



BELIEF IN EVERY CHILD



## WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different, and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership is an established trust created by the merger of two highly successful founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission:

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

As we have grown, we have taken the opportunity to think carefully about how best to support schools to provide an excellent education in an inclusive and nurturing environment where children thrive and feel valued. This has enabled us to put together a small team of outstanding professionals whose individual and collective expertise bring additional value to the work of our school leaders. The drive for improvement, to continually and relentlessly seek to overperform is shared by the whole team and through their hard work, our reputation as a high-quality Trust is also growing.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development training which ranges from the full suite of NPQs to some more bespoke leadership programmes run through our outstanding network of partners.

We take staff wellbeing seriously and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**





Thank you for considering joining Blackdown Education Partnership in this exciting new role. Our Central Finance Team is dedicated to supporting our schools and ensuring every pound of funding delivers the greatest benefit for the children and young people in our care.

This is a varied and rewarding position where you'll work closely with our Primary Headteachers, providing expert financial advice and reliable data to inform their decisions. Your ability to build strong relationships will be key to developing and monitoring school budgets that adapt as priorities and circumstances change.

We are looking for someone with experience of managing complex budgets, and the emotional intelligence to build trust and confidence at all levels.

If you share our commitment to making a difference for our communities and want to use your financial expertise to support our family of schools, we would love to hear from you. Please get in touch if you would like an informal conversation about the role.



**Ben Brook**  
**Chief Financial Officer**

# Role

## Finance Business Partner

**Salary: £30,061 (FTE £32,597–£36,363), NJC point 20–25**

**Contract: Permanent, 37 hrs/week, term time + 3 weeks (42 weeks/year)**

**Location: Central Finance & HR Office, Uffculme School EX15 3AG + travel to schools**

Want to use your financial acumen, and relationship building skills in an organisation where the bottom-line is nurturing and developing the ambition, talents and interests of every child in its care? This could be the perfect role for you.

### What you'll do:

- Partner with our primary school headteachers to develop and monitor their budgets.
- Provide clear, insightful analysis and financial forecasts.
- Offer expert support and constructive challenge.

### What we're looking for:

- Experience with budgets and forecasting (school experience not essential).
- Strong relationship-building and influencing skills.
- Ability to turn financial data into actionable insights.

### Why join us?

- Hybrid working flexibility and autonomy.
- Term-time plus 3 weeks - all but 3 weeks of the school holidays off.
- Defined benefit LGPS pension scheme.
- Rewarding, varied role as a key member of the Central Finance Team.

### Interested?

Email [gibsonp@bep.ac](mailto:gibsonp@bep.ac) to arrange an informal chat with our CFO, Ben Brook.

**Closing Date: 9am on 12<sup>th</sup> January 2026**

**Interview Date: 19<sup>th</sup> January 2026**

# Job Specification

<b>Job Title:</b>	<b>Finance Business Partner</b>
<b>Location:</b>	<b>Central Finance Office</b> , with travel to our schools. <i>(Opportunity to work from home on occasions.)</i>
<b>Salary:</b>	<b>£30,061</b> starting salary (FTE £32,597- £36,363) NJC Point 20-25
<b>Hours of Work:</b>	<b>Term time plus 3 weeks</b> (37 hours pw / 42 weeks pa).
<b>Pension:</b>	LGPS Defined Benefit Pension Scheme
<b>Reporting to:</b>	Chief Financial Officer (CFO)
<b>Other key relationships:</b>	Primary School Headteachers, Business Managers and Central Finance Team members.

## Job Purpose:

A key finance role partnering with our primary school Headteachers to shape their budgets, provide insightful analysis, and ensure financial sustainability across our schools.

## Key duties and responsibilities of the post

- Work closely with Headteachers to understand their priorities and develop school budgets within the Trust's framework.
- Monitor financial performance, producing accurate monthly forecasts for each school in our budgeting/forecasting software. Support the Headteacher to adjust their financial plans, where needed.
- Build strong professional relationships to enable constructive challenge as a trusted advisor.
- Authorise purchase orders, invoices, and payroll for their schools within delegated authority.
- Maintain accurate data in financial and HR systems.
- Reconcile payroll monthly and resolve variances.
- Support CFO with financial analysis, benchmarking, and reporting.
- Support the Head of Financial Accounting, identifying adjustments and restricted grants and processing journals for their schools.
- Support the induction and ongoing coaching of School Business Managers.
- Provide guidance to school staff on the Trust's financial procedures.
- Support the onboarding of new schools and the preparation of financial returns.
- Support the work of the Central Finance team by contributing to projects, audits, and leadership meetings.
- Ensure compliance with statutory requirements, DfE Trust Handbook, and Trust policies.

### **Other Duties**

- To support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with all the codes of conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- To comply with the Trust's Health & Safety policy and statutory requirements.
- Undertake any other duties as may be reasonably required by the CFO or CEO.

### **Working pattern**

- Typically, Monday to Friday 8.30am – 4.30pm during term time. The post is term time but includes an additional three weeks per annum to give flexibility for peak periods and a limited amount of school holiday working to complete the July month end forecast during the summer holiday and to authorise the monthly payroll for their schools.
- There may be some flexibility, and a working pattern will be agreed with the post-holder on appointment. Working from home by agreement for some of these hours, particularly during school holiday periods, may also be possible.
- Annual leave will only be taken during school holidays.
- This working pattern is subject to change, and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met. At peak times, such as month and year-end, the working pattern may need to vary.

### **Special Factors**

This role will involve regular travel to schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of the central Trust office, will be as per the Trust's travel policy. A valid driving licence and access to a vehicle (including business use insurance) is essential for the role.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled person.

This post is exempt from the Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975 (as amended in 2013 and 2020). This means that both spent and unspent convictions and cautions may need to be disclosed. However, certain convictions and cautions are considered 'protected' under filtering rules and do not need to be disclosed. Guidance on what should be disclosed can be found on the Ministry of Justice website:



[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#)

Blackdown Education Partnership 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. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexuality or religion.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.



# Person Specification

<b>Qualifications and Experience</b>	Educated to A level/level 3, including GCSE grade C in Maths and English	E
	Experience managing budgets and producing forecasts, including reporting.	E
	Proven experience building and maintaining positive professional relationships.	E
	Experience communicating complex financial information to non-financial audiences.	E
	Experience of identifying and resolving budget challenges successfully.	E
	Valid UK driving license and access to own transport for work	E
	Experience in an educational organisation.	D
	Familiarity with Hoge100 accounting and IMP budgeting systems	D
	Relevant accounting qualification or equivalent experience (of value but not essential).	D
<b>Skills and Knowledge</b>	Strong understanding of budgeting and forecasting processes	E
	Excellent planning and organisational skills.	E
	Effective interpersonal and communication skills.	E
	Well developed financial analysis, reporting and problem solving skills	E
	Advanced ICT skills, including Excel and financial software.	E
	Understanding of confidentiality and data protection legislation.	E
<b>Personal Qualities</b>	Resilient, able to work under pressure, managing own time effectively	E
	Flexible, enthusiastic and proactive	E
	Willing to undertake additional training	E
	Ability to influence change with sensitivity and emotional intelligence.	E
	Able to establish trust and credibility at all levels.	E
	Detail focussed with high professional standards and integrity	E
	Committed to safeguarding children and equality	E
	Suitable to work with children and young people.	E

E – Essential

D – Desirable





The Blackdown Education Partnership was formed in 2023 from the merger of two founding trusts: The Castle Partnership Trust and Uffculme Academy Trust. This merger brought together 5 primary and 5 secondary schools in Devon and Somerset. Since that time we continue to grow and are currently a 12 school MAT of 6 primaries, 6 secondaries, 5 pre-schools and one sixth form.

We are also a strategic partner for SWiFT and run the mid-Devon ITT hub on their behalf where we recruit and train the teachers of the future.

We believe that education is transformative: it changes lives; and that schools are uniquely placed to engineer social change through powerfully addressing disadvantage in all its forms. The trust that is placed in us to nurture and support our pupils into flourishing and confident young people is one which we are committed to justifying.

We serve a diverse range of communities in Devon and Somerset and are dedicated to working in partnership with everyone invested in these communities to enrich our children's lives and empower them to carve out positive futures for themselves.

### **LEADERSHIP**

Our Senior Leadership Team brings together both the Education and Business Functions of the Trust – we continually strive to deliver student and business related outcome in line with our strategic plan.

Working in partnership with our support functions we aim to harness the power of deep collaboration to ensure that through our collective endeavours all Headteachers are enabled to deliver on our mission.

### **WORKING IN PARTNERSHIP**

We recognise the potential in collaboration, networking and sharing the of best practice to harness our collective energies for the benefit of our families and communities.

We run a number of Professional networks and School reviews which bring positive contributions to our staff and secures powerful professional learning for those taking part.





We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

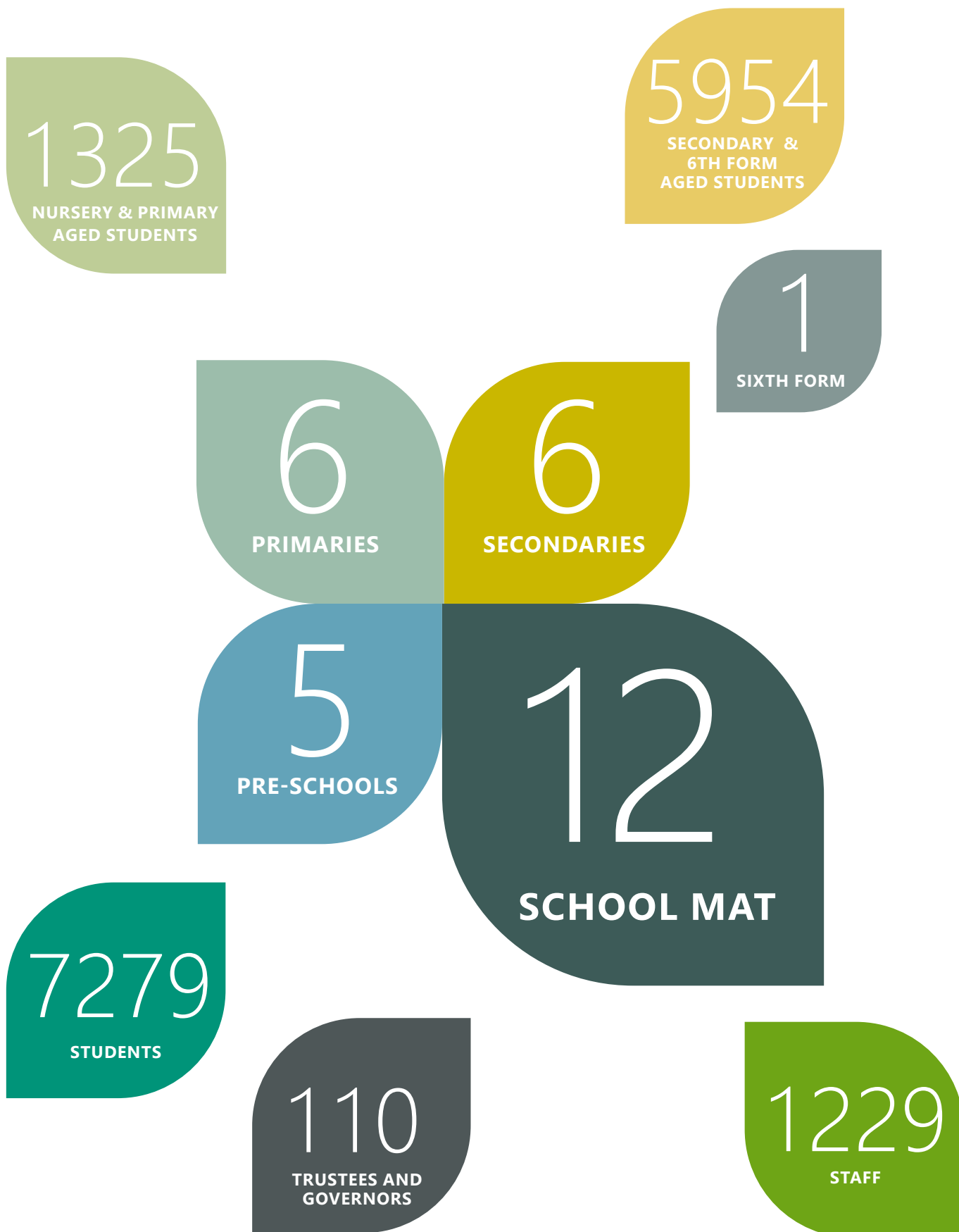
We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

#### **WHAT YOU CAN EXPECT FROM US:**

- Eligibility to join excellent pension scheme
- Option to make additional voluntary contributions to pension for local government pension scheme members which can help boost retirement benefits
- Access to a range of continuous professional development opportunities
- Trust wide charity events designed to encourage our people to participate in meaningful activities
- Access to wellbeing provision which offers information and advice on a range of workplace and personal issues
- Flexible working opportunities
- Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance
- Free car parking
- On site catering facilities, all of which provide healthy and nutritious meals at a low cost
- Gym membership. Many of our schools have on-site gyms, the use of which is available to employees at a discounted rate
- Cycle to work scheme which enables employees to purchase a bike and accessories for their commute to work
- Free tea and coffee.



# In numbers



# Our Schools



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## LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.





**[www.bep.ac/bepmanifesto](http://www.bep.ac/bepmanifesto)**