



**Junior Executive Business Manager  
Candidate Application Pack**

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## Welcome from our Chief Executive Officer

Thank you for your interest in the role of **Junior Executive Business Manager** working with the Trust's Central Team.

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin  
Chief Executive Officer



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

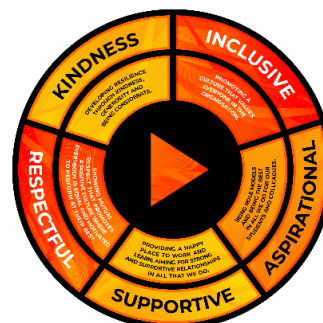
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.  
We will work tirelessly to support them to reach their potential.



**Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ**



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# Our Schools



## Job Description

**Reporting to:** Executive Business Manager  
**Salary:** Trust scale 20-25  
**Location:** Trust Head Office based at Fort Pitt Grammar School, Fort Pitt Hill, Chatham Kent ME4 6TJ with travel to other schools within the Trust

### Job Purpose

To provide high quality financial support to ensure that the designated Trust schools make best possible use of resources and are able to provide the best outcomes for pupils.

To maintain and monitor the efficient management of the academies' budgets, along with maintaining an in depth understanding of personnel needs, while also maintaining a high level overview on premises ICT and health and safety matters and their implication to budgets

To act as the principal financial officer for one allocated trust school.

To be responsible for maximising income generation by actively seeking opportunities for grant applications to support the school needs.

### Duties & Responsibilities

#### Financial Management

- Monitor and maintain up to date staffing budgets in the Trust's budgeting software.
- Prepare monthly management accounts for each designated academy for review by the Executive Business Director and consolidation at Trust level.
- Assist the Executive Business Director in preparation of five-year budget plan for each of the designated academies using the Trust's budgeting software.
- Liaise regularly with budget holders as necessary to discuss budget spend.
- Ensure the effective operation of financial controls within the designated school and ensure they receive value for money for all expenditures in accordance with the Trust Finance Policy.
- Work closely with the Executive Business Director to manage and monitor internal recharges in respect of capital projects between the school and the MAT, ensuring that costs are recharged on a regular basis.
- Meet regularly with the Executive Business Director to review monthly management accounts and the Trial Balance by Fund Type.
- Assist Executive Business Director and Deputy Finance Director with preparation of month end schedules before submitting to Director of Finance.
- Review creditors pay lists where appropriate authorisation has been received for payment from the delegated authority within each Academy for Executive Business Director approval before submission to Director of Finance for payment authorisation.
- Review outstanding Purchase orders reports in PSF regularly and liaise with the school-based staff to resolve queries promptly and update the system in a timely manner.
- Carry out a physical monthly reconciliation to PSF of petty cash held within designated school.
- Work with key finance staff and the support the audit requirements for each school, ensuring accurate and timely transactional financial information.
- Be a first point of contact for designated school for order processing queries and be proactive in resolving queries on the use of PS Financials finance system



- As directed by the Executive Business Director, manage established procedures for compliance with statutory requirements such as Safeguarding Children and Young People, Data Protection and the Freedom of Information Act.
- Work with the Finance Director, Executive Business Director, Financial Controller, and relevant staff in the designated school as necessary to ensure Trust financial procedures are followed consistently and in line with the agreed financial practices.

### HR & Payroll

- Maintain effective communication with the Trust HR and Payroll functions to ensure a co-ordinated approach on HR, payroll and budget matters.
- Ensure all relevant parties (e.g. Finance Director, Executive Business Director, Deputy Finance Director and trust HR and Payroll functions) are aware of proposed changes to staffing by coordinating relevant information and documentation flow between designated school and head office,
- Maintain current staffing budget in the trust budget software by reflecting all staff contract changes in a timely manner
- Reconcile the payroll information monthly against budgeted costs, identify and rectify discrepancies through liaison with the Executive Business Director, Deputy Finance Director and Payroll function as necessary.

### Leadership and Management

Contribute to the Trust's culture and development by:

- Ensuring that school-based staff are fulfilling their professional responsibilities in relation to financial matters and are carrying out their duties effectively.
- Liaison with the school-based staff to ensure finance procedures and updates are clearly communicated back where relevant.
- Share good financial practice across the Trust.
- Ensure an appropriate induction programme for new school staff into finance is in place and provide excellent support.
- Be an active and visible member of the central finance team in the designated school whilst developing partnerships and collaboration.

### Premises Management

- To secure external grants to support the development of the site.
- To liaise with the Trust Estates Manager supporting the estates development strategy of the Trust while considering
- To liaise with the Trust Estates Manager on compliance with Health and Safety laws and regulation and develop an understanding of implications to budget

### Business Development

- Maintain customer relations strategies which add value to the Trust and its schools by liaising with Head Teachers, SLT and budget holders in the designated school.
- To monitor and report on the quality of the service provided to the designated school to enable the Executive Business Director to evaluate the service delivery against set objectives.

### General

To assist the CEO, CFO, Executive Business Director and Executive Business Managers, with ad-hoc tasks as necessary in accordance with the Trust central strategy and to support the Headteachers in delivery of the local development strategies for the school.

### Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address appraisal targets set by the line manager each Autumn Term

### Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

### Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust, your role will be based at the Trust Head Office. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.



### ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

### Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**

## Person Specification

Requirement	Essential or Desirable?
<b>General Requirements</b>	
Good general education	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
Experience in implementing of effective financial policies and procedures	Essential
<b>Post Specific Requirements</b>	
Willingness to undertake further training	Desirable
Experience in managing premises	Desirable
Experience with income generation strategies	Desirable
Experience with payroll systems administration	Desirable
Good working knowledge of spread sheet, and financial software packages	Essential
Experience (3 years +) working in Finance Management in an Educational environment	Desirable
Experience working within Academies sector	Desirable
Experience at management level - supporting the Head Teacher in development of financial controls and site management/development	Desirable
Working towards an accounting qualification	Desirable

**Beyond Schools Trust** is committed to safeguarding and protecting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check

## Summary of Terms & Conditions

**Start date:** 1<sup>st</sup> September 2025

**Contract Type:** Full-time permanent

**Place of Work:** Primarily based at Fort Pitt Grammar School, Fort Pitt Hill, Chatham Kent ME4 6TJ with travel to other schools within the Trust.

**Hours & days of work:** 37 hours per week, Mon-Friday all year round. Monday-Thursday 08:00-16:00 and Friday 08:00-15:30. Includes a 30-minute unpaid lunch break.

**Salary:** Trust salary points 20-25 £31,586 - £35,235 per annum

**Holiday:** Entitlement of 27 days annual leave rising to 31 days after five years of service – this, together with bank holidays.

**Induction Period:** This post has a 6-month induction period.

**Pension:** Membership of the Local Government Pension for support staff

**Notice period:** Two months

**Car insurance:** Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability

## Benefits

### Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

### Benenden Healthcare:

Non- contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

### Continuing Professional Development

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

*"It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment"*

*"The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed".*

*"I have learned so much during these workshops and I am extremely grateful for them"*

*"Learning the skills to become an effective leader for when I become a middle leader"*

*"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".*

### Staff Wellbeing:

Whole Trust approach to well-being.

### Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2025 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £17,800	5.5%
£17,801 to £28,000	5.8%
£28,001 to £45,600	6.5%
£45,601 to £57,700	6.8%
£57,701 to £81,000	8.5%
£81,001 to £114,800	9.9%
£114,801 to £135,300	10.5%
£135,301 to £203,000	11.4%
£203,001 and above	12.5%

<b>Employee Referral Scheme:</b>	Up to £500 payable for a new employee referral across the Trust
<b>Family Friendly Policies:</b>	The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.
<b>Cycle Scheme:</b>	The Trust is a member of the Cycle to Work Scheme.
<b>Car Parking:</b>	Free onsite parking (we are in a ULEZ free zone)
<b>Catering:</b>	On site catering at affordable prices
<b>Employee Discounts Schemes:</b>	<p>20% discount off membership for Avenue Tennis  <a href="#"><u>Medway Gym &amp; Fitness Centre   Avenue Tennis</u></a></p> <p>Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.</p> <p>Free annual subscription to Headspace.</p> <p>Free will writing service provided by Accord Legal Services</p> <p>Blue Light discount scheme</p>

# The Recruitment Process

**Closing date:** Monday 16<sup>th</sup> June 2025 at 9am

**Interview date:** To be advised

***We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on The Trust's careers page [Our Vacancies | Beyond Schools Trust](#)

If you wish to discuss the role, please contact **Paula Mallion** via email at [pmallion@beyondschools.co.uk](mailto:pmallion@beyondschools.co.uk)

**The application form:** Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.



**Supporting Statement:**

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**Additional skills:**

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication of discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.

## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.

## Junior Executive Business Manager



**Salary:** Trust scale 20-25 £31,586- £35,235  
**Start date:** 1<sup>st</sup> September 2025  
**Hours:** 37 hours per week  
**Location:** Primarily based at Fort Pitt Grammar School, Fort Pitt Hill, Chatham Kent ME4 6TJ with travel to other schools within the Trust.  
**Closing date:** Monday 16<sup>th</sup> June 2025 at 9am  
**Interview date:** To be advised

Are you a finance professional with a passion for education and making an impact? We are seeking a proactive, detail-driven **Junior Executive Business Manager** to join our dynamic Trust team and play a key role in helping schools thrive!

At Beyond Schools Trust we believe every penny counts when it comes to delivering the best outcomes for our pupils. That's why we need **someone like you** – someone who can manage budgets smartly, think strategically, and work collaboratively with school leaders to ensure financial excellence across our Trust.

### To be successful you will:

- have previous education sector experience
- be committed to improving educational outcomes
- be pro-active with a solution focused mindset
- be an excellent communicator

### In return we offer:-

- a supportive induction programme
- mentoring from an experienced Executive Business Managers team
- a happy and caring community
- a Healthy Work-Life Balance and a committed Leadership Team
- Care First employee assistance programme
- non-contributory membership of Benenden private health care cover
- 27 days annual leave increasing after 5 years of service
- Membership of the Local Government Pension Scheme
- Cycle to work scheme

For further details on this role and to apply please visit The Trust's careers page [Our Vacancies | Beyond Schools Trust](#)

Visits to the Trust are strongly encouraged. For further information and to arrange a visit, please contact **Paula Mallion** via email [pmallion@beyondschools.co.uk](mailto:pmallion@beyondschools.co.uk)

***We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.***

### **Safeguarding commitment**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

### **Equality & Inclusivity Statement**

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

## Our Location

**Beyond Schools Trust**  
**Fort Pitt Grammar School**  
**Fort Pitt Hill**  
**Chatham**  
**Kent**  
**ME4 6TJ**

**Tel: 01634 888115**

**[www.beyondschoools.co.uk](http://www.beyondschoools.co.uk)**

**What three words - <https://w3w.co/maps.onion.cowboy>**

