing clear advice, constructive challenge and practical support to help ensure business operations, administration, compliance, finance, procurement and reporting processes are well managed and aligned to the Trust's wider objectives.

What success will look like

During the first 6 to 12 months, the successful candidate will be expected to develop a clear understanding of the Trust's schools, business systems, compliance requirements and operational priorities. Success in the role will include establishing strong relationships with School Business Managers, school leaders and central Trust colleagues; strengthening consistency in business and administrative practice; supporting effective compliance assurance and reporting; reviewing key processes and templates; and identifying opportunities to improve efficiency, reduce duplication and support continuous improvement across the Trust.

Selection process

Shortlisted candidates will be invited to take part in a selection process designed to explore their experience, technical knowledge, leadership approach, values and suitability for the role. This may include a formal interview, a task or presentation linked to estates, compliance or sustainability planning and safeguarding-related questions. Full details will be provided to shortlisted candidates in advance of interview.

How to apply

Applicants should complete the Trust's application form in full and must ensure they clearly detail how they meet the specific requirements of the role. CVs will not be accepted. Completed applications should be submitted by the advertised closing date. Late applications will not be considered

Reasonable adjustments

We are committed to ensuring that our recruitment process is accessible and inclusive. Candidates who require reasonable adjustments at any stage of the application or selection

process are encouraged to contact the Trust so that appropriate arrangements can be considered.

This post is subject to an Enhanced DBS check, Social Media check and satisfactory references.

Pre-employment checks

Any offer of employment will be conditional upon the completion of all required safer recruitment and pre-employment checks. These will include, where applicable, an enhanced DBS check, online and social media checks, satisfactory references, verification of right to work in the UK, confirmation of qualifications and employment history, and any other checks required for the role in line with statutory guidance and Trust policy.

Final candidate checklist

- Application form completed in full.
- Full employment history provided, including explanations for any gaps.
- Referee details provided in line with the application requirements.
- Relevant qualifications and professional memberships included.
- Application submitted before the closing date.

Job Description

Purpose of the Role

This is a new trust-wide role designed to strengthen operational consistency, compliance and effectiveness across River Tees Multi-Academy Trust. The Trust Business Manager will work alongside the Chief Operating Officer, School Business Managers and school leaders across all schools in the trust, providing guidance, challenge and support to help ensure that business operations are well managed, compliant and aligned with trust expectations. The postholder will act as a key link between schools and central services, helping to embed strong systems, improve practice and support continuous improvement across a range of operational functions.

Key Responsibilities

Operational Leadership and Collaboration

- Support the Chief Operating Officer to lead and coordinate trust-wide business operations, ensuring consistency, compliance and effective practice across all schools.
- Work in partnership with School Business Managers to strengthen operational practice, promote consistency and support high standards across all schools in the trust.
- Provide professional guidance and coaching to School Business Managers, supporting their development, confidence and effectiveness in role.
- Lead and facilitate regular School Business Manager network meetings to share updates, develop practice and encourage collaboration across the trust.
- Build strong working relationships with Headteachers, School Business Managers and central teams to ensure schools are well supported and trust expectations are understood.
- Work with central trust colleagues to ensure that schools receive timely and effective support in relation to business operations, administration and compliance.
- Support schools joining the trust by contributing to transition and onboarding activity, helping to establish strong business systems, clear processes and alignment with trust expectations.
- Provide short-term operational support and guidance to schools where there is a gap in School Business Manager capacity or leadership, helping to maintain continuity and compliance.
- Where necessary, hold difficult, evidence-based conversations with colleagues at all levels, using professional judgement, clear communication and appropriate records to support improvement, accountability and consistent practice.

Compliance, Policy and Quality Assurance

- Support the Chief Operating Officer to develop, implement and monitor trust-wide compliance, policy and quality assurance systems across all schools.
- Support schools to maintain compliance with trust policies, statutory requirements and internal procedures across business and administrative functions.
- Contribute to the development, implementation and review of trust-wide policies, procedures and operational systems.

- Support schools in preparing for internal and external reviews, audits and trust quality assurance activity by ensuring business documentation, processes and records are accurate, current and in line with trust expectations.
- Monitor the implementation of trust policies and agreed procedures across schools, identifying where further support, training or intervention is required.

Finance, Procurement and Resources

- Support trust-wide financial and operational processes, including budget planning, monitoring, value for money and the consistent application of financial procedures, working with the Chief Finance Officer and Chief Operating Officer as required.
- Contribute to procurement activity by supporting schools to follow trust processes, achieve best value and maintain appropriate documentation and compliance.
- Oversee the quality and consistency of business-related returns, reports and administrative processes across schools.

Systems, Processes and Improvement

- Use operational data and information to identify trends, risks, areas for improvement and opportunities to strengthen efficiency and compliance.
- Promote the effective use of trust systems and digital processes to improve consistency, reporting and operational efficiency.
- Support schools with the planning and coordination of key administrative cycles, ensuring deadlines are met and trust requirements are delivered consistently.
- Help develop and maintain standardised templates, guidance and business tools to support consistent practice across the trust.
- Identify opportunities to streamline processes, reduce duplication and improve efficiency across trust and school-based business functions.
- Support trust-wide projects and change initiatives that improve operational effectiveness and strengthen the capacity of school business functions.

People and Organisational Support

- Support recruitment activity for business and support roles, working with school leaders and central teams to ensure effective and compliant processes.

Reporting and Working Relationships

The Trust Business Manager will work closely with the Chief Operating Officer, Chief Finance Officer, School Business Managers, Headteachers and central trust teams. The role will operate across all schools within the trust and will support the development of consistent, efficient and compliant business operations.

Personal Specification

Essential

- Experience of business management, operations or administration within an educational setting, multi-academy trust, school, or similarly complex organisation.
- Relevant qualification in school business management, business administration, finance, operations management or a related discipline, or equivalent demonstrable experience.
- Good general standard of education, including GCSE English and Maths or equivalent.
- Strong understanding of compliance, operational processes and business systems within a school, academy trust or comparable environment.
- Experience of supporting or improving business systems, administrative processes and operational procedures.
- Knowledge of financial procedures, budget monitoring, procurement processes and value for money principles.
- Good use of ICT, including confident use of Microsoft Word, Excel, Outlook and other Microsoft 365 applications.
- Experience of using IT systems to support business operations, such as finance, HR, compliance, premises, asset management or reporting systems.
- Ability to analyse information, identify priorities, recognise risks and support improvement planning.
- Strong interpersonal and communication skills, with the ability to build credibility and positive working relationships with school leaders, School Business Managers and central trust colleagues.
- Ability to work collaboratively, provide support and challenge, and help colleagues improve practice.
- Ability to manage multiple priorities, work independently, meet deadlines and respond effectively in a fast-paced environment.
- Strong organisational skills, attention to detail and the ability to maintain accurate records and documentation.
- Commitment to high standards, continuous improvement and supporting the trust's strategic aims.
- Understanding of the importance of confidentiality, safeguarding, data protection and professional conduct in a school or trust environment.

Desirable

- Recognised School Business Manager qualification, such as CSBM, DSBM, ADSBM or equivalent.
- Experience of working across more than one school or within a multi-academy trust.
- Experience of supporting school improvement, trust-wide projects, change management or operational transformation.
- Experience of line managing, coaching or supporting School Business Managers, administrators or support staff.
- Experience of preparing for audits, quality assurance reviews, due diligence activity or external compliance checks.
- Knowledge of academy trust governance, the Academy Trust Handbook, internal financial controls and statutory reporting expectations.

- Experience of using school or trust systems such as finance, HR, compliance, single central record, asset management or contract management systems.
- Advanced Excel skills, including use of formulas, filtering, data analysis, reporting templates or dashboards.
- Experience of developing templates, guidance documents, standard operating procedures or training materials.
- Understanding of procurement, contracts, risk management within an education setting.

Other

- A full UK driving licence is required, along with the ability to travel to Trust academies and other locations as needed.

The Trust is committed to investing in the training and development of its staff to ensure they possess the necessary skills for their roles. If you identify any gaps in your experience, please mention them in your application and express your readiness to acquire these skills.

Safeguarding, Equality and Safer Recruitment

We are dedicated to safeguarding and promoting the welfare of children and young people, and all staff members are expected to uphold this commitment. The successful candidate will be required to obtain enhanced DBS clearance, provide satisfactory references, undergo online searches, and complete other pre-employment checks in accordance with the DfE's guidance on Keeping Children Safe in Education.

We are an equal opportunities employer and encourage applications from all suitably qualified individuals, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation.

Applicants must possess the legal right to work in the United Kingdom.

All personal information provided as part of the application process will be handled in accordance with data protection laws and our privacy policy, ensuring your information is processed lawfully and fairly.