



The Pioneer Academy



- Post Title:** Central School Business Manager
- Location:** The Pioneer Academy Central Team, working in two locations:
Downe Primary School, High Elms Road, Downe, Orpington, Kent BR6 7JN
Holland Junior School, Holland Road, Oxted, Surrey RH8 9BQ
- Status:** Permanent / Full time - 36hrs per week / 52 Weeks per year
- Salary:** TPA20 / NJC 24-42 - £33,819 - £50,910 pa / plus essential car allowance as this position will require onsite working at different locations
- Start Date:** Immediate (pending pre-employment checks) *
- Closing Date:** 19th June 2023 at 9am *

**applications from suitable candidates who meet the person specification may be shortlisted and interviewed ahead of the closing date*

The Pioneer Academy is seeking to employ a Central School Business Manager to act as the link between the Trust's Central Services and school leaders across multiple school sites. This is for two schools within the Bromley & Surrey regions (Downe Primary School and Holland Junior School) with a particular focus on supporting in the areas of Human Resources, Site Health and Safety and Compliance. Experience of working within small rural schools is desirable.

Key responsibilities include:

- To provide strategic and operational support across non-teaching and learning areas of responsibility.
- In liaison with the Head of Estates, school site staff and school leaders, to be responsible for the maintenance and upkeep of each respective school estate, ensuring an attractive and vibrant environment for learning.
- To lead on employee relations matters at each school.
- To line manage other school-based administration and support staff.
- To lead by example, creating a culture of professional excellence and achievement.

The Pioneer Academy is a primary multi academy trust with schools across London and South East England. All our schools, ranging from small infant schools to large primary schools, work collaboratively, sharing resources and expertise. Together we will continue to grow and embed an inclusive culture of high aspirations where a commitment to putting children first is the norm. Find out more at: www.thepioneeracademy.co.uk

Visits or an initial conversation are encouraged and can be arranged via our central recruitment team on 01689 283121.

At The Pioneer Academy, we take the wellbeing and mental health of our staff seriously which is why we are committed to regular reviews of staff well-being and reducing staff workload. We have increased our PPA offer this year to up to 5 hours for full time teachers, and regular additional release time scheduled for all subject leaders across the school. We create bespoke career pathways for every member of staff, identifying and growing talent, with outstanding professional development opportunities at every stage of your career. We also have an Employee Assistance Programme with a range of resources to support

wellbeing which is available to all employees and their immediate family members 24 hours a day, 7 days a week, 365 days a year.

What we offer you:

- A friendly, dedicated staff team who believe in teamwork and building positive relationships across the school, the Trust and in the local community.
- High quality development programme with induction programmes for all new staff.
- Excellent CPD opportunities.
- Access to professional coaching.
- A supportive and collaborative working ethos, including support from the Trust's Central Executive Team and a range of experts, such as specialists in finance, business management, estates and Human Resources.
- Termly forums to increase collaboration and reduce workload.
- Access to Employee Assistance Programme including free counselling.
- Access to discounted wrap around childcare for staff.
- Free academy-wide social events throughout the year.

If you are interested in applying for the post, please see the Job Description/Person Specification. To apply for this vacancy, please complete the application form, completing a full education and employment history since leaving school and indicating how you satisfy the criteria set out in the Job Description/Person Specification. You will also be required to complete and return a self-disclosure declaration with your application. Applications should be submitted via email to the Recruitment Team at recruitment@thepioneeracademy.co.uk

Only those shortlisted for interview will be contacted. References will be requested for those shortlisted only and prior to interview. In line with [Keeping Children Safe in Education 2022](#), online searches will be completed as part of the due diligence on shortlisted candidates, searching online content that is publicly available for inappropriate online content that may suggest that a shortlisted candidate may not be suitable to work with children, or that may harm the reputation of the school. If any issues of concern come up in online searches, shortlisted candidates will have an opportunity to address these at interview. An Enhanced DBS certificate will be required on provisional offer, including a check of the Children's Barred List. Further vetting checks, in line with the requirements of [Keeping Children Safe in Education 2022](#) will be completed following a provisional offer of appointment. Where applicable, if an applicant with a provisional offer of employment has lived and/or worked outside the UK, they will be required to obtain a Certificate of Good Conduct.

The Pioneer Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Our school Safeguarding Policy can be downloaded and read following this link: [Safeguarding and Child Protection Policy](#)