



INTERNAL APPLICANTS ONLY
STEP ASSOCIATE BUSINESS ADVISOR
Salary TBC
37 hours per week, All Year Round

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An exciting opportunity has arisen to join STEP Academy Trust as a STEP Associate Business Advisor to be responsible for Finance, Personnel, Administration and Resource Management including the quality, development and monitoring of the operational services within the Academy. As a member of the Central Team, based in East Sussex, the post-holder will support the strategic development of STEP.

As part of STEP Academy Trust, you will be joining an ambitious and inspirational organisation, which strives to achieve the best possible outcomes for its pupils.

The successful candidate will:-

- Have a relevant professional or academic qualification;
- Have strong communication and interpersonal skills;
- Have excellent organisational and analytical skills;
- Have drive and commitment to achieve continuous improvement .

We can offer you:-

- A positive ethos where every staff member, child and parent/carer is valued;
- A dedicated leadership and business team who are committed to supporting colleagues;
- Excellent opportunities for professional development across the Trust;
- Free school lunch;
- Membership to Perkbox discount scheme;
- 50% reduction to Benenden Health Care subscriptions;
- A friendly and welcoming working environment.

To apply, please complete a supporting statement, outlining how you meet the criteria in the Personal Specification and return by email to: lynn.bannister@stepacademytrust.org

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

STEP Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

This post is subject to a satisfactory Enhanced DBS Check and references.

Start date: February 2021

Closing date: 12 noon, Friday 22nd January 2021

Interviews: w/c Monday 25th January