



## School Business Manager (Part Time & Term Time Plus)

Vanguard School, London

Full Time Salary Range £41,408 to £46,292 (plus London Weighting), dependent on experience

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### About Us

The Liberty Academy Trust is an education charity established in 2022. Our purpose is to deliver an education for our children that meets their needs, aspirations, and interests, and which prepares them well for adulthood. Our values of courage, determination and teamwork are the key drivers to bring about positive change, so that all our children and young people can be successful now and in their future lives.



We are currently a small Trust of three academies, with plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.



The Vanguard school in Lambeth opened in 2020 and provides a curriculum for students from across the spectrum who have a range of learning needs. The school provides opportunities for the development of a wide range of independent living skills, focusing on community inclusion.



Thank you for your interest in this role within Liberty Academy Trust.

This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Kennington; all of which are at different stages of development. We are clear on the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people.

Employees within the Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards. If you see yourself in that description, then we would be delighted to receive your application.

Dr Nic Crossley, Chief Executive

## The Opportunity

As School Business Manager, you will play a key role in the leadership of our school. Working as a key member of the senior leadership team, you will be involved in financial planning, and you will lead a team to deliver HR and other services and ensure compliance with statutory requirements.

You will have proven experience, and ideally a relevant qualification, in managing the finances of a school, and you will be capable of managing a team and of contributing more widely at a senior level. You will share our passion for building a school that works for autistic children and young people.

Our success depends on our skilled and dedicated staff. We offer a competitive salary and pension, as well as a range of benefits and a focus on staff well-being. More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

## Recruitment Process

Further information about the school and the Liberty Academy Trust is attached. Please also visit our website at: [libertytrust.org.uk](http://libertytrust.org.uk)

Application deadline: 10<sup>th</sup> May 2024

Interviews Week Commencing: 13<sup>th</sup> May 2024

Anticipated start date: As soon as possible (subject to notice period)

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2023. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking online checks and an Enhanced DBS check.

We are an equal opportunities employer. Applications for this job are sought from anyone who is suitably qualified and experienced for the role, but particularly welcome from those with a diagnosis of autism or Asperger syndrome. Please note that we can only consider applicants who are legally entitled to work in the UK.

## Job Description

### Purpose

- To be a full member of the school's senior leadership team.
- Responsible for the financial and operational management of the school.
- Line manage the Business Team within the school (HR, Finance, Catering, Reception).
- Ensure that the school is compliant with all statutory due process.
- To work strategically with the SLT to ensure improved systems and processes that maximise the financial efficacy of the school.

### Key Responsibilities

#### Finance

- Provide both local leadership and the central Finance team with accurate and timely financial information including termly forecasts.
- Responsible for the detailed review of the school's monthly management accounts both during and after the production of the management accounts.
- Ensure that the management accounts are an accurate reflection of the financial position of the school and that sufficiently detailed narrative on both actual results and variance to budget are provided to the school Principal and Trust leadership.
- Ensure that all major categories of revenue and expenditure are both understood and pro-actively managed at a detailed level.
- Ensure financial best value is achieved across the schools, regularly review processes and procedures.
- Ensure local finance systems and controls meet all Liberty policy and legal requirements including compliance with the Liberty Finance Manual and the Academy Trust Handbook.

- Lead local management in the development of annual budgets for the school and assist school leaders in the control of budgets.
- Provide the central team and local leadership with relevant financial information to enable appropriate decision making and development of accurate school improvement plans.
- Manage and coordinate the use of school DFC and other capital funding grants, ensuring maintained records & accounts that are shared with school Principal and Trust leadership.
- Support local management in ensuring financial efficiencies are achieved across the school, regularly reviewing processes and procedures.
- Deliver the local processes that enable financial accounting and management including, but not limited to, the management of the procurement processes.

#### HR

- Line management of the school's HR function.
- Ensure efficient processing of joiners and leavers, and the accurate submission of monthly payroll.
- Provide oversight and management of both formal and informal processes for staff including but not limited to, absence management, performance improvement plans, maternity, disciplinary and capability processes.
- Work with the Head of Human Resources to ensure compliance with legal requirements and best practice, and to support the Trust's wider HR work.

#### General

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the broader life of the school and the school's programme of extra-curricular activities. Support and contribute to the school's responsibility for safeguarding students.
- Always comply with all Trust and Academy policies and procedures, including, but not limited to, Safeguarding, Health & Safety and HR policies.
- Work within the Trust's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

## Person Specification

### Qualifications and Knowledge

1. To have, or be studying for, a financial qualification such as AAT or CIMA.

### Skills and Experience

2. Prior experience in managing the finances of a school.
3. Relevant leadership and management experience, including the ability to work in a way which promotes collaboration and innovation.
4. Well-developed skills around planning, organising and resource allocation.
5. Excellent written and verbal communication and presentation skills, including the ability to communicate positively with parents, carers and external agencies.
6. Excellent ICT skills, which enhance the presentation of data, as well as support the adaptation of teaching and intervention resources.
7. Prior experience of working in a SEND environment, and of the nature of SEND funding, would be an advantage.

### Personal Attributes

8. A strong team player with excellent interpersonal skills, able to engage colleagues.
  9. Methodical and detailed approach to work with a strong desire to deliver accurate and informative financial information
  10. Able to work across a wide spectrum of financial work from processing to proactive management.
  11. Enthusiasm and energy; stamina and resilience.
  12. A flexible approach, and able to remain calm when situations become challenging.
  13. Self-discipline and self-motivation; highly responsive and able to work under pressure and to tight deadlines.
  14. Able to act as a positive role model for other members of staff.
  15. An understanding and commitment to the vision and aims of Liberty Academy Trust.
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