

#EMATters



East Midlands
Academy Trust

Application Pack

Business

Administration

Apprentice

“Every child deserves to
be the best they can be”



East Midlands
Academy Trust

Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



Post Description:

Post title:	Business Administration Apprentice
Responsible to:	Head of Shared Services, Head of Finance
Liaising with:	Head of Shared Services, Head of Finance, Headteachers, Operation Managers
Pay range:	£22000
Contract terms:	Permanent, All year round
Closing Date:	14 th July 2025
Interview Date:	WC 21 st July 2025

Job Purpose

The Business Administration Apprentice is responsible for demonstrating a commitment to delivering high-quality procurement and finance support, contributing to the efficient and effective operation of business functions across the Trust.

This is a multisite support role, with the post holder providing day-to-day assistance to the central procurement and finance teams, as well as administrative support to schools across East Midlands Academy Trust. The role will involve working collaboratively across departments to ensure value for money, compliance with trust policies, and smooth running of purchasing and financial processes, while undertaking a relevant apprenticeship qualification.

Responsibilities include:

Procurement & Finance Support

- Manage supplier database and contract records, ensuring details are accurate and up-to-date.
- Assist in low-value quote/tender evaluations — applying EMAT criteria and considering ethical/sustainable options.
- Perform market and supplier research to support procurement decisions.
- Support due diligence checks and compliance monitoring for new and existing suppliers.
- Use procurement and finance systems (e.g. PS Purchasing, Sage) for purchase orders and invoice processing.

Business Administration

- Coordinate finance inboxes and procurement emails, maintaining timely responses and efficient workflows.
- Support central and school teams with finance systems and general administrative tasks.

Reporting & Analysis

- Utilise spreadsheets and databases to track spend, identify cost-saving opportunities, and produce ad hoc reports.
- Assist with month-end processes and prepare data to support financial planning and audit requirements.

Collaboration & Compliance

- Work closely with central and school-based staff to improve procurement / finance procedures.
- Assist with internal compliance tasks aligned with the Trusts Financial Handbook.
- Participate in continuous improvement, offering suggestions for better procurement outcomes.

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Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • GCSEs (or equivalent) in English and Maths at grade 4/C or above • Willingness to work towards a Level 3 Business Administrator Apprenticeship (or equivalent) 	<ul style="list-style-type: none"> • Additional qualifications or training in business, finance or procurement • Awareness of public sector or education-specific procurement frameworks
Experience	<ul style="list-style-type: none"> • Experience of using Microsoft Office applications (Word, Excel, Outlook) • Experience of working independently and as part of a team 	<ul style="list-style-type: none"> • Any prior experience in an office, finance or school environment • Experience of using financial or procurement systems such as PS Purchasing or Sage
Knowledge and skills	<ul style="list-style-type: none"> • Good organisational and time management skills • Ability to communicate effectively in writing and verbally • High level of accuracy and attention to detail • Ability to manage and prioritise tasks • Understanding of confidentiality and data protection 	<ul style="list-style-type: none"> • Understanding of procurement principles (e.g. value for money, MEAT criteria) • Awareness of sustainability or ethical sourcing in purchasing decisions
Personal qualities	<ul style="list-style-type: none"> • Proactive, positive, and willing to learn • Reliable and punctual • Strong team player with a flexible approach • Commitment to safeguarding and Trust values 	<ul style="list-style-type: none"> • Interest in developing a long-term career in procurement or finance

Compiled by:	Revision Number
Approved by:	Revision Date __/__/__

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

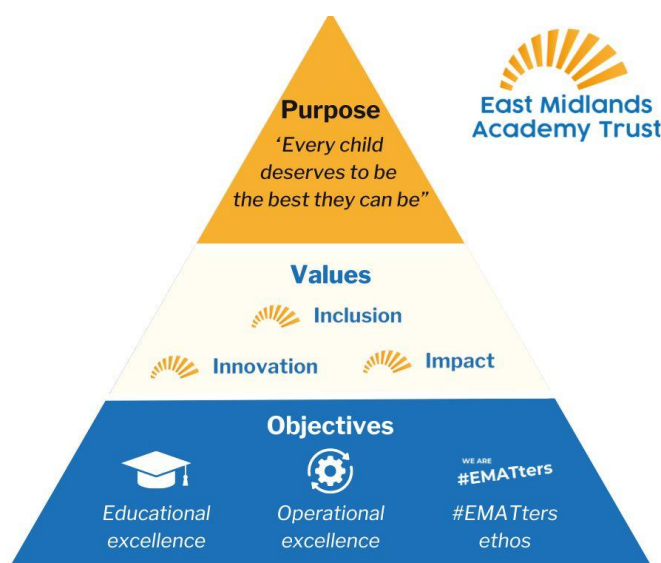
We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 14th July 2025

Interview Date: WC 21st July 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

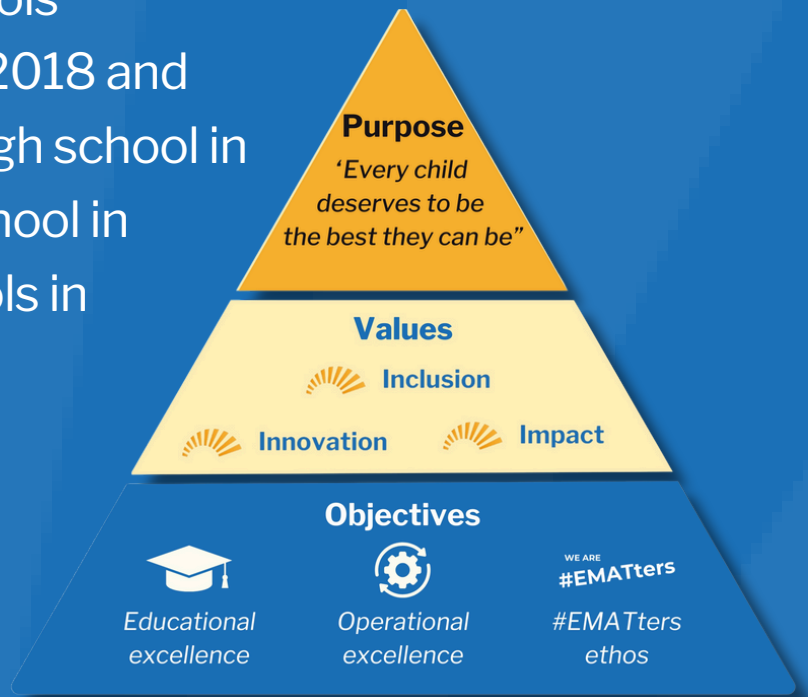
Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

About East Midlands Academy Trust

Our community of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

