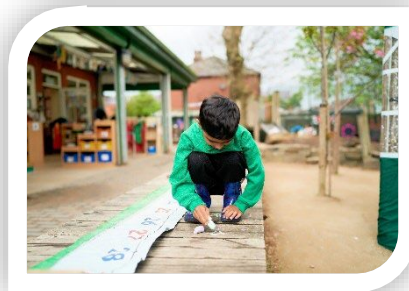




# Appointment Information Pack



<b>Vacancy</b>	Business Manager
<b>Location</b>	Deeplish Primary Academy
<b>Start date</b>	1 <sup>st</sup> September 2025
<b>Closing date &amp; time Interview and assessment</b>	Closing date for applications: Tuesday 24 <sup>th</sup> June at noon Interview and Assessment day: Monday 30 <sup>th</sup> June
<b>Salary</b>	FT Grade 7 – SCP 29-33 - Pro-Rata to reflect Term Time working pattern TTO + 2 weeks (41 weeks)
<b>Contract</b>	Permanent
<b>Return application to</b>	Anna Stokes Deeplish Primary Academy, Derby St Rochdale Lancs. OL11 1LT <a href="mailto:deeplish.recruitment@focus-trust.co.uk">deeplish.recruitment@focus-trust.co.uk</a>

## Welcome from Ewan McPherson, Interim Executive Principal, Deeplish Primary Academy

Dear applicant,

### *‘Growing great learners’*

Thank you for your interest in the post of **Business Manager** at Deeplish Primary Academy. I am extremely proud to be the Principal of such a warm and friendly school as Deeplish.

Whatever the needs of our children we aim to ensure they thrive at Deeplish, feeling safe, having fun and enjoying success. We want our pupils’ time in our school to be memorable, build on what they know and can do and help them become lifelong learners.

We value highly the partnership between home and school and encourage all parents to take an active part in the education of their children. The partnership between school staff, parents, governors and other stakeholders is an essential one. Children are at the heart of all we do and their social and emotional well-being, as well as their academic achievements are very important.

This is an exciting opportunity to join our school and growing Trust. The role will report directly to the Principal, being responsible for strategic planning including financial, HR, ICT, Health, Safety and estates to ensure the school makes the best possible use of the resources available.

- This role is key to the success of the academy, and we seek a Business Manager who has a positive attitude, who is solution focused, cares about making a difference to the outcomes of our pupils and can take others along the journey with them.
- The successful candidate will need to be a team player who is able to multi-task effectively, motivate others and demonstrate a commitment to achieving high standards.
- Applicants with experience of working in the education sector are welcome to apply as are those with a business background. The ability to lead a multi-disciplinary team is essential. We believe in recruiting the very best staff to support our pupils. The post-holder will be a full and active member of the Senior Leadership Team of the academy.

The role will be based at Deeplish Primary Academy but could involve some travel to our other schools within the Trust. This of course will be reasonable and appropriate to the role.

Prospective candidates are welcome to visit the Academy, please contact Mrs Stokes to arrange a suitable date and time.

**Closing date for applications: Tuesday 24<sup>th</sup> June at noon**  
**Interview and Assessment day: Monday 30<sup>th</sup> June**

Post to commence – 1<sup>st</sup> September 2025

### Academy details

Address	Derby St, Rochdale, Lancs. OL11 1LT
Telephone	01706 392480
Email	<a href="mailto:deeplish@focus-trust.co.uk">deeplish@focus-trust.co.uk</a>
Website	<a href="http://www.deeplishprimaryacademy.co.uk">www.deeplishprimaryacademy.co.uk</a>

## Welcome from David Roberts, Chair of Governors

Dear applicant,

Thank you for taking the time to consider applying for the role of **Business Manager** at Deeplish Primary Academy. As Chair of the Governing Board, I would like to take this opportunity to tell you a little bit about the context of our school.

Deeplish is an academy right at the heart of the Deeplish community and we work really hard to do everything that we can to support our children and families. We joined Focus Trust in December 2014 and have not stopped improving.

When you visit us, you will find a very inclusive culture where everyone is valued and listened to. Our children and staff are fantastic and have a real love for learning. We have a reputation for being a friendly, caring and successful school, something that I know you will see if you come to visit us.

I hope I have given you a flavour of Deeplish and I have every confidence that we will successfully recruit a Business manager who can work with us in order to develop school further. We will offer you a very supportive governing body with high expectations for our children and staff. I hope that you feel encouraged to apply for the post.

## Job Description

<b>Academy/School</b>	Deeplish Primary Academy
<b>Job Family</b>	<b>Business Management</b>
<b>Job Title</b>	School Business Manager
<b>Grade</b>	FT Grade 7 – SCP 29-33 - Pro-Rata to reflect Term Time working pattern TTO + 2 weeks (41 weeks)
<b>Accountable to</b>	Interim Executive Principal
<b>Line manager</b>	Head of School

### Purpose of the role

To ensure all aspects of School business management are operated and developed to a high standard, ensuring:

- effectiveness;
  - efficiency; and
  - appropriate and accurate accounting of all funds.
- Provide strategic support to the Principal/Head teacher and Governing body on all aspects of school business management
  - Ensure a sustainable and effective link between the school financial plan and the school improvement plan.
  - Strategically manage all aspects of financial applications, ensuring that the school make the best possible use of their resources, using “value for monies” strategies
  - Be responsible for the management of all the major disciplines of finance, HR Management, estate management, administration and all matters of school management that underpin effective teaching and learning
  - Be responsible for effective risk management and the management of third party service contracts.
  - Be responsible for all aspects of Data Protection and act as the DPO at school level, which involves responding to FOI, SAR's and data breaches/near misses.
  - Work as part of a team to ensure all safeguarding policies and procedures are followed and implemented.

### Main duties

#### Academy finances

- Prepare and formulate the Academy's budget (including financial alternative) in conjunction with the Principal to enable the Trust to make accurate management decisions.
- Monitor and control the implementation and movement of funds to ensure that the budget is administered according to the agreed Academy improvement plan.
- Monitor and review the Academy's budget and advise the Principal on the strategic budgetary position to ensure over and under spending areas are identified, and proposals made, to enable prompt corrective action to be taken.
- Manage and use all aspects of the Trust's financial accounting system within the academy, including the payment of all invoices for expenditure and income collection in accordance with payment timescales and the Trusts financial procedures.
- Interpret financial regulations and provide advice to staff on the effective use of financial systems and procedures.
- Prepare, amend and submit salary reports to ensure accuracy each month.
- Comply with all aspects of the Trust's Financial Management Handbook.

#### Administrative Management

- Manage the whole Academy's administrative function; including telephones, email, reception, diaries, reprographics, records.
- Define responsibilities, information and support for staff and other stakeholders.
- Design, manage and maintain administrative systems that deliver outcomes based on aims and objectives of the academy and the Trust.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare and produce a wide range of Academy reports/publications.
- Prepare information for returns for the DfE/EFA, The Trust and other agencies and stakeholders.
- Manage and ensure that the Evolve system is accurate and continually updated.
- Manage all necessary licenses and permissions and ensuring their relevance and timeliness.
- Educational Visits Coordinator – depending on requirements within the school this role may involve the need to be the EVC, however as School Business Manager, you would still have an oversight of all trips/visits in line with risk management/financial policies and procedures.

### **Management Information Systems & ICT**

- Ensure resources, support and training are provided to enable staff to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure that appropriate back-up arrangements are in place and actioned.
- Ensure contingency plans are in place in the case of technology failure.
- Consult with relevant parties to introduce new technology or improve existing technology for different purposes.
- Be responsible for ensuring the website is kept up to date and compliant (as required within the school setting)

### **Health & Safety**

- Act as the School's Health & Safety Co-ordinator.
- Lead and manage First Aid throughout the school.
- Plan, instigate and maintain records of fire practices and alarm tests in liaison with the Principal.
- Ensure the School's written health & safety policy statement is clearly communicated and available to all people.
- Enable regular consultation with stakeholders on health and safety issues.
- Ensure systems are in place to enable identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health & safety issues to the Leadership Team, Governors and where appropriate the HSE.
- Ensure that maximum levels of security are consistent with the ethos of the School.

### **The School environment**

- Responsible for making decisions regarding the School premises in line with budget provision and operational requirements, evaluating tenders, prioritising work and repairs and the replacement of resources.
- Deal with outside bodies or contractors planning work schedules and supervising work to ensure this is carried out to the required standards and within the appropriate timescales.

### **Human resources in the School**

- Co-ordinate the administration of staff recruitment, ensuring new staff have DBS clearance, medical clearance and all staff have appropriate contracts of employment, issued in a timely manner.
- Ensuring all pre-employment checks are completed as appropriate in line with safer recruitment guidelines.
- Provide leadership and guidance for all staff as appropriate, including direct line management for assigned support staff including recruitment, induction, performance management and training and development. Typical direct line management support will be Site, Cleaning, Catering, Admin/Finance, and ICT but will be subject to change in order to meet the needs of the school.

- Raise awareness of any HR issues around assessment of salaries, expenses, sickness and maternity/paternity procedures, redundancy and other matters of dismissal. Seek additional advice from the Trust's HR department on HR related policies and procedures as required.
- Maintain confidential HR records, including the Single Central Record. Maintain sickness records and manage the sickness monitoring procedures, including back to work interviews where appropriate.
- Facilitate the organisation of staff development.
- Arrange supply staff, including appropriate vetting procedures and ensure the accuracy of timesheets.
- Co-ordinate and manage lunchtime supervision across school as required.

### **Resources management**

- Pursue and maximise income and sponsorship generation opportunities including the preparation and submission of applications and bids and fundraising.
- Manage the administration and reporting on bids and other funders
- Develop business plans in consultation with other staff for possible generation of long-term incomes for the school. .

### **Fulfil wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the School and the Trust.
- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Personal and professional conduct**

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School, by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an School environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the School and of the Focus-Trust.

**General**

The postholder is expected to:

- Actively support the work and ethos of the Focus-Trust.
- Undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies of the Fous-Trust and school.
- Ensure that all statutory requirements are met.

This job description is not exhaustive and may be changed at any time to meet the changing requirements of the school or the Trust. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed ..... Post holder

Signed ..... Post holder

Date: \_\_\_\_\_

**School Business Manager**  
**Person specification**

**Key:**

**App** – Application Form

**Ref** – Reference

**SP** – Selection process. This could include a range of exercises, including an interview.

<b>Knowledge, Experience and Skills</b>		
	Essential/ Desirable	How identified
<b>Experience</b>		
Experience of working in a school office	D	App/SP
Experience of using computer packages for word processing, spreadsheets, databases and researching information	E	App/SP
Experience of leading and managing a wide range of office based administration tasks systems to ensure continually effective and efficient service delivery	E	App/SP
Experience of leading and managing a key function of Business Manager; e.g. Finance, HR, Site Management, Health & Safety	E	App/SP
Experience of producing management and statistical information clearly in a way that can be understood by others	E	App/SP
Experience of managing a team so that they are led and empowered to work with others and meet deadlines and goals	E	App/SP
Experience in using and maintaining accurate and quality electronic and paper based systems	E	App/SP
Experience in contributing to evaluating and developing electronic and paper based systems to create more effective practices	E	App/SP
Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorizing payments from committed expenditures	E	App/SP
Experience of using Educational Software Systems; eg. HCSS/PS Financials/Integrus/Evolve	D	App/SP
<b>Skills and abilities</b>		
Highly developed verbal communication skills to deliver key messages to a wide range of people at all levels.	E	App/SP
Highly developed interpersonal skills to build and maintain effective working relationships with colleagues, partners, contractors and pupils	E	App/SP
Analytical skills to solve difficult problems, through using judgment to interpret complex information and situations	E	App/SP
Initiative to respond to unexpected problems and to make frequent decisions.	E	App/SP
Excellent and meticulous organizational skills to work under pressure to prioritise and re-prioritise own workload, and that of the team to meet potential conflicting	E	App/SP

deadlines		
Excellent literacy and written communication skills to be able to compose letters, reports and other documents as required	E	App/SP
Effective financial skills to allow you to undertake a range of financial tasks, including strategically setting the budget, monitoring of budgets and accounting for expenditure and following financial procedures	E	App/SP
Ability to absorb and understand a wide and varied range of information and deliver key messages	E	App/SP
Training and motivation skills to support the ongoing development of the wider team	E	App/SP
The ability to write and verbal communication skills appropriate for a range of different audiences, including skills where appropriate in being persuasive, encouraging and negotiating, in order to further the objectives of the school	E	App/SP
<b>Knowledge</b>		
Knowledge of key areas of legislation affecting personnel, estate management and Health and safety	E	App/SP
Good working knowledge of financial codes of practice/regulations/relevant policies relating to educational finances	D	App/SP
Knowledge of data protection and information security and a good understanding of the importance of information protection	E	App/SP
Knowledge and understanding of equality and diversity issues within a school community	D	App/SP
Knowledge of maintaining accurate databases with confidentiality and Data Protection in mind.	E	App/SP
Knowledge of data protection, dealing with FOI requests and information security and an understanding of why it is important to keep information confidential and secure within the work environment	E	App/SP
<b>Child protection</b>		
Understands why safeguarding is important when working with children. Able to apply CP policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
<b>Qualifications and training</b>		
Minimum of NVQ Level 4 (or equivalent) in business administration or accounting or another professional recognised qualification covering Leadership, HR, Estates	E	App
Certificate in School Business Management (CSBM or equivalent or willingness to work towards)	E	
Diploma in School Business Management (CSBM or equivalent or willingness to work towards)	E	
Willingness to gain a first aid certificate as required	E	App
IOSH Certificate or willingness to undertake	E	
Literacy and Numeracy skills (A-C/4-9 GCSE level or equivalent)	E	App
<b>Personal qualities and attributes</b>		

Moral purpose (Equality, children and adults treated with respect)	E	SP/Ref
Excellent communicator (Listening, putting a message across)	E	SP/Ref
Child centered	E	SP/Ref
Resilient	E	SP/Ref
Integrity	E	SP/Ref
Self motivated and able to motivate other members of the team	E	SP/Ref
Enjoys challenge	E	SP/Ref
Enthusiastic and optimistic	E	SP/Ref
Excellent problem solving/analytical skills	E	SP/Ref
Self awareness, knowledge of strengths and limitations	E	SP/Ref
Works to deadlines and deals effectively with multiple tasks and competing priorities	E	SP/Ref
Ability to work effectively as part of/leader of a team, understanding school roles and responsibilities.	E	SP/Ref
Working accurately and with attention to detail	E	SP/Ref

## About our Academy

### Academy vision, ethos and values

Our vision is 'Growing Great Learners'.

At Deeplish we aim to create a quality environment where everyone involved with the school has respect for themselves, for others and for their community.

By constantly encouraging and emphasising positive aspects of work and behaviour we seek to promote the high standards we strive to achieve.

We believe that the goals and targets we set should be high but realistic so every child has equal opportunity to achieve their maximum potential.

We actively promote healthy life-styles and give children the knowledge and understanding they need to make informed decisions about their health, safety and well-being as they grow.

Everyone at Deeplish, be they child or adult, has a role to play and a contribution to make to the life of the school and its place in the community.

We believe that the teaching/learning environment we provide should reflect the fact that everyone's contribution will be recognised and their views will be listened to.

We aim to have a school which provides stimulating, enriching and fulfilling experiences - a place which people enjoy coming to.

Our children are our future. At Deeplish we work together to give children the academic and life skills they will need for a happy and successful future.

### Our pupils

The children at Deeplish are a real strength of the school. Pupils' behaviour, their relationships with all people and their eagerness to learn makes the school a great place to be. Pupils get on well together and their relationships with each other and their teachers are characterised by warmth and mutual respect. We have a very active School Council who play a key role in how school runs and how we will take the school forward in the future.

### Our staff

The staff at Deeplish are committed to providing the best possible education for all children. They work extremely hard to nurture and develop children so they achieve their full potential in a supportive environment.

### Our facilities

Deeplish is a modern school (completed in December 2011) and is a two form entry. The classrooms are light and spacious and well equipped to ensure the children have a learning environment conducive to the 21<sup>st</sup> century. We are extremely fortunate to have large grounds which have been designed and developed to support children's learning.

## Our school organisation

Our pupil admission number is 60 and there are two classes for each year group, from Reception to Year 6. In addition to class teachers, learning is supported in classes by teaching assistants – the number of these depends on needs within classes and year groups.

## Our curriculum

We offer a broad and balanced curriculum which gives the children a wide range of experiences to develop the whole child. Our curriculum is geared to giving children a firm grounding in the necessary knowledge and skills to succeed in an ever-changing world as well as providing them with the solid foundations of reading, writing and maths.

## Our extra-curricular activities

A range of extra-curricular activities usually operates in the autumn and summer terms, during which staff generally run an after-school club once a week. Examples of clubs offered include basketball, choir and debating.

## School Quick Facts

<b>Type of school</b>	Primary
<b>Age range</b>	3 - 11
<b>Location/LA</b>	Rochdale
<b>Number of children</b>	457
<b>Number of teaching staff</b>	20
<b>Number of support staff</b>	27
<b>% FSM</b>	38%
<b>% SEN</b>	17%
<b>% EAL</b>	78%

## Our geographical area

Deeplish Primary Academy is right at the heart of the community it serves. The school is situated in the middle of Deeplish, very close to Rochdale train station.

In addition to our partner academies within Focus-Trust, we work collaboratively with schools in our local partnership and with a range of secondary schools in the Rochdale area to which our pupils



The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

### **Our Vision**

'Great schools at the heart of our communities' - with our Community Champions and colleagues, we strive to ensure we are being civic leaders making a difference in the local and national communities and the community is supporting us.

### **Focus-Trust Mission**

'Learning together, making the difference'

### **Collective Efficacy**

We have a well-developed and securely embedded culture of Collective Efficacy. By this we mean we have, 'A shared commitment to work together on the things that matter to improve outcomes for all.'

### **The Focus-Trust Values**

Professional honesty is at the heart of everything we do. The Trust knows the schools well because of the strong working partnership between academy leaders and the Trust Central Team. It is only by being honest and transparent with a balance of credible challenge and effective support, that we can move forward and get the best for all children and staff. Our work is underpinned by our values:

**Care** for children, adults and the learning environment

**Dare** to do things differently and have a go

Be **fair**, honest and inclusive – demonstrating integrity

**Share** concerns, expertise and best practice for the benefit of all learners

## Our Moral Purpose



### OUR MORAL PURPOSE

Our moral purpose is to create a culture of integrity, empathy, civic responsibility, and respect, where all educators support all children to acquire academic skills and become responsible and compassionate people who contribute positively to their communities. Our moral purpose is determined by an innate sense of what is right and what is worthwhile. At Focus-Trust, our moral purpose binds our school communities together and guides our actions and decisions in a way that reflects our commitment to our values: care, dare, fair, and share.

Care   Dare   Fair   Share

## Our People Strategy

# focus-trust

## A great place to work

### Our people strategy - 2023-2026

#### 4 - Great place to thrive

Together is better  
A clearly defined job role.  
Caring, supportive and passionate employer.  
Health and wellbeing for all is a priority:  
Access to 24 hour helpline through our Employee Assistance Programme,  
Access to counselling and physio appointments,  
Cycle to work scheme.  
Purposeful performance management – not linked to pay - "To be great at our jobs"  
Putting people first.  
Being part of the Focus-Trust family who makes a difference to all our children.  
Recognition and reward for the great work you do and the difference you make.

#### 1 - Why join us? Our Moral Purpose

Our moral purpose is to create a culture of integrity, empathy, civic responsibility, and respect, where all educators support all children to acquire academic skills and become responsible and compassionate people who contribute positively to their communities. Our moral purpose is determined by an innate sense of what is right and what is worthwhile. At Focus-Trust, our moral purpose binds our school communities together and guides our actions and decisions in a way that reflects a commitment to our values: care, dare, fair, and share.

#### Care

Care for children, adults and the learning environment.

#### Dare

Dare to do things differently and have a go.

#### Fair

Be fair, honest and inclusive, demonstrating integrity.

#### Share

Share expertise, best practice and resources for the benefit of all learners.

#### 3 - Great development

Clearly defined roles and responsibilities.  
High quality training and development.  
Career development opportunities.  
Opportunities to lead on Trust wide projects.

#### 2 - Recruitment - welcome to the Trust

A fair and transparent recruitment process.  
Fair and consistent approach to pay for all support staff.  
National Terms and Conditions for all teaching staff.  
Contributory workplace pensions for teaching and support staff.  
Thorough induction process to help you settle into your role.  
An inclusive and diverse workforce.

## Great schools at the heart of our communities

Learning together, making the difference

www.focus-trust.co.uk   @FocusTrust1

## What you might want to know about Focus Trust

### **Pensions**

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

### **Employer Relations**

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

### **Equality of opportunity**

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

### **Safeguarding**

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

### **Dress code**

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

### **Policies**

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website [www.focus-trust.co.uk](http://www.focus-trust.co.uk) and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

### **Right to work in the UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

### **Validation of qualifications and identity**

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

### **References and Social Media Checks**

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to

salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, social media checks will be undertaken if you are shortlisted. This social media check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence which potentially could damage the organisation's reputation.

### **Knowledge and skills profile**

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

### **Disability**

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact Natalie Harris if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

### **Disclosure of a criminal record**

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

Please return all completed documents to [deeplish.recruitment@focus-trust.co.uk](mailto:deeplish.recruitment@focus-trust.co.uk) by **12noon on Tuesday 24<sup>th</sup> June, 2025**.

**Thank you for taking the time to read this information pack.  
We wish you every success in any application you may  
make.**