



## Message from the CEO

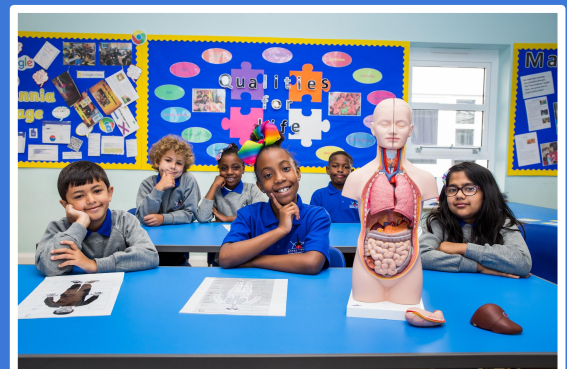
Dear Candidate,

I would like to take this opportunity to warmly welcome you to Britannia Education Trust (BET). As the CEO of BET, I am passionate about and proud of our Academies. It is our vision to create exceptional, creative, inclusive education at the heart of our community.

Currently our Trust comprises of two primary schools (Britannia Village and Royal Wharf), both 2 forms of entry with attached nurseries. The schools are a 5 minute walk apart and work very closely together with some middle and senior leaders having responsibilities across the Trust.

The Business Manager (BM) role is key to the smooth running of the trust's schools and the BM works closely with The CEO and CFO to form the Executive Leadership Team along with the headteachers of each school.

This is a fantastic opportunity for a dedicated and inspirational Business Manager to join our Trust.





### About you

We are looking for someone who:

- is committed to providing the best education, experiences, opportunities and life chances to our children
- has a proven track record of implementing positive change to the environment for children and staff
- has excellent communication and interpersonal skills
- is committed to working collaboratively with all members of our immediate and wider school community
- is exceptionally well organised and able to prioritise and meet deadlines
- highly values the contribution of all staff to the outcomes for children
- has experience in managing and protecting data
- has negotiating and influencing skills, including the ability to present written and verbal information to a variety of audiences.

### About the Trust

The Trust is a company limited by guarantee and an exempt charity. The Charitable Company's Memorandum and Articles of Association are its primary governing documents. The Trustees of The Charitable Company are also the Directors for the purposes of company law. The terms Trustee, Director and Governor are interchangeable. The Charitable Company is known as Britannia Education Trust.

Britannia Education Trust was established as a Multi-Academy Trust (MAT) in June 2017. The MAT was formed in order to open a brand new primary school (Royal Wharf) which opened in September 2019. The Trust currently operates two academies for pupils aged 3 to 11 years serving a catchment area in the Royal Docks, West Silvertown, Newham.

Both schools have recently been judged as Good overall by Ofsted. Britannia Village's last inspection was in June 2024. Each school has a pupil capacity of 420 plus a 30 FTE nursery. Our schools serve very similar diverse communities and are a 5 minute walk apart enabling very practical partnership working between the two schools.

The Trust's vision for growth is through sponsoring and establishing further new schools in the local area where extensive redevelopment and regeneration is taking place.

You can find out more about the Trust, our Members and Trustees on our trust website - [www.britanniaeducationtrust.com](http://www.britanniaeducationtrust.com)



## Vision Statement

Our vision is to bring out the best in our pupils, our staff and our community.

We aim to give our pupils the best start in life through providing a creative and happy learning environment where achievement, mutual respect and self-esteem are valued.

We aim to empower our pupils to have the necessary knowledge, skills, values, attitudes and understanding to make a positive contribution in a changing world both locally and globally.

We will:-

- Create safe, supportive, caring environments where children can flourish.
- Provide a broad, balanced, child-centred creative curriculum which is both accessible and appropriate to all our pupils.
- Demonstrate, expect and celebrate excellence in Achievement, Behaviour and Character.
- Develop and nurture an outstanding staff team.
- Be rigorous in the pursuit of inclusion and equity.
- Forge strong partnerships with parents and families.
- Work cooperatively within the Trust and with other schools, organisations and stakeholders.
- Equip children to become responsible global citizens, caring for the natural world and making wise, informed choices.
- Involve the schools in the community and the community in the schools.



## Ethos and Values

Our children will thrive within an ethos of Inclusion, Creativity and Excellence forming **values and qualities** that will equip them for life.

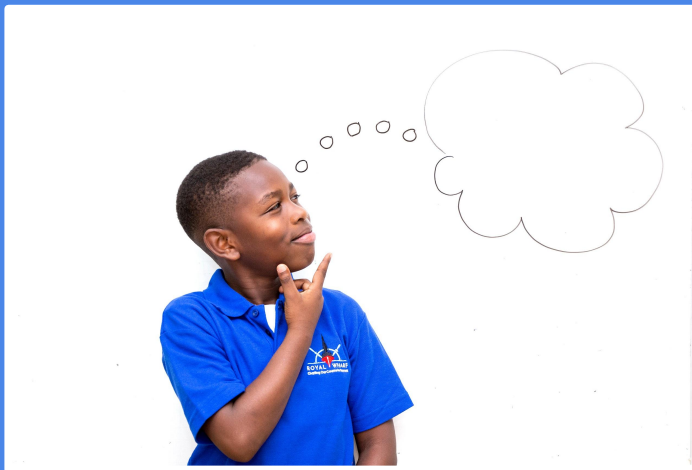


### Inclusion

All children are provided with the resources to be successful learners, irrespective of background or ability. In a supportive environment an **optimistic** outlook is fostered in which children develop open and honest relationships characterised by mutual **respect**. They **cooperate** with each other across all year groups, bridging social divisions and celebrating diversity of faiths, beliefs and cultures. Children have opportunities to express a passion for justice through practical initiatives that benefit those who are disadvantaged.

### Creativity

Creativity embodies our approach to learning. We see creative ideas, nurtured imagination and inspired **curiosity** as essential ingredients to a **resourceful thinker** who can innovate and inspire. Combined with a **Growth Mindset** that never hinders potential, creative children craft and shape new learning and ideas fostering a culture of artistry.



### Excellence

Children develop key life skills to build character as well as competence. They have a **zest** for learning and embrace values such as **hard work**, **self-management** and **reflective thinking** to achieve their very best. Children from all backgrounds develop high aspirations, self-belief and an appetite for life-long learning which stands them in good stead for their future careers.





## Britannia Education Trust Newham, East London



### About Britannia Village Primary School

Britannia Village Primary School opened in September 1999. The village and the school were designed on the theme of ships, with masts and portholes to reflect its famous and well documented history of merchant ships, which were docking here for many years, bringing produce from all over the world. Our school logo/badge was also designed to represent this history and our classrooms are named after ships which docked locally.

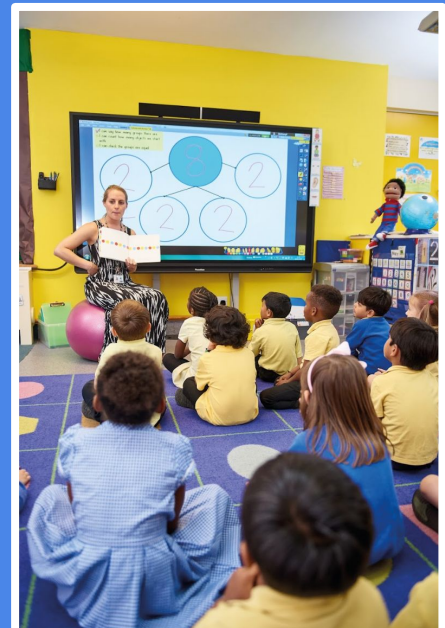
Geographically, we are between Canning Town and the London City Airport, in view of Canary Wharf and the Millenium Dome. In our locality we have the Olympic venue, Excel Exhibition Centre, Royals Business Park, the Emirates Cable Car and London's new City Hall. Our nearest train station is West Silvertown on the Docklands Light Railway.

Throughout the school children are taught in small classes of around 20. We believe that this gives us the best opportunity to get to know our children well and to give them personalised support educationally, emotionally and physically.

The school serves a diverse cultural community: approximately 28% are from Black backgrounds, 22% are from Asian backgrounds, 13% are White Eastern European, 14% are of mixed ethnicity, 9.4% are White British, 5% are White other and small numbers from a variety of other backgrounds make up the remainder. The percentage of pupils entitled to a free school meal is 40% (national average is 25.7%).

There is a sense of warmth and community that resonates throughout the halls. The children's enthusiasm for learning is palpable, and it is a true testament to the positive and nurturing environment that the staff and leaders have fostered here.

At Britannia Village we are committed to continuing this excellent standard of education and community engagement that Britannia Village is known for. We firmly believe that education is a collaboration between the school and the parents, and we are thrilled to be working alongside such dedicated and supportive families and staff.





# Britannia Education Trust Newham, East London



## About Royal Wharf Primary School

Royal Wharf Primary School is situated just north of the River Thames in the new Royal Wharf development in Silvertown, East London. We are a brand new school, deliberately designed to be small and inclusive so that we can offer a safe, exciting learning environment for local children, with excellent educational opportunities, where every student can reach their full potential. The school building is stunning and has won a RIBA award for design.

The school opened in September 2019. It is a two-form entry school (60 pupils per year group) but the school has been designed with three classrooms per year group to accommodate the small classes that are part of the Trust's ethos. The school had its first year 6 pupils in the year 2025/26.

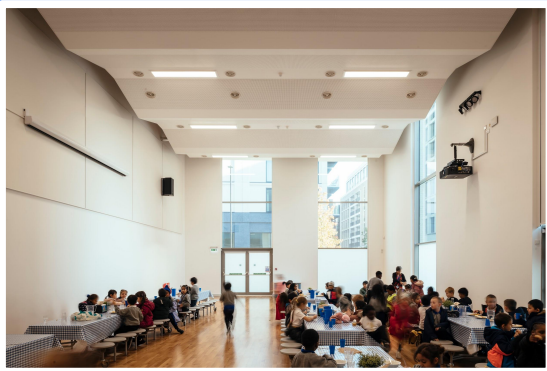
Throughout the school children are taught in small classes of around 20. We believe that this gives us the best opportunity to get to know our children well and to give them personalised support educationally, emotionally and physically.

The school serves a socially and economically diverse community in one of the most deprived Local Authorities in England: approximately 24% are from Asian backgrounds, 27% are of mixed ethnicity, 21% are from black backgrounds, 11% are White English, 5% are White Eastern European and small numbers from a variety of other backgrounds make up the remainder.

27% of pupils have English as their home language. The remaining 73% speak a total of around 50 other languages, with the most widely spoken being Arabic (7%), Urdu (6%), Chinese (5%) and Russian, Portuguese and Bengali (all 4.7%). Nationally, 20.6% of pupils have English as an additional language.

Around 90% of our pupils have opted for the free school meal (FSM) that is currently available to all primary pupils in Newham. The percentage of pupils entitled to a free school meal is 31% (national average is 25.7%).





## Benefits

There are many unique benefits to working within BET:

- Collaborative working between Trust schools
- Personalised training and development opportunities
- Executive & senior leadership open door policy
- Full time Chief Financial Officer
- Staff chromebook
- Excellent resources including ICT
- Access to Local Government Pension Scheme
- Eye voucher scheme
- Cycle to work scheme
- Employee Assistance Programme
- Access to a trained counsellor
- Welcoming and supportive staff
- Delightful children!

Our enthusiastic and dedicated staff are our most valuable asset and we work hard to provide them with the support and development opportunities they deserve so that our pupils receive the best start in their education journey.

I hope that having read through our recruitment information you are inspired to apply for the Business Manager position.

I look forward to hearing from you.

Yours sincerely,

Linda-May Bingham  
CEO and Executive Headteacher

## **Britannia Education Trust Class Business Manager Job Description**

### **Job title - Trust Business Manager**

**Salary - SMR Band A £60,702 to £73,698 (36 hours per week/52 weeks per year)**

**Responsible to the Executive Headteacher**

### **Job Purpose**

The trust business manager will:

- As a member of the Senior Leadership Team, provide advice on all aspects of management in relation to non-teaching business administration
- Take responsibility for Human Resources, Administration, Governance and Facilities Management and all matters within the management of the school which are supportive of, but do not involve, the teaching and learning functions of the school
- Develop administrative procedures for the school and to be responsible for maintaining and operating agreed procedures in order to ensure that all legal requirements are met
- Investigate additional funding streams and grants.
- Have overall responsibility for any capital building works including obtaining tenders, liaising with building contractors and Trust architects as appropriate.

### **Principal Accountabilities**

As the trust business manager, you will be expected to:-

- Oversee all operational and strategic human resources activity.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Monitor staff absence and ensure accurate records kept and management information system updated.
- Be responsible for developing administrative procedures for the school and maintaining and operating agreed procedures in order to ensure that all legal requirements are met.
- Be responsible for the management of the premises to ensure that buildings, grounds and facilities are developed and maintained to the highest standard.
- Keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within GDPR legislation.

### **Examples of Performance Measures**

- Evidence of knowledge and experience in managing human resources in an education setting, including experience in managing the sickness absence process, dealing with disciplinary issues and engaging in the process of safer recruitment.
- Evidence of experience in managing health and safety across the school site.
- Evidence of supporting leadership in preparing and presenting reports for the governing body/trust board.
- Experience of developing and managing effective procurement practices to ensure value for money, undertaking best value reviews, to include all service level agreements, facilities and premises contracts and administrative consumables.

## **Person Specification – Trust Business Manager**

We will base the selection process on these criteria. At each stage of the process, we will assess the merits of each application to determine how far the criteria have been met.

Beneath each criterion we list the assessment method we will use.

### **Requirement**

#### **1 Qualification and Training**

- Degree or equivalent professional qualification in business, finance, management or related discipline.
- GCSEs Maths and English grade C or above, or equivalent.
- To hold the Certificate or Diploma in School Business Management/School Financial and Operational Leadership
- Willingness to continue professional development relevant to the post

#### **Methods of assessment:**

Application form, evidence of qualifications.

#### **2 Experience**

- Experience working in a business environment at a senior management level – or working in a similar position in a school/college.
- Experience of leading a team (admin and premises), through line management, target setting and performance management reviews.
- Experience in managing HR processes including sickness absence, disciplinary and safer recruitment.

#### **Methods of assessment:**

Application form, evidence of qualifications, assessment tasks and panel interview.

#### **3 Personal qualities**

- Adaptable, flexible and well organised.
- Calm and patient under pressure.
- Displays professionalism and a commitment to the school
- Creates an environment of trust
- Self-aware, perceptive and committed to maintaining confidentiality at all times.
- Ability to build positive relationships with a wide range of people.
- Effective communicator and presenter — verbal and written.
- Good organisational and interpersonal skills

#### **Methods of assessment:**

Application form, assessment tasks and panel interview.



# Britannia Education Trust Newham, East London



## 4 Knowledge and understanding

- Personnel procedures and HR policies and codes of practice/legislation.
- Resource management and procurement with regard to Best Value principles.
- Health and safety implications across estate management, including premises cleaning.
- Data Protection and GDPR.
- Management information systems in a school/college/local government setting.

### Methods of assessment:

Application form, evidence of qualifications, assessment tasks and a panel interview.

## 5 Skills

- Demonstrates enthusiasm and resilience.
- Ability to prioritise, plan and implement change where appropriate.
- Skilled in leading teams, managing projects and navigating complex situations with diplomacy and professionalism.
- A team player who works collaboratively with others.

### Methods of assessment:

Application form, evidence of qualifications, assessment tasks and a panel interview.

### How to apply:

### Please apply using the online form provided at:

Contact Hannah Cleland, Business Manager on 07835 902075 / email:

[hannah.cleland@britanniaeducationtrust.com](mailto:hannah.cleland@britanniaeducationtrust.com) for further information and to book a visit to the schools.

### Dates:

Closing date - Friday 24th April 2026 at 12pm - Interviews will take place w/c 27th April 2026.

*BET is an Equal Opportunity Employer and recognises that some candidates may have been forced into an untypical or unconventional career path because of unavoidable personal circumstances or the prejudice they have met in life. Should this apply to you, we hope you will not be deterred from making an application, which will be considered on your overall fulfilment of the requirements of this person specification.*

*The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.*