

BECK PRIMARY SCHOOL
PART OF
CASCADE MULTI ACADEMY TRUST

BUSINESS SUPPORT MANAGER

RECRUITMENT PACK



SUMMARY

Business Support Manager



Workplace:

Beck Primary School
Beck Road
S5 0GG
Sheffield

Details:

37 hours per week for 43 weeks per year

The salary: Grade 7 , Scale point 27 - Scale point 31

Full time equivalent (FTE): £39,481 - £43,149 per annum

Actual salary: £37,442 - £40,921 per annum

This role is to start as soon as possible.

Term time dates are published in advance each year for 39 weeks of the year.

In terms of working the additional weeks, this will be discussed and agreed with the Line Manager. These will be agreed in advance based on service needs and staff will be given reasonable notice of when the set days are.

Term time+ employees are paid to work for their specified number of school weeks in the year (normally 39 weeks, including inset days) plus their pro rata annual leave entitlement plus their pro rata bank holiday entitlement. This is all included in their annual salary, which is then paid in 12 equal instalments.

WELCOME FROM THE HEADTEACHER



As the Headteacher, I would like to thank you for your interest in the post of Business Support Manager at Beck Primary School and to provide further background regarding the post and the application process.

Beck Primary School is situated in the north east of Sheffield and, we provide unique learning opportunities through a bespoke curriculum that fosters children's interests and challenges them to become the best that they can be.

Through stimulating and safe environments, we ensure every child has positive learning attitudes and captures a life-long love of learning; setting strong foundations for their future.

I hope that the information provided will give you a flavour of what we are aiming to achieve and enable you to determine whether we are the school for you at this stage of your professional development, if you decide this is the school for you, I will be delighted to receive an application from you, if not, then may I thank you for your interest in our school and wish you well in the future.

As a school, we are committed to excellence in all aspects of our work and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Beck Primary School.

I hope that you submit an application and would be happy to provide any further information you may require.

Thank you for showing an interest in working with us.

Jenny Birks

Headteacher



WELCOME FROM THE CEO



Dear Applicant,

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right Trust to work with is a very important decision. We would recommend that you visit the Trust and take a tour before submitting your application to understand the vision and values of our Trust.

Who are we?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are six primaries situated in the North of Sheffield. We are a growing Trust and have a number of schools that have expressed an interest in joining us.

Our principles shape how we work and what we stand for. We create exciting and enriching learning experiences that spark children's curiosity, provide high-quality teaching and support so every learner can thrive and encourage pupils, staff, families and communities to take active leadership roles. Above all, we foster a culture of care, respect, inclusion and celebration of diversity across all our schools.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well as supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to know more about us please visit our website www.cascademat.co.uk and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust

ABOUT BECK PRIMARY SCHOOL

BECK
Primary School

Welcome to Beck Primary School – a big school with a big heart and high ambitions. We are dedicated to providing exceptional experiences that help every child develop the skills, knowledge and confidence they need for the future.

Located in north Sheffield, Beck Primary includes Reception to Year 6, Little Beck Nursery for 2 and 3-year-olds, and Beck Burrow, a specialist provision for children with social communication needs.

With extensive outdoor spaces, strong community links and a committed staff team, we provide outstanding academic, pastoral and SEND support. Everything we do is guided by our Core Values: Aim High, Be Respectful, Be Safe, Be Enthusiastic, Be Honest, Be Team Players, and Have Your Say.



VALUES AND ETHOS: A BIG SCHOOL WITH A BIG HEART

At Beck, we are proud of our inclusive and welcoming community, where every child is valued and supported to achieve their best. As part of Cascade Multi-Academy Trust, we have high expectations for all pupils and provide a broad, engaging curriculum that develops confidence, resilience and a love of learning.

We see Beck as one big family and value strong partnerships with parents and carers. We are particularly proud of our specialist music provision and our expertise in supporting children with Special Educational Needs and Disabilities (SEND), ensuring every child has the opportunity to flourish.

Following our June 2024 Ofsted inspection, Beck was judged Good in all areas and described as “a special and welcoming school where pupils are happy” and “a big school with a big heart.”



A **BIG** School with a **BIG** Heart 



BE AMBITIOUS-AIM HIGH



BE RESPECTFUL



BE SAFE



BE ENTHUSIASTIC



BE HONEST



BE TEAM PLAYERS



HAVE YOUR SAY

BECK
Primary School

OUR VALUES



Business Support Manager

Permanent

37 hours per week, 43 weeks per year

Salary: Grade 7, Scale point 27 - Scale point 31

Full time equivalent (FTE): £39,481- £43,149 per annum

Actual salary: £37,442 - £40,921 per annum

Beck Primary School is seeking an exceptional Business Support Manager to join our dedicated team. This is a fantastic opportunity for an organised, proactive and highly motivated professional to play a key role in the smooth and successful operation of our school.

As part of Cascade Multi Academy Trust, you will contribute to our vision of transforming the life chances of children, providing safe and inspiring learning environments and making a positive impact within our local communities.

The Role

You will coordinate and manage the school's day-to-day business and operational support functions, including administration, finance, HR, premises, catering and cleaning services, working closely with the Headteacher and relevant Trust central teams.

The postholder will ensure that effective systems and procedures are in place to support the smooth running of the school, provide accurate information to support decision-making and manage relevant support staff within their area of responsibility.

The postholder will contribute to the development and improvement of school business processes while ensuring that Trust policies, procedures and delegated responsibilities are followed.

ADVERT

Business Support Manager



We're Looking For Someone Who:

- Has excellent organisational, planning and analytical skills.
- Demonstrates strong financial management and budget monitoring experience.
- Has experience leading and managing teams.
- Is confident using management information systems and Microsoft Office applications.
- Possesses excellent communication and interpersonal skills.
- Can work effectively under pressure and meet deadlines.
- Is committed to making a positive difference to children's lives.

Why Beck Primary School?

At Beck Primary School, we are known as "The Big School with the Big Heart." We are a large, diverse and welcoming school where strong relationships, high expectations and a genuine commitment to children sit at the heart of everything we do.

Our staff are valued, trusted and supported to thrive. We work collaboratively, celebrate new ideas and are committed to creating a positive workplace where people enjoy coming to work every day.

As part of the Beck team, you will join a school that is ambitious for every child and committed to ensuring that all pupils can be here, belong here, take part here and succeed here. Every role within our school contributes to that vision, including our catering team, who play an important part in providing a positive and welcoming lunchtime experience.

Being part of Cascade Multi Academy Trust also provides access to a wider network of support, professional development opportunities and staff wellbeing benefits, helping colleagues grow and succeed in their careers.

Join Beck and become part of a caring, ambitious school community where your contribution truly makes a difference to children's lives every day.



Business Support Manager

What we Offer:

- A supportive Central Team and collaborative school leadership community
- Employer-funded enhanced DBS check
- Commitment to ongoing professional development
- Local Government Pension Scheme
- Employee benefits including Westfield Health, EAP, Health Cash Plan, Listening Service

Beck Primary School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on the School's website.

In line with Keeping Children Safe in Education advice, the School will carry out online searches for shortlisted candidates. Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the School, please contact Jenny Birks, the Headteacher, via email at jbirks@beckprimary.co.uk.

You can download the Word version of the application form from Cascade's website.
Please do not use the Sheffield City Council application form.
www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing recruitment@cascademat.co.uk.

Your completed application should be emailed to recruitment@cascademat.co.uk.

Closing Date: 14th October 2026
Shortlisting: 15th October 2026
Assessment Date: 21st October 2026

JOB DESCRIPTION



Business Support Manager

The Role:

To coordinate and manage the school's day-to-day business and operational support functions, including administration, finance, HR, premises, catering and cleaning services, working closely with the Headteacher and relevant Trust central teams.

The postholder will ensure that effective systems and procedures are in place to support the smooth running of the school, provide accurate information to support decision-making and manage relevant support staff within their area of responsibility.

The postholder will contribute to the development and improvement of school business processes while ensuring that Trust policies, procedures and delegated responsibilities are followed.

Reporting to:

Headteacher/Chief Operations Officer.

Qualifications:

- Excellent numeracy/literacy skills
- NVQ 4 or equivalent qualification or experience

Key Responsibilities:

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

JOB DESCRIPTION



Business Support Manager

1. Leadership and Management

- Coordinate and manage the day-to-day work of the school's business support and administrative functions.
- Line manage relevant support staff, including administrative, catering and cleaning staff, with support from the relevant Trust central teams where appropriate.
- Plan, organise, prioritise and allocate work to ensure an effective and responsive service.
- Hold regular meetings with managed staff and support effective communication across the team.
- Undertake induction, supervision, appraisal/performance management and identification of training and development needs for relevant staff.
- Support and develop staff to ensure high standards of performance and service delivery.
- Support the Headteacher with the implementation of school operational priorities.
- Review administrative and business support systems and recommend improvements where appropriate.
- Support the implementation of new processes and changes to working practices.
- Provide information, advice and operational support to senior leaders within the postholder's areas of responsibility.
- Work collaboratively with Trust central teams and colleagues across the Trust.

2. Finance and Resource Management

- Coordinate the school's day-to-day financial administration in accordance with Trust financial policies, procedures and delegated responsibilities.
- Support the Headteacher and Trust Finance Team with budget planning, monitoring and review.
- Monitor income and expenditure against agreed budgets and highlight significant variances to the appropriate manager.
- Produce accurate and timely financial information and reports as required.
- Support budget holders with financial procedures and provide information regarding expenditure and available budgets.
- Oversee purchasing, ordering, invoicing and associated financial administration.
- Ensure appropriate authorisation and supporting documentation is maintained for financial transactions.
- Monitor expenditure and support the effective use of school resources and value for money.
- Coordinate procurement activity, including obtaining quotations and liaising with suppliers and contractors.
- Manage relevant service contracts, licences, subscriptions and insurance administration.
- Oversee school-level payroll administration, ensuring accurate and timely information is provided to the payroll provider/Trust.
- Maintain appropriate financial records and provide information required for internal and external audit processes.
- Undertake research and obtain financial or resource information to support operational decision-making.

JOB DESCRIPTION



Business Support Manager

3. Human Resources

- Coordinate day-to-day HR administration within the school in accordance with Trust policies and procedures.
- Support managers with recruitment and safer recruitment processes, including advertising, interview administration, pre-employment checks and onboarding.
- Coordinate induction arrangements for new employees
- Maintain accurate employee records.
- Ensure relevant employee and contractual information is processed accurately and submitted to the appropriate Trust team or provider within required timescales.
- Maintain records relating to sickness absence, attendance, leave and other employee information.
- Support managers with routine absence management processes and ensure meetings, correspondence and records are appropriately coordinated.
- Support the administration of probation, appraisal/performance management and other employment processes.
- Provide first-line guidance to managers and employees on Trust HR policies, procedures and standard employment processes.
- Liaise with the Trust HR function regarding more complex or sensitive employee matters and support managers with associated administration and meetings as required.
- Produce HR information and reports for senior leaders, identifying relevant trends where appropriate.
- Ensure confidentiality and data protection requirements are maintained when handling employee information.

4. Administration and Information Management

- Lead the development and maintenance of effective administrative and information systems within the school.
- Coordinate complex administrative procedures and ensure appropriate systems and records are maintained.
- Produce accurate management information, analysis and reports as required.
- Prepare and respond to complex correspondence within the postholder's area of responsibility.
- Provide organisational and administrative support to senior leaders.
- Provide appropriate administrative and organisational support to the Governing Body.
- Coordinate the accurate and timely completion of statutory and other returns to the Trust, Department for Education, Local Authority and other relevant bodies.
- Ensure appropriate information is provided to Trust central teams within required timescales.
- Manage the storage, retention and confidentiality of records in accordance with Trust procedures and data protection requirements.
- Liaise effectively with staff, parents/carers, external agencies, suppliers and other professionals as required.

JOB DESCRIPTION

Business Support Manager



5. Premises, Operations and Health & Safety

- Support the effective day-to-day management of school premises and facilities within delegated areas of responsibility.
- Coordinate relevant facilities contracts, maintenance arrangements and contractors.
- Support the management of school lettings and associated administration and income.
- Support the coordination of building works and operational projects as required.
- Coordinate relevant Health & Safety administration, monitoring and record keeping.
- Support the implementation of Trust Health & Safety policies and procedures within the school.
- Ensure concerns relating to premises, Health & Safety or security are escalated appropriately.
- Maintain relevant records and coordinate required checks within the postholder's area of responsibility.
- Liaise with relevant Trust colleagues, contractors and external agencies as required.

6. General Responsibilities

- Comply with Trust policies and procedures relating to safeguarding, child protection, Health & Safety, security, confidentiality and data protection.
- Report safeguarding, Health & Safety or other concerns to the appropriate person.
- Promote equality of opportunity and contribute positively to the ethos and aims of the school and Trust.
- Develop effective working relationships with colleagues, other schools, external agencies and professionals.
- Share knowledge, skills and good practice with colleagues.
- Participate in training, professional development and performance management activities as required.
- Maintain confidentiality and exercise appropriate professional judgement.
- Undertake other duties that are consistent with the nature and grade of the post.

All the above duties and responsibilities to be carried out in accordance with Cascade MAT's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

PERSON SPECIFICATION



Business Support Manager

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the Trust.

Leadership and Management

Candidates should have:

Experience of line managing, supervising or coordinating the work of others

Ability to lead, motivate and support staff to achieve high standards of service delivery.

Ability to organise, prioritise and allocate work effectively across different areas of responsibility.

Ability to manage day-to-day staffing matters appropriately, seeking advice and support from relevant Trust central teams where required.

Ability to provide effective induction, supervision and performance management for staff.

Ability to manage competing priorities and meet deadlines.

Ability to use initiative and exercise appropriate judgement within agreed policies and procedures.

Ability to identify and recommend improvements to systems, processes and ways of working.

Ability to communicate effectively with staff at different levels of the organisation.

Ability to work collaboratively with specialist central teams and recognise when matters should be referred or escalated.

Desirable: Experience of managing or supervising staff within operational or support services, such as administration, catering, cleaning or facilities, would be desirable.

PERSON SPECIFICATION



Business Support Manager

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the Trust.

Finance

Candidates should have:

Good understanding of financial administration, procedures and controls.

Experience of budget monitoring and expenditure control.

Ability to interpret financial information and identify significant variances.

Ability to produce accurate financial reports and management information.

Good numeracy and analytical skills.

Ability to use financial systems and Microsoft applications effectively.

Understanding of value for money and effective resource management.

Desirable: Experience of financial administration within a school, Trust or similar organisation.

Human Resources

Experience of supporting or managing day-to-day people matters, including recruitment, attendance, induction and performance management processes.

Understanding of recruitment and safer recruitment processes.

PERSON SPECIFICATION



Business Support Manager

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the Trust.

Ability to maintain accurate and confidential employee information.

Understanding of absence management, induction, probation and performance management processes.

Ability to provide first-line guidance on established HR policies and procedures.

Ability to recognise when an issue requires escalation or specialist HR advice.

Understanding of confidentiality and data protection requirements.

Desirable: Experience of HR processes within a school, Trust or education environment.

Personal qualities

Have a desire to make a difference to the lives of young people

Have resilience, energy, enthusiasm and creativity

Be able to work as part of a team (to include teachers, support staff, Trustees, Governors, other schools across the Trust, within the family of schools and Local Authority)

Be able to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes

Be supportive of the ethos of the school

Be self-motivated/be able to use own initiative

PERSON SPECIFICATION



Business Support Manager

Have the ability to keep confidentiality

Have interpersonal skills – ability to relate to children and adults

Have excellent communication skills

Be willing to self-develop

Be approachable, courteous and able to present a positive image of the school to callers and visit

Have willingness and capability to be flexible when needed (eg Ofsted, project deadlines etc)

THE APPOINTMENT PROCESS



These notes are intended to guide you when making an application

Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

OUR VISION



"Our vision is to provide an excellent primary education that gives our children the very best chance of succeeding in life."

Cascade MAT

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

OUR PRINCIPLES



An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.



High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention, which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.



WHO WE ARE

Cascade MAT is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of six primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs and strive to help them fulfil their potential.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

WHY WORK FOR CASCADE MULTI ACADEMY TRUST



Our staff are at the heart of everything we do. We are committed to fostering a supportive, ambitious and people-centred culture where every colleague feels valued, respected and empowered to succeed. To support staff wellbeing, professional growth and a healthy work-life balance, we offer a comprehensive package of employee benefits.

Flexible Working

Wherever possible, we promote flexible working arrangements to help colleagues balance their professional responsibilities with personal commitments.

Staff Recognition

We recognise and celebrate the dedication and achievements of our staff through trust-wide and school-level recognition initiatives.

Pension Schemes

All employees are eligible to join a generous pension scheme, including:

- Local Government Pension Scheme (support staff)
- Teachers' Pension Scheme (teaching staff)

Generous Annual Leave

Support staff benefit from an enhanced annual leave entitlement.

Healthcare and Wellbeing Support

All colleagues have access to our Employee Assistance Programme, providing:

- Free, confidential telephone support
- Face-to-face counselling
- GP services
- A range of wellbeing resources and guidance.

Staff Voice

We actively encourage staff feedback through regular surveys and forums, ensuring colleagues have a meaningful voice in shaping trust policy and practice.

Discounts and Perks

- Health Cash Plan - helps colleagues manage everyday healthcare costs by offering money back on a range of routine treatments, supporting both wellbeing and peace of mind.
- Cycle to Work
- Eligibility for the Blue Light Card, offering a wide range of national and local discounts
- Discounted gym membership
- Free on-site or nearby parking at all trust schools

Pay progression

Automatic pay progression for all colleagues in line with their grading structure

Family Leave

Enhanced family leave benefits and pay to offer you support in life's most important moments.

Continuous service

We honour continuous service with other local authorities and Multi Academy Trusts.



JOIN OUR TEAM

At Cascade Multi Academy Trust, you will be part of a collaborative, forward-thinking community where colleagues are motivated, ambitious and highly skilled. We work together with energy, creativity and shared purpose, united in our commitment to supporting the success, wellbeing and potential of every pupil. Alongside our professionalism and high ambitions, we are also a fun, friendly and supportive team who enjoy working together and celebrating successes along the way.

Our Schools



Beck Primary School



Beck is a big school with big heart and big ambitions!

It is committed to giving every child exceptional, memorable experiences and helping them develop the skills and knowledge they need for later life. Beck benefits from extensive outdoor space, including a large field used for sports, playtimes, and 'Muddy Mondays' for nursery children. Multiple playgrounds and two secure quadrangles provide outdoor learning areas, including a garden where children grow vegetables. The staff team is dedicated to providing the best possible education, with each class supported by both a teacher and a teaching assistant, alongside additional specialist staff who work with children with special educational needs and disabilities (SEND).

Hucklow Primary School



Hucklow Primary School is a warm and welcoming primary school known for its diverse community and caring ethos. The school offers an engaging, meaningful curriculum designed to spark curiosity and help every child reach their full potential, with a clear vision that ensures pupils feel safe, happy and proud as they learn and grow. As part of Cascade Multi Academy Trust, Hucklow provides high-quality teaching, strong safeguarding and inclusive support for pupils aged 2 to 11, including specialist provision for speech, language, communication needs and autism.

Owler Brook Primary School



Owler Brook Primary School is a welcoming and nurturing school at the heart of the Sheffield community. The school is committed to providing a high-quality education through a broad, rich and balanced curriculum that inspires curiosity and supports every child to thrive. Its caring ethos is reflected in strong relationships with families, regular communication and a positive, inclusive environment where children feel safe and supported. With nursery provision, dedicated staff and a focus on developing essential skills and confidence, Owler Brook ensures pupils are well-prepared for the next stage of their learning and for life beyond the classroom.

Whiteways Primary School



Whiteways Primary School is a vibrant and inclusive community where every child is valued and supported to reach their full potential. The school offers an engaging, interest-led curriculum that nurtures creativity, celebrates diversity and promotes lifelong learning, creating a safe and positive environment where children feel happy and confident. Parents and inspectors highlight its strong nurturing ethos and positive staff–pupil relationships, with Ofsted noting that children feel safe and proud to attend. Whiteways works closely with families, embraces differences and prepares pupils to make a positive contribution both within school and in the wider community.

Limpsfield Junior School



Limpsfield Junior School is a welcoming and inclusive school committed to helping every child reach their full potential through high expectations, strong relationships and a nurturing environment. The school's vision emphasises positive relationships, diversity and inspiring children to become confident, inquisitive lifelong learners. With a "Good" Ofsted rating and solid academic outcomes Limpsfield combines high-quality teaching with a broad range of opportunities such as forest school, sports, arts and enrichment clubs.

Sharrow Primary School



Sharrow Primary School is a highly inclusive and diverse school welcoming children and families from a wide range of cultural and linguistic backgrounds, with around 40 languages spoken across the community. With strong nursery provision and an on-site Children's Centre, Sharrow supports children from as young as three months through to Year 6, offering flexible childcare, wrap-around provision and free healthy breakfasts through its Magic Breakfast partnership to ensure pupils start the day ready to learn. Known for its warm ethos, broad curriculum and commitment to celebrating difference, the school provides a nurturing environment where children feel safe, included and empowered to thrive academically and personally.

Our People, Our Stories

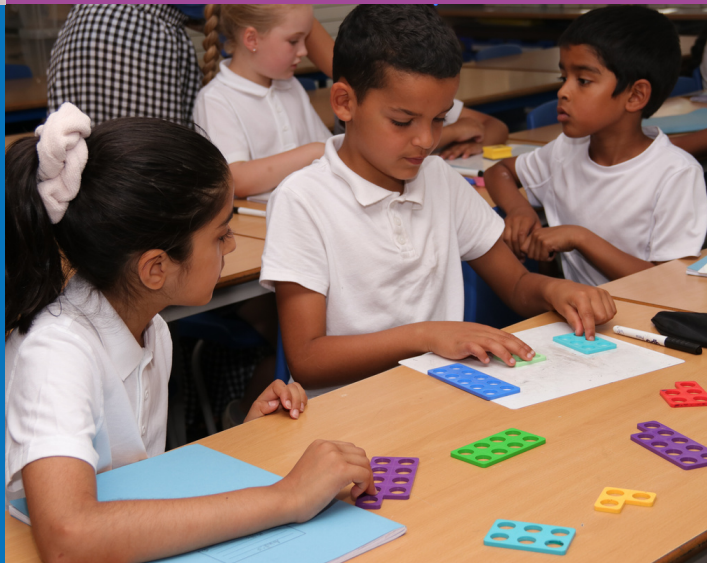


"We work with real purpose in our school. The focus on care, high expectations and building children's confidence shapes everything we do. I feel supported, trusted, and encouraged to try new ideas. It's a place where both staff and pupils grow together."

- Teaching Assistant -

"Working in the central team at Cascade MAT is incredibly fulfilling. We're united by a shared purpose - to strengthen, support and celebrate our schools so they can provide the very best for children and families. It's inspiring and a privilege to be part of a Trust that puts people first."

- Central Team Staff Member -



"Hucklow is a fantastic place to work. No two days are the same and that's what makes it special. The children are fantastic, the families are engaged, and the team are incredibly dedicated. There's a real focus on enabling every child to succeed, and being part of that journey feels genuinely impactful."

- Teacher -





The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack.

Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an interview and task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.