



Airedale Infant Academy and Airedale Junior Academy are situated in Airedale, Castleford in West Yorkshire. Both academies are dedicated to providing the very best education possible for all the pupils who attend. We are tireless in ensuring every pupil meets their full potential academically, socially, emotionally, and physically. With around 230 pupils in the infants, and 380 pupils in the juniors, both schools work in close collaboration with one another under one headteacher to create a cohesive and supportive learning environment for our pupils and the local Airedale community.

Castleford Trust is a dynamic and inclusive Multi Academy Trust, consisting of nine schools across all phases: three secondary academies, two primary academies, two junior academies and two infant academies. All of the academies are located within the geographical area of Wakefield, forming a medium-sized trust with a strong community feel.

At Castleford Trust, our vision is "Working together to achieve excellence for all." We are deeply committed to ensuring every child reaches their full potential and that no child is left behind. Our Trust is an exceptional place to work, offering a supportive and dedicated team of staff who share a common goal of making a difference to the life chances of pupils. We take great pride in developing and nurturing talent by providing extensive opportunities for staff training and professional development.

School Business Manager
Full Time – 37 hours, Term Time + 10 days
Grade 10 SCP 32-35
£41,511 - £44,711 FTE (pay award pending)
Actual salary - £37,416- £40,301

An exciting opportunity has arisen for an enthusiastic, dynamic, and motivated School Business Manager to join our team at Airedale Infant Academy & Airedale Junior Academy. The business manager will work alongside Academy and Trust leaders to maximise resource management for the benefit of pupils and their education.

We welcome applications from existing school business managers or individuals with the business acumen to apply their experience, knowledge, and expertise to the role

You will:

- Be the Academy's leading support staff professional and work as part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that the school meets its educational aims
- Be responsible for providing professional leadership and management of non-teaching school support staff, to enhance their effectiveness and in order to sustain high standards of safety and achievement in the Academy
- Promote the highest standards of business ethos within the administrative function of the Academy and strategically ensure the most effective use of resources in support of the Academy's Development Plan and long-term goals, thinking widely and innovatively to maximise the quality of education for our pupils
- Have the capacity to manage the Academy's HR function by liaising with our external and internal HR service
- Be responsible for Financial Resource Management, Administration Management, Information Management, ICT and Human Resources, Facility and Property Management, and Health and Safety Management of our Academy, working alongside the Senior Leadership Team
- Be accountable for the probity, efficiency and accuracy of payroll and finance systems and processes
- Be responsible for the procurement, selection, management, maintenance, repair and safe keeping of resources, including meeting the requirements of regular audits
- Have up to date knowledge of best practice when managing the Pupil Premium, sports and SEND grants in order to support the Senior Leadership Team to maximise its potential impact
- Have delegated day-to-day responsibility for all health and safety matters, including maintaining and developing systems, policies, procedures and working practices; including the measures to be taken in the event of emergencies
- Hold and articulate clear values and moral purpose, focusing on supporting school leaders to provide a world-class education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards all stakeholders of the school and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills and that of those around you, sustaining wide, current knowledge of education business management.

You will be:

- Inspirational, dedicated and motivated.
- Dedicated to being the best you can be.



- A passion for the education of young people, particularly those with a low ability and vulnerable pupils.
- Committed to Airedale Infant Academy and Airedale Junior Academy values.
- Committed to achieving the best for every pupil.
- Supportive of the Academy's ethos and values at all times both within the Academy and the wider community.
- Able to provide an active contribution to the wider part of Academy life.

In return we will offer:

- Bespoke, continuous professional development opportunities.
- Happy and enthusiastic pupils who are keen to learn.
- A hard working, friendly team of staff and Governors and a forward-thinking leadership team.
- Supportive parents and wider community.
- Opportunities to work closely with teams and specialists across the Multi Academy Trust.
- An opportunity to inspire and influence others to bring about sustainable self-improving systems.
- Generous occupational pension scheme.

As part of our team at Airedale Infant Academy & Airedale Junior Academy, you will have access to a comprehensive package of well-being support designed exclusively for schools, providing access to a team of in-house well-being experts, counsellors, nurses, and physiotherapists.

Airedale Infant Academy & Airedale Junior Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. For all positions at Airedale Infant Academy and Airedale Junior Academy, you are required to complete a Disclosure Barring Service (DBS) Enhanced check prior to appointment.

Visits to our Academies are warmly welcomed, please contact Mrs Kirsten McKechnie, Executive Headteacher on 01977 556946 to arrange a time. Application forms can be downloaded from our website. www.castlefordacademytrust.com
Completed applications should be addressed to Mrs Kirsten McKechnie, Executive Headteacher at Airedale Junior Academy school address or via email to HRaat@castlefordtrust.co.uk

Providing suitable interest, the closing date for applications is **Monday 30th June at 8am**, with interviews taking place shortly afterwards.

For further information on the school, the role and how to apply please visit www.castlefordacademytrust.com