

Headteacher

Erasmus Darwin Academy, Pool Road, Burntwood, Staffordshire, WS7 3QW

Mr P. Walklate BSc(Hons), PGCE, MA, NPQH, NPQEL

T: 01543 685828 E: admin@eda.staffs.sch.uk

BUSINESS MANAGER

Start Date: Monday 15th June 2026 (An earlier start would be considered)

Contract: Full time, Permanent, 37 hrs per week, Mon-Fri (Plus 10 Days)

Salary: Grade 9 (Whole year salary: £39,152 - £44,075) Actual Salary: approx. £34,689 - £40,302 depending on years' service.

An Academy where Ambition meets Opportunity.

Our Mission

Erasmus Darwin Academy (EDA) is a warm, proudly inclusive and high-performing school and we are excited to welcome a dedicated professional to join our exceptional team. We are a non-denominational, non-selective Academy serving a diverse and supportive community in Burntwood. Everything we do is driven by our strapline: **Hard Work. High Aspirations. Limitless Opportunities.** We believe every young person deserves the knowledge, skills and character to thrive in modern Britain. Academic success matters, but most importantly, so does personal growth. Our 'culture-first' approach means that students, staff and families work together as a school community to bring our values and morals to life every day, ensuring that our young people receive a first-class educational experience.

As one of the highest achieving secondary schools in the region and in the top 10% nationally for GCSE progress, we consistently strive for growth, improvement and innovation. Our 2024/25 outcomes reflect this success, with GCSE results above national averages across most subjects and outstanding A-Level destinations.

Fostering a Successful Learning Environment

Whether you work in the classroom, Administration, Student Support, Site team or Leadership, you will be part of a team where you are supported. Our Academy fosters an inclusive atmosphere that blends respectful relationships, clear routines, and engaging, tailored instruction. Key strategies include building trust through rapport, adaptive teaching styles, empowering student voice, Senior Leadership 'On Call' system to support lesson disruptions. We believe and ensure that:

- Every teacher has the right to teach and every student has the right to learn
- Reading, writing and oracy sit at the heart of our curriculum
- Behaviour is taught, modelled and supported through a clear behaviour curriculum
- Personal development and extra-curricular opportunities enrich every student's experience
- Everybody in the Academy can always improve, both personally and professionally

Why Us?

We are committed to staff wellbeing, professional growth and a healthy work-life balance. Initiatives include flexible working for all Teaching professionals during PPA and non-contact time, and a friendly,





fair approach to cover. Join a school that invests in You, we believe that our staff are our greatest strength. Our wellbeing strategy ensures every colleague feels valued, listened to and supported. Career progression is a genuine reality here, many of our teachers and leaders have grown and developed within the Academy through a range of avenues such as Apprenticeships, Teacher Training, NPQ Courses and much more.

We offer:

- High expectations paired with a genuine commitment to manageable workload
- Extensive professional development for all roles: pedagogy, leadership and beyond
- A warm, collaborative and supportive staff community
- Mental Health Champions, accessible in school for a coffee and a chat
- Polite, motivated and respectful students
- Staff wellbeing activities and events
- A work laptop for all teaching staff
- Increased non-contact time for planning and preparation
- Additional leadership time for leadership roles
- A visible, approachable and supportive Senior Leadership Team
- A united staff body working together to continually improve our Academy

Why You?

We welcome applications from dedicated and hard-working professionals, who are passionate about improving young people's life chances. You will bring strong role-specific expertise, a commitment to high standards and the desire to help students grow, academically and personally.

Celebrating Our Success

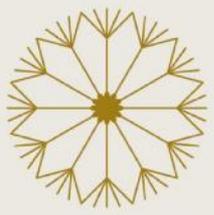
Our 2023 Ofsted inspection rated us 'Good', and we have held Category 1 status (the highest level of school performance) for six consecutive years. Inspectors praised our high expectations, exceptional personal development offer, strong safeguarding culture, and the positive relationships between leaders and staff. Notably, 100% of staff completing the Ofsted questionnaire said they were happy working at EDA.

We'd Love to Meet You!

Prospective candidate visits with the Headteacher are welcomed and can be arranged via the contact details below. A face to face time has been allocated for Tuesday 14th April (12:30 – 13:30). Please contact Miss Jade Skelding if you wish to attend. The Headteacher is also happy to arrange Teams Meetings during the Easter holidays, to arrange a Teams call please email: p.walklate@eda.staffs.sch.uk.

To apply, please complete the application form and return it to the Headteacher's PA, Miss Jade Skelding - j.skelding@eda.staffs.sch.uk by 9am on Thursday 16th April 2026.





Further information about the Academy can be found at: <https://www.eda.staffs.sch.uk/>

Our Site, Facilities, Finance and Catering Teams:

Our site is supported by a dedicated full-time Premises Manager, who leads a team of two full-time site staff during the day and is further supported by part-time colleagues in the evening. The wider site management function is overseen by our Cleaning Supervisor and delivered by a committed team of cleaners. We also offer an extensive lettings programme, providing high-quality facilities that are well used by the local community.

The Finance Team comprises a full-time Finance Support Officer, supported by a part-time Finance Assistant and Visits Co-Ordinator. Together, they work closely with the Business Manager to ensure the effective financial management of the Academy.

The Catering Team consists of a Catering Co-Ordinator, Assistant Catering Co-Ordinator and 4 Kitchen Assistants. All Academy food is made on site, and we have achieved a 5 Star rating for food hygiene for the last 5 years. We have an indoor canteen and a small outdoor catering facility.

Primitas Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such this post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974 and satisfactory Enhanced DBS check, Online Search and references.

Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service. A copy of the school's Safeguarding Policy can be found on our website. You will also be required to provide proof of eligibility to work in the UK, evidence of your qualifications and suitable references

