



School Business Manager

Recruitment Pack



Nurturing Inclusive learning communities



CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital post of School Business Manager at Ethos Academy Trust. We hope that the information contained within this pack provides sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We will soon have six Academies: Ethos College, Reach Academy, Evolve Academy, Engage Academy, Elements Academy and Enrich Academy (due to join the Trust during 2023) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster
CEO, Ethos Academy Trust





HEADTEACHER WELCOME

Dear Applicant,

Elements Academy is a new special school which opened in September 2022 in Rotherham, South Yorkshire. It will offer 135 places for Key Stage 2 – 4 pupils (aged 7-16) who have an Education, Health and Care Plan (EHCP) where Social, Emotional and Mental Health (SEMH) is identified as the primary need.

Ethos Academy Trust has a long-standing reputation for achieving outstanding outcomes with vulnerable pupils. Our nurture-based philosophy underpins our practice. At Elements Academy, we will provide a caring, stimulating, safe and welcoming environment where learning is enjoyable, and teaching is personalised to the needs and interests of individuals. Pupils will be supported to fulfil their academic potential whilst developing the long-term confidence and skills required to succeed in post-16 education, employment or training.

Our outstanding staff teams are skilled at working with young people with needs across the SEMH range. In partnership with parents, carers and other professionals, we will take a holistic approach to ensuring a young person's needs are identified and met throughout their journey at Elements Academy, preparing them for the next stage of their lives.

At Elements Academy, you will find strong, hardworking and dedicated members of staff. We believe in investing in our staff team and all staff have the opportunity to access high quality internal and external professional development. Working within Ethos Academy Trust is extremely rewarding; making a difference to vulnerable children and young people, knowing that the work you do has a genuine, long-term impact on a young person's education and life chances.

We are seeking to appoint an experienced and enthusiastic School Business Manager to join our team. The successful applicant must be dedicated to supporting our young people to reach their full potential. We would like to thank you for your interest in Elements Academy and we look forward to receiving your application.



Vicky Woodrow, Headteacher



TRUST MISSION

Our vision at Ethos Academy Trust is to create **nurturing inclusive learning communities.**

To enable us to achieve this, our mission is that Ethos Academy Trust will draw upon the expertise of our specialist staff and wider partners to provide timely, personalised support, intervention and provision in order to maximise the life chances of all children and young people, informed by a thorough understanding of their strengths and needs.



Leading

with integrity

- Championing honesty and transparency
- Building trusting relationships



Encouraging

freedom and responsibility

- Working collaboratively
- Investing in effective partnerships



Thinking

innovatively

- Finding creative solutions
- Meeting individual needs



Improving

continuously

- Raising standards
- Developing strong and effective leaders



Celebrating

achievement

- Improving academic progress
- Enriching personal development

ETHOS
ACADEMY TRUST

Nurturing inclusive learning communities



Nurturing inclusive learning communities

Ethos College provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing inclusive learning communities

Evolve Academy is a KS2 and KS3 school that supports students with wide-ranging Social, Emotional and Mental Health (SEMH) needs. We currently have two school bases: one in Wakefield and the other in Castleford. Some of our students have been permanently excluded from Wakefield primary or secondary schools. We also work in partnership with Wakefield mainstream schools to offer a 12-week placement for students who may require short-term step-out provision before returning to their mainstream school.

Our aim is to provide a supportive and nurturing environment that will enthuse and engage students in education. We strive to ensure that our students have clear pathways to their next educational setting, supporting schools to ensure that their varying long-term needs can be effectively met, whether this is in a mainstream or more specialised school environment. Our long-term aim is for students to be empowered to develop into responsible citizens beyond their school years.



Nurturing inclusive learning communities

Elements Academy opened in September 2022, and is a special school based in Rotherham for students in KS2 to KS4 who have social, emotional and mental (SEMH) needs. All pupils attending the academy have an Educational Health and Care Plan (EHCP) in place.

We provide a community that is safe, respectful and aspirational and the nurture principle is at the heart of everything that we do. We are able to offer a curriculum that empowers students to gain the skills, knowledge and resilience they need to be happy and successful individuals. At Elements Academy, we place equal value upon academic and personal development and, whilst we know our students have barriers to overcome, we are committed to giving them the skills to overcome them.



Nurturing inclusive learning communities

Reach Academy is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities

Engage Academy is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



Outreach Teaching and support staff within Ethos Academy Trust provide Outreach Services in Kirklees, supporting and working in partnership with mainstream primary and secondary schools. Our team members also work effectively with wider partners, including health & social care, to ensure early identification and ongoing assessment and timely support for children and young people with wide-ranging social, emotional and mental health needs. Experienced teachers offer advice to schools through our Outreach Advice portal and through Single Point Referral.

The Outreach Team also provides transition support through experienced Inclusion Workers for children who have been permanently excluded from school and children with Education, Health and Care Plans who require a bespoke transition into a new setting. The support for our children, young people and families is part of Ethos Academy Trust's continuum of SEMH provision.



WHY WORK FOR THE TRUST?

Ethos Academy Trust spans West and South Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield, Bradford and Rotherham. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the children and young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for pupils

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants
- An opportunity to collaborate with colleagues across academies and within the Central Trust teams, with other academies and Multi Academy Trusts on a local and/or regional basis.
- Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
- Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.



I started working for Ethos College around 11 years ago as a Grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then, I have not looked back! I am now working within the Senior Leadership Team at Ethos College, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON,
ASSISTANT HEADTEACHER –
ETHOS COLLEGE





I was inspired to pursue a career with children who have SEMH needs through my experience of teaching music as an unqualified Teacher. I joined the Trust twelve years ago as an inclusion worker and was subsequently promoted to Senior Inclusion Worker, before being supported to secure a teaching qualification and, most recently, training to become a SENDCo. I gained a role as Deputy SENDCo, with a promotion to SENDCo at Reach Academy. The Trust and management team within Reach Academy not only supported my ambition to become a fully qualified Teacher, they continue to offer opportunities for my ongoing personal and professional development.

SARAH SIMMONDS, SENDCO - REACH ACADEMY

During my 6 years of employment with Ethos Academy Trust, I have been supported to access a number of professional opportunities and, after securing a teaching role two years ago, I am now a member of the Senior Leadership Team at Ethos College and have been supported in undertaking the NPQSL to help me enhance my leadership skills, understanding and practice.

The Trust is committed to providing relevant and meaningful professional development opportunities to support the career progression of the staff team. I have always felt highly valued and supported by the Trust in everything that I do. It is an absolute privilege to work for a Trust that is so invested in supporting its staff to be the best that they can be and help to transform the lives of so many young people.

JACK GHEE, ACTING ASSISTANT HEADTEACHER - ETHOS COLLEGE





SCHOOL BUSINESS MANAGER

School Business Manager

Grade: Band I

Hours: 37 hours per week, working term time plus 2 weeks

Permanent

Closing date: 17 April 2023 at 9am

Full time salary: £34,723-£37,261

Actual salary: £31,117-£33,391

Applicants

This is an exciting opportunity to join Ethos Academy Trust, where we aim to deliver the very best educational experiences for pupils across the primary and secondary age range. Our academies are welcoming, calm and purposeful and, within a nurturing ethos, our learners are stretched academically, supported pastorally and developed socially and emotionally.

We are looking to appoint a School Business Manager to join our passionate and hardworking team at Elements Academy.

If you are looking for a new and rewarding challenge in education and you are committed and passionate to making a difference, then we look forward to hearing from you.

Closing date: 17 April 2023 at 9am

Interview date: 25 April 2023

If you require further information or would like to arrange a visit, please contact vwoodrow@eat.uk.com

You can apply for the vacancy at <https://www.eat.uk.com/recruitment-portal/current-opportunities/>

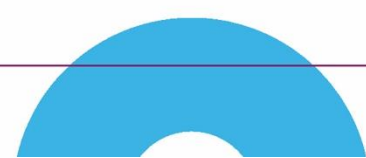




School Business Manager

JOB DESCRIPTION

Job title	School Business Manager
Location	Elements Academy
Hours	37 hours per week, working term time plus 2 weeks
Reports to	Headteacher
Staff responsible for	Administration support staff, site team
Closing Date	17 April 2023 at 9am
Salary/Grade	Full time salary: £34,723-£37,261 Actual salary: £31,117-£33,391
Job Purpose	<p>As School Business Manager you will be a valued and important member of the Senior Leadership Team within the Academy and will make a significant contribution professionally and strategically to the leadership of the financial and administrative aspects of the Academy. You will be required to contribute to the overall organisation, management and direction of the Academy and the Trust including involvement in Trust wide projects and initiatives.</p> <p>You will be responsible for financial procedures, budget monitoring, HR processes and other academy operations such as estates, projects and ICT. You will carry out a range of duties which will include the direct line management of administrative and site staff.</p>





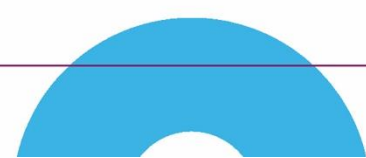
KEY OBJECTIVES AND ACCOUNTABILITIES


Main Duties

Finance

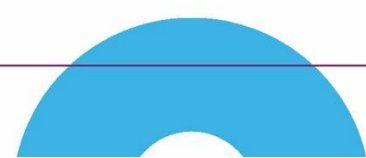
- Responsible for maintaining the budget(s) within the Academy
- Responsible for managing all aspects of the school finances and ensuring compliance with financial regulations determined by Central Trust
- Deliver and implement staff training and development to ensure the school follows the effective use of financial systems and procedures
- Responsible for the processing and correct authorisation of all invoices for expenditure and income collection, and allocation of income, in accordance with payment timescales and Trust procedures
- Provide the Headteacher and SLT with specific expertise and advice in relation to short, medium and long-term financial planning
- Responsible for the preparation, setting and monitoring of the local budget(s) for the next 3 years which includes trends, applying central assumptions and potential over and under spends
- Provide reports to SLT and Central Finance teams for discussion based on staffing needs, CLFP and any known changes
- Monitor the school budget on a monthly basis, running budget monitoring reports and variance analysis for the school and present to SLT; propose virements for approval to SLT and the Central Finance Team
- Accountable with the Headteacher, for undertaking ICFP in order to set a viable budget which meets the needs of the provision(s)
- With the support of the Finance Lead, present benchmarking financial data to the Leadership team and investigate any variances
- Responsible for procurements, ensuring a specification is drafted, the Trust Procurement Policy is adhered to and value for money is obtained
- To identify and pursue sources of funding, sponsorship and grants, to write bids on behalf of the Academy and wider Trust to secure funds as required
- Support the audit by the effective management of information to comply with all audit requirements and supplying the required information in a timely manner
- Responsible for ensuring that any audit recommendations are implemented
- Responsible for ensuring that the Trust Financial Management Policy and other finance-related policies are adhered to in the school and that central finance are notified of any non-adherence
- Remind staff regularly at staff meetings/via circulars of the need to adhere to such policies and of the requirement of the AFH
- Responsible for ensuring that the school contracts register is fully complete and contemporaneous with copies of contracts. Liaising with central finance prior to contract notice periods to ensure that any relevant Trust wide procurement can take place

Administration

- Responsible for the management of the school administrative function, ensuring there are appropriate and relevant administrative systems in place to support the school in its aims and goals
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- Responsible for the management of local systems and processes to ensure that they are managed in the most efficient manner. Particularly with regard to processes that cross functional boundaries.
 - Responsible for ensuring that staff census data is completed and returned within the predetermined deadlines.
 - Responsible for developing and implementing effective academy procedures and taking responsibility for local academy policy reviews
 - Responsible for ensuring that documents, policies and procedures are in the Trust format and made available to all necessary staff via the Every documents system
 - Ensure that an administrative manual is in place documenting all tasks and shared with relevant staff
 - Attendance at relevant meetings as directed by the Headteacher, Executive Team or Central Team

Estates, Health and Safety and Risk Management

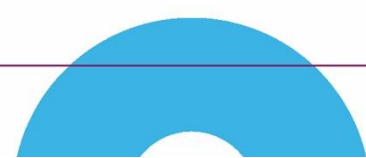
- Manage, monitor and evaluate the Academy Capital Plan, ensuring that capital projects are identified and added to the Plan using Trust processes
 - Lead on the management of the site-based projects, initiating and evaluating capital expenditure tenders and ensuring best value
 - Monitor, assess and review contractual obligations for outsourced school services and dealing with tendering processes for school contracts
 - Take delegated responsibility for the overall management and maintenance of the building, facilities, grounds and fabric and furnishings of the school, working with the site and premises staff and Headteacher
 - Working with the site and premises staff to ensure that Every compliance activities are reflective of all compliance activities at the site, including evacuations and that all activities are completed satisfactorily. Check with the site and premises staff on a regular basis that tasks are booked in as needed
 - Undertake relevant H&S (IOSH) including asbestos, fire safety, legionella awareness, Emergency Planning, manual handling etc. Advise site/central staff of any issues
 - Oversee and ensure that the Emergency Plan/BCP is up to date, shared and tested with relevant staff on a regular basis
 - Responsible for ensuring that all H&S procedures are updated regularly in the Trust format and shared on Every documents
 - Responsible for the oversight of all school risk assessments to ensure that they are appropriate to manage risks. Ensure these are shared with staff/parents/students and visitors as appropriate
 - Manage and maintain the school risk register, update monthly and share with SLT, ensuring that all risks are captured and documented and mitigations are put in place
 - Participate as a member of the Trust H&S committee and disseminate information to staff
 - Responsible for ensuring that school staff training is H&S compliant, maintaining a record of all training on Every and ensuring reminders are sent and followed up
 - Responsible for ensuring that sufficient first aiders and fire wardens are in place and that relevant training is undertaken, as required
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- Manage catering, cleaning and ICT operations in the setting and report back any issues to the Central Team

Management Information, ICT Systems & Asset Management

- Responsible for the updating, maintenance and monitoring of systems including MIS system and Every HR (including the SCR) and Compliance
- Act as ICT lead administrator in school, ensuring that external ICT support is fit for purpose and that the school is receiving value for money and an effective service
- Responsible for the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures. This includes ensuring that school assets are effectively and safely managed, keeping accurate and detailed records of all assets over £100, asset tagging them and ensuring that staff sign for them and are aware of their responsibilities (this is particularly pertinent for school IT and telephone equipment)
- Responsible for the security, monitoring and control of access to systems
- Responsible for providing guidance, advice and support to the Headteacher, SLT and other Academy staff on the process and use of all data management systems ensuring that the data is effectively managed in line with national and local standards

Staff Management/HR and Onboarding

- Responsible for the direct management and supervision of Academy Business Support staff which includes the allocation and coordination of work, staff development and staff training
 - Ensure there is an effective administrative staff structure in place to meet the Academy development requirements, identifying any training and development needs of staff
 - To proactively identify and contribute towards the management of staffing issues such as sickness and other absences such as maternity or leave of absence, in line with Trust policy and procedure and to play an active part in assisting other line managers in the Academy to address such issues
 - Oversee the communication of HR processes and HR record keeping in school via Trust systems, ensuring that all HR policies are complied with
 - Be proactive with the management of sickness capability, disciplinary and probationary procedures, informing central HR when triggers are hit or concerning patterns or behaviours emerge
 - Ensure all Return-to-Work interviews with all staff are completed following an absence of more than one day (and carrying these out where appropriate and directed to do so), ensuring any triggers are actioned
 - Ensure that all roles are recruited to by following safer recruitment guidance, and that staff undertake statutory safeguarding training
 - Ensure all staff have a clear understanding of the policies and procedures and they carry out their duties in line with these policies and procedures
 - Work closely with the HR team in relation to recruitment and induction processes, ensuring that there are appropriate and relevant administrative systems in place to support the Academy in its aims and goals
 - With line managers, manage the implementation of effective induction processes for all staff, including support staff probations; supporting line
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- managers with procedure
- Maintain the Academy Single Central Record and Training Matrix and notify the DSL of any issues
 - Process any staff absence insurance claims in a timely manner
 - Manage the payroll system ensuring a knowledge of payroll process, contracts and policies to effectively review payroll reports and challenge any discrepancies, in line with relevant pay and conditions documents
 - Ensure all changes in relation to payroll are carried out and processed in a timely manner

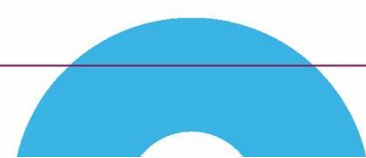
Governance

- Ensure that the school is compliant with GDPR and liaise with the Trust DPO as necessary
- Act as the first point of contact for staff with any concerns in relation to subject access requests, data breaches or other GDPR related concerns and signpost to the DPO where necessary
- Ensure that records are maintained and disposed of in accordance with retention policies
- Contribute to the development of school and Trust wide policies and ensure that they are disseminated at staff meetings
- Introduction of new APRC members including references requests, DBS checks, ICT access, DfE checks and training (internal and external)

Other

- Contribute to the onboarding of new Trust Business Managers, acting as a buddy and supporting them to ensure that they are fully aware of all aspects of their role
- Lead on Trust wide initiatives appropriate to the grade and share findings and recommendations with other members of staff
- Attend relevant DfE, ESFA and LA training and disseminate or act upon this as appropriate
- Attend local, regional and national networking events and feedback any findings across the Trust
- Prepare reports on pupil, staff or financial data for Board or Executive Team meetings in a professional format, as required

General

- To act with integrity, honesty and professional competence and understand the importance of confidentiality
 - To have a positive attitude towards working with vulnerable young people including the ability to be understanding, responsive, calm and supportive
 - Carry out your duties with due regard to current and future Academy policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Academy communications
 - Take reasonable care of health and safety of self, other persons and resources whilst at work. This entails supporting the schools and Trust responsibilities under the Health and Safety at Work Act
 - Demonstrate day to day commitment to the Trust's core values of community
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and mission statement

- Carry out such reasonable additional duties as may from time to time to be determined by or on behalf of the Trust Board

PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	GCSEs (A*-C) in Maths and English or equivalent OR relevant qualification at level 2 (or equivalent).	E
	Certificate in School Business Management or equivalent experience	E
	Professional qualification in finance, HR, Health and Safety or procurement	D
	Diploma in School Business Management	D
	Knowledge of developments in Local Management of Schools	D
Relevant Experience	Experience of working in a busy office environment managing multiple priorities and leading on projects	E
	Experience of working in a school environment	E
	Experience of budget planning and financial forecasting within the context of strategic organisational planning in either a school or public sector organisation	E
	Experience of using information management systems and financial software	E
	Knowledge and experience of ICFP	D
	Successful experience of identifying and applying for grants/funding	D
	Experience of resource management and procurement	E
	Experience of working effectively with internal and external stakeholders	E
	Experience of supervising/line managing staff	D



Aptitudes, skills and competencies	Excellent IT skills and working knowledge of software used in schools and computer packages such as Microsoft Office	E
	Working knowledge and understanding of premises management (i.e., repairs, maintenance, work schedules)	E
	Excellent literacy skills in order to produce high quality word processing, including reports and letters	E
	Awareness and understanding of health and safety regulations and good practice within the school environment	E
	Understanding of routine HR processes and procedures and the ability to understand and apply HR policy to address both complex and non-complex issues	E
	Ability to work on own initiative and contribute to effective working of the team	E
	Ability to plan own day, work flexibly to get the job done on time and ensure work is carried out to quality standards	E
	Ability to make decisions in line with agreed policies and procedures	E
	Ability to manipulate financial information and produce reports, working to tight deadlines	E
	Ability to communicate effectively, sympathetically and confidentially at all levels	E
	Ability to supervise/manage a team including allocation of work and performance management	E
	Proactive and positive approach to liaising with parents/carers/pupils/staff and other stakeholders, both internally and externally	E
	Commitment to safeguarding and promoting the welfare of children and young people	E
	Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act	E





	Understanding of the context in which schools operate and how the role fits within this	E
	Understanding of the financial processes and procedures within school and the regulatory framework which governs them	E
Any additional factors	Commitment to ongoing personal training and development	E
	Willingness to be flexible and adaptable, leading a team by modelling a positive, professional approach in a variety of situations	E
	Willingness to work outside of normal Trust hours on occasion	E
	Hold current driving licence and have own vehicle available for transport during the working day	D
	Willingness to undertake an Enhance Disclosure and Barring service check, pre-employment and annually. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process	E

Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

Online checks for shortlisted candidates



In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

GDPR

A copy of our Privacy Notice is available via our website: www.eat.co.uk



Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ