



# Head of Operations & Finance

Information for candidates

November 2024

# Introduction from the Principal



Dear Applicant,

Our Vision: *"Be the best you can"*- this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload.
- Teaching powerful knowledge rather than parroting the knowledge of the powerful.
- CPD which is rooted in the best educational research, often with a foundation in cognitive science.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; *"Leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision"*.

## About You

- You can motivate and inspire pupils to build on their current achievements.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You are committed to working in an inner-city school and believe that such schools should provide the best possible environment for academic success and personal development.
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5.
- You are resilient and have a great sense of humour, as you never give up.

## About Us

- Reconfirmed as a 'Good' school by Ofsted in May 2022.
- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5-minute walk from the bus stop or 7-minute walk from Manor House tube station which serves the Piccadilly Line.
- We have high-quality teaching staff who are fully committed to supporting pupils' academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Thank you for your interest in our Academy. I look forward to receiving your application.

**Sonia Jacob**  
**Principal**  
**Skinner's Academy**

# Our Mission



## Our Mission

The Principal and Governors at Skinners' Academy believe that all children will be the best they can be by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens, but they will also be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

## Our Values

- **Be Curious** - We will ask the right questions, learn from others and look for ways to work smarter.
- **Be Cooperative** - We will work in partnership with others to achieve our goals.
- **Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- **Be Kind** - We will be generous with our time and resources; we will show empathy.
- **Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.

- **Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

## Our Specialism

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy, we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

*“Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do.”*

- Lord Young 2014



# Skinners' Academies Trust

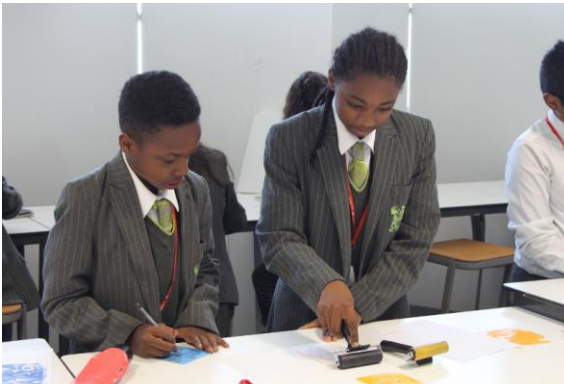


Skinners' Academies Trust is a new, collaborative Trust of five high-performing schools in Kent and London working together to improve outcomes for all our students. Launched in September 2023, the Trust educates a total of 4,500 students across primary and secondary phases and both comprehensive and selective schools.

The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinners' Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit

organisation with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinners' Academies Trust's mission is to provide its young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



# Skidders' Academies Trust: Professional Development



Skidders' Academies Trust are committed to investing in our people and as such offer a high-quality suite of professional development opportunities for all our teachers. Everyone at the Trust is committed to being a reflective practitioner, open to learning and motivated to keep getting better.

We know that professional development for our people will lead to impact in our schools. The five pillars of our offer are designed to offer opportunities to all our staff, to support our vision for an excellent education in all our schools and to have a clear impact on outcomes for all our pupils.

## **Chartered College of Teaching membership: Open to all**

All teaching staff are given full membership to the Chartered College of Teaching. This gives them access to a range of resources including research papers, articles, lesson videos and the quarterly journal, *Impact*; and opportunities to participate in CCT courses or become a Research Champion.

## **Research-led networking opportunities: Open to all**

The Trust-wide book group meets online each half term to explore an education-based text and discuss the implications on classroom practice. Copies of the book are free to members.

Our Research Enthusiasts group similarly meets each half term. It offers teachers from across the Trust, with a passion for evidence-informed practice, the opportunity to debate a range of research and its implications for classroom practice and student outcomes.

## **Development for middle leaders: Open to aspiring and existing middle leaders**

Our bespoke Middle Leadership Programme is a 10-month course designed and delivered internally

for those at the start of their leadership journey. Throughout the course we explore evidence and good practice around effective leadership, use of data, managing teams and how to implement improvement. All participants are allocated a mentor who supports them throughout the course, and get to visit each Trust school over the course of the year.

## **Subject-specific collaboration: Open to subject leads and subject based TLR holders**

We have established Subject Communities for English, Maths, Science and MFL, enabling improvement at subject level the Trust through collaboration between subject leads and shared good practice. This gives heads of department an exciting chance to experience and learn from a range of practice across all our schools.

## **SLT Community of Practice: Open to senior leaders**

All senior leaders across the Trust are members of our SLT Community of Practice, giving them the opportunity to share good practice in school improvement. Leaders participate in visits to Trust schools, hear from external experts and provide professional and supportive critique to one another.

## **NEW for 24/25: Purposeful Practice Programme: Open to all**

Rooted in the best available evidence, this programme provides an opportunity for teachers at all levels to refine and hone their craft. Focusing on granular, high impact teaching strategies, participants will observe these in action before engaging in analysis and review and then planning to incorporate them into their own practice. This is a unique programme to SAT and an exciting opportunity for all practitioners.

# Staff Rewards and Benefits



## Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

## Cyclescheme

Skinner's Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Cyclescheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, which is perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

## Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers, but they also use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

## Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module.
- A dedicated coaching service for line managers, aimed at developing soft skills and building

confidence for handling challenging situations.

- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.
- This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

## Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

## Local Café Discount

One of our local cafés, 215 Hackney kindly offers all Skinner's Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist.

## London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

## Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

## Social Events

The Skinner's Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

# Staff Rewards and Benefits



## Staff Wellbeing

Regular guided mindfulness meditation takes place remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

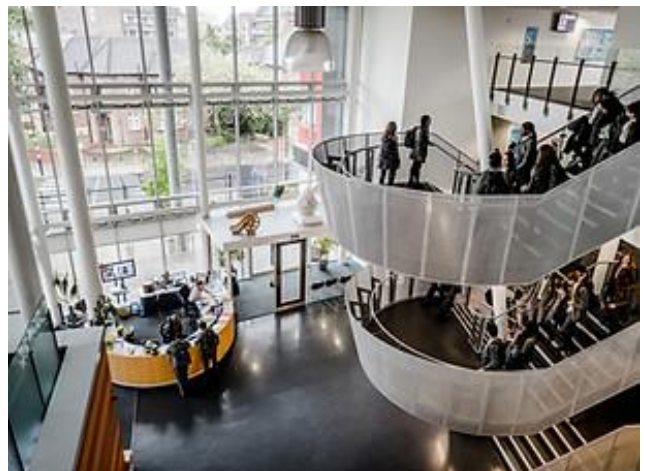
Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.



## Home & Tech

Home & Tech, previously known as the Techscheme, is the smart way to buy and save on home and tech products. Powered by Apple and Currys, this benefit lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. More recently, the home furnishings retailer, Ikea, has also been added as a redemption partner. Staff can spread the cost of purchases from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%.



# Job Profile



**POST:** Head of Operations & Finance

**GRADE:** Scale PO9 (Spine Point Range 59 - 62)  
£66,977 - £70,520 Full Time Equivalent

**HOURS:** Full Time, 36 hours per week, all year round, with 25 days annual leave plus bank holidays. We would welcome discussions about the possibility of reduced hours or 'term-time plus' but we expect the role to require a minimum of 0.8 FTE across the year.

**LOCATION:** Skinners' Academy Hackney. Travel to other Trust Academies will occasionally be required.

**DISCLOSURE LEVEL:** Enhanced

**RESPONSIBLE FOR:** Strategic and operational leadership and management of the business support functions at the Academy.

**RESPONSIBLE TO:** Principal, with dotted line to Trust CFO

## **MAIN PURPOSE:**

- Provide leadership and management across all business services for the Academy, including finance, procurement, IT, HR, marketing, estates and facilities management, Health & Safety, catering and governance.
- Line manage operational staff (including support staff managers) within your remit to support the effective and efficient delivery of the above areas and to support their professional development.
- Liaise and work collaboratively with colleagues across the Trust to ensure Trust policies and procedures are embedded and operating as intended and that best practice is shared across the Trust.
- Promote best practice and be responsible for all non-education related statutory, regulatory and Trust-wide compliance and reporting including H&S at work act, audits, DfE/ESFA reporting, governance and compliance requirements, and the requirements of the Academy Trust Handbook and the Companies Act.
- Ensure positive and constructive two-way communication between the Academy and the Central Trust Team.

## **KEY ACCOUNTABILITIES:**

### **Liaison with the Central Trust Team and other Academies**

The central team will provide support, guidance and direction to ensure you are able to discharge your duties effectively at the Academy. You will be able to ensure that the specific strengths, challenges and context of your Academy are appropriately understood and taken account of in wider Trust planning.

- You should ensure that you are up to date with all Trust policies, procedures and ways-of-working.
- You should ensure that you keep Trust colleagues fully up to date with all key occurrences at your Academy.
- Regularly meet and liaise with colleagues at other academies within the Trust to share best practice.

### **Leadership, Management & Strategy**

- Be a key member of the Academy's senior leadership team working closely with the Principal and SLT colleagues on strategic development, ensuring the best possible use of resources through effective planning and risk management.
- With the support of Trust colleagues, and in liaison with the Principal oversee strategic financial planning, including input into annual budgets, periodic forecasts and funding requirements.
- Provide clear information, advice and recommendations to the Principal, Local Governing Body (LGB), School Leaders and the Trust central team regarding the strategic development of support services and best use of assets to deliver an outstanding education to our students.
- Attend the Academy's LGB and appropriate sub-committee meetings and Senior Leadership Team meetings, proactively preparing papers/reports as required.
- Support the Local Governing Body and Governors' sub-committees in ensuring effective clerking services are in place.
- Represent the Academy at relevant governors and Trust meetings where appropriate.
- Lead and line manage relevant operational teams ensuring an effective and efficient service to the academy by delivering training, managing



# Job Profile



performance and modelling professional behaviours.

- Undertake recruitment, induction, appraisal, training and mentoring of line-managed staff
- Be the primary contact for any out-sourced premises, IT, HR and catering contracts.

## Human Resource Management

- To be the Senior Leadership Team lead on Human Resources matters, supported by the HR Manager and Officer and the central Trust HR function.
- Advise the Principal and Leadership Team on appropriate and efficient staffing structures.
- Ensure that all Trust HR policies and processes are being implemented and provide support where necessary.
- Liaise with the Trust HR Team on Trust policies, procedures and projects, and when specific HR advice or guidance is needed.
- Liaise with the central Trust HR team to advise the Principal on HR matters.
- Ensure all employee relations cases within the Academy are managed effectively and efficiently
- Oversee the appraisal process for all staff (teaching and support) in conjunction with the Senior Leadership Team.
- Ensure all staffing and contract changes are correctly processed onto payroll.
- Review and approve payroll each month with the Principal in line with Trust procedures.
- Ensure all HR-related reporting and compliance is adhered to, including HMRC and pension funds.

## Catering

Oversee the catering operation at the Academy to ensure that:

- Catering expectations are met, to include quality of service delivery, compliance with DfE food standards for schools, budgetary control and pupil and staff satisfaction.
- The service is monitored to continually improve the quality, including external audits as appropriate.

- Catering income and expenditure are properly managed and reported.
- All aspects of Hygiene, Health and Safety comply with current legislation and regular updated records are kept.

## Financial Planning, Budget Management and Financial Reporting

- In liaison with the Trust Finance Team and the Principal:
  - Prepare a realistic and balanced budget each year, submit the proposed budget to the Local Governing Body for approval, and lead on the overall 3-5-year strategic financial planning process for the Academy (again with support from the Trust Finance Team).
  - Submit timely monthly management accounts in accordance with the Trust Finance Policies and the requirements of the Local Governing Body meetings. Monitor income and expenditure in relation to the agreed budget to actively monitor and control performance and to achieve value for money.
  - Prepare regular re-forecasting to give an up-to-date view on likely outturn for the next 12 months.
  - Ensure that year-end financial reports are properly presented and adequately supported by the underlying books and records.
  - Ensure the completion of all necessary financial returns to the Trust, DfE, ESFA and any other external agencies.
  - Support where required in the preparation of documents for the Trust Finance Committees meeting.
  - Ensure an effective system of internal control is maintained at (in accordance with the Trust Finance Policies and the Academy Trust Handbook), including monitoring and evaluating the effectiveness and efficiency of all financial systems, policies and procedures.
  - Plan and monitor the cashflow of the Academy, implement treasury management policies and procedures and prepare monthly cashflow reports.

# Job Profile



- Oversee internal and external financial audits for the Academy as required
- Identify and inform the Principal, Governors and the Central Finance Team of any causes of significant variance and suggest prompt corrective action.
- Provide ongoing budgetary information and reports to relevant colleagues in the Academy and Trust.
- Monitor local authority, ESFA income and other grant income to ensure all available funding is being claimed.
- Support and advise academy leaders on strategic financial planning and budget management to best support teaching and learning requirements.
- Maintain a strategic financial plan for the Academy that will indicate the trends and requirements of the academy development plans and will forecast future year budgets.
- Seek and secure new sources of revenue for the Academy
- Assist the Trust Accounting Officer and Chief Financial Officer in discharging their responsibilities in accordance with statutory and regulatory requirements.
- Oversee and manage all procurement and tendering processes and have overall oversight of all contracts in line with the Trust Finance and Procurement policies, the Trust Scheme of Delegation and the Academy Trust Handbook.
- Ensure any recommendations from the external and internal auditors are implemented.
- Advise academy leaders, governors and the Trust CFO if fraudulent activities are suspected or uncovered.

## Estates & Facilities Management

To be the Senior Leadership Team lead on Estates and Facilities Management matters, by line managing the Premises Manager, ensuring:

- The delivery of a professional, efficient and cost-effective Facilities Management service to the Academy.
- The site is safe, accessible, compliant and fully

functional, in accordance with Trust Premises Management Policies and Procedures and all relevant legislation.

- The safe maintenance and secure operation of the premises to ensure the safety and comfort of staff, students and visitors and to provide a secure and optimal learning environment.
- The continuing availability of utilities, site services and equipment.
- Out-sourced facilities management contracts are being monitored effectively, to include quality of service delivery, fulfilment of contractual obligations and KPIs.
- Building works and refurbishments and planned and executed, and asset management and forward maintenance plans are developed and updated.
- Premises costs are properly managed and reported.
- A proactive Health and Safety environment and routines are embedded and maintained across all sites and systems are in place for effective monitoring, measurement and reporting of health and safety issues to the Senior Leadership Team, governors and the central Trust team.
- Manage the letting of Academy premises to external organisations, for the development of the extended services and local community requirements.

## Risk Management & GDPR

- Manage and ensure documentation of appropriate risk management procedures as necessary and oversee disaster recovery policies and procedures in accordance with Trust policies.
- Monitor risk management policies and procedures to ensure that organisational risks are minimised.
- Ensure an operational risk register is in place and regularly updated
- Oversee all insurance arrangements, ensuring that the Academy has appropriate levels of cover in all areas, and handle any claims that arise.
- Oversee implementation of the Trust's Data Protection Policy at the Academy.
- Liaise with the Trust's Data Protection Officer on local policy, procedures, training, data breaches, freedom of information and subject access requests.

# Job Profile



## IT Service Delivery

- To be the Senior Leadership Team lead on IT service delivery and manage the IT Manager, ensuring:
  - Effective IT service delivery and the meeting of operational requirements on the site.
  - Effective management of the IT budget and procurement of new technology in alignment with any Trust-wide IT strategy and hardware refresh plan.
  - Site-based cyber security training is being undertaken as planned.

## Other

- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level.
- Promote the safety and wellbeing of students, ensuring that Trust and Academy Child Protection and Safeguarding policies and procedures are promoted and upheld.
- Be responsible for your own health and safety and that of students and your colleagues in accordance with the Health and Safety at Work Act 1974 and other relevant legislation .

## Review and scope of Job Description

This job description sets out the main duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue

with employees, contractors and community members.

## Safeguarding Children, DBS & H&S

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy equalities policies.



# Person Specification



Qualifications	Desirable	Essential
School Business Manager specific qualification e.g. DSBM, CSBM. ADSBM or MSc School Business Management, or a willingness to undertake	✓	
Relevant degree or related professional qualification	✓	
Experience, Skills and Knowledge	Desirable	Essential
Able to deliver services and systems applicable for effective academy/school management		✓
Able to deliver value for money initiatives		✓
Manage and lead a range of teams and individuals		✓
Able to influence decision-making, both strategically and operationally, within the Academy		✓
Managing budgets, financial reporting, procurement and fixed assets		✓
Highly computer literate		✓
Experience in a similar role in an educational setting	✓	
Experience managing change projects, including build project and lettings		✓
Experience managing Health & Safety		✓
Personal Qualities	Desirable	Essential
Highly developed interpersonal skills including influencing skills.		✓
Willingness to constructively challenge the work of self and others to continually improve own and team performance.		✓
Strong teamworking and a willingness to collaborate		✓
Ability to work under pressure and meet deadlines		✓
Personal and professional integrity		✓
Other	Desirable	Essential
Commitment to safeguarding and promoting the welfare of children and young people		✓
Willingness to undergo appropriate checks, including enhanced DBS Checks		✓
Motivation to work with children and young people		✓
Ability to form and maintain appropriate relationships and personal boundaries with children and young people		✓

# Application and candidate selection process: our candidate charter



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

## We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



## In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

## Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



# Safer recruitment in education: information for applicants



**Skinner's Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

## **What we will provide**

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Skinner's Academy application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



## **Interviews**

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## **References**

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

## **Pre-employment checks**

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.



# How to Apply



The closing date for applications is **Monday 18<sup>th</sup> November 2024 at 9am** with interviews commencing in the week beginning **Monday 25<sup>th</sup> November 2024**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the role and an application form can be found on our [TES page](#).

For more information about this position, or to have a confidential discussion about the role, please contact [recruitment@skiddersacademy.org.uk](mailto:recruitment@skiddersacademy.org.uk).

**We look forward to hearing from you.**



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