



School Business Manager

King's College London Mathematics School

- Part time 4 days/week or full time from 1 September 2021
- Salary (full time) £42,500 - £50,000 depending on experience and qualifications

Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post;
- Job description;
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Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on our [website](#).

You may include a curriculum vitae and/or covering letter as well as, but not in place of, the application form.

Applications should be made electronically in Word or PDF format by email to mathsschool@kcl.ac.uk. Enquiries may be made to Dan Abramson, Head Teacher, using the same email address.

Closing date: 9am on Monday 26 April

Interviews will be held in the week commencing 4 May.

Please advise your referees that they may be contacted and asked to provide a reference at short notice, and note that referees should include someone who has first-hand knowledge of your work in financial areas.

King's College London Mathematics School (KCLMS)

www.kingsmathsschool.com

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best universities and institutions. The state-funded school was opened in 2014 by King's College London, and since then its students have consistently attained unparalleled attainment and progress through A Level results that have established the school as one of, if not the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK.

The curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2020*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. The Mathematics, Physics and Informatics departments of King's College London are involved in curriculum development for the school and maintain an ongoing supportive role, ensuring strong intellectual foundations and insight into developing applications of mathematics.

Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from the King's Waterloo campus. The school has 150 students split between year 12 and year 13.

Admissions Policy

King's College London Mathematics School operates a selective admissions process. The key entry requirements are:

- At least seven GCSEs at grade 5-9, including: Mathematics (grade 8 or better), Physics or dual award science (grade 7 or better), and English (grade 5-9);
- A threshold score in a mathematical entry test set by the King's College London Mathematics School;
- A successful interview in which the school will assess the likely impact it will have on the future career of each applicant.

The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

Outreach

King's College London Mathematics School aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics and Further Mathematics A Levels.

School Business Manager

The school is seeking to appoint a Business Manager to lead the school's non-teaching functions, including being responsible for the school's administrative, premises and financial procedures and systems, ensuring that all legal and safety requirements relating to people and property are met. This will include administering the resources budget, maintaining financial systems, supporting bids for additional funding, and oversight of human resource and facility management issues. The Business Manager, along with the Head Teacher will be responsible for ensuring that the schools is both solvent and operating in line with the highest standards of financial probity.

The Business Manager will work as part of the extended Senior Leadership Team to ensure that the school's operations are conducted both efficiently and at an outstanding level of quality. The Business Manager will also have reporting responsibilities to the Finance and General Purposes Committee of the Governing Body, and will line manage the Administration Manager, who is in turn supported by two apprentices, one who focuses on business administration and the other on student administration.

King's College London Mathematics School is a single academy trust, and the Business Manager will hold the duties of the Principal Finance Officer as set out in the Academies Financial Handbook. The nature of the post is equally influenced by the size of the school, which implies a small team and few tiers of responsibility. In addition to holding the significant responsibilities of the Principal Finance Officer, the Business Manager will therefore also conduct most of the school's day-to-day administrative financial activities.

This post may be of particular interest to candidates who have a background in financial and operations management, looking to move into the education sector, or candidates already in the sector, who are looking to take on increased responsibility as the Business Manager of a school.

The school is committed to the continued professional development of the School Business Manager. We will support a successful candidate towards gaining professional qualifications such as the ILM Diplomas in school business leadership (level 4 or level 5).

The post will commence 1 September 2021.

Job description

Post title	Business Manager
Responsible to	Head Teacher

Role outline
<p>The Business Manager is responsible for the leadership and management of all administrative, premises and financial procedures and systems, ensuring that all legal and safety requirements relating to people and property are met.</p> <p>The Business Manager will act as the school's Principal Finance Officer and will also conduct much of the school's financial activity directly. They will be a key member of the extended Senior Leadership Team and will line manage the Administration Manager.</p>

Responsibilities and Activities
<p>As the business manager:</p> <ul style="list-style-type: none"> • To manage all aspects of the school's financial systems in accordance with agreed policies, ensuring that accurate financial records are maintained, that the financial transactions in the school are carried out in an appropriate manner, including submission of financial data and budgets to the Education and Skills Funding Agency, and that all KCLMS financial regulations alongside those in the Academies Financial Handbook are observed. • To fulfil the role of Principal Finance Officer in line with the Academies Financial Handbook. • To monitor, implement and review all policies relating to Pay, Finance and Personnel matters and assist the Head Teacher and Governors in amending these where appropriate. • As a member of the extended Senior Leadership Team, to work collaboratively to ensure the school's operations are conducted both efficiently and at an outstanding level of quality, taking particular responsibility in that team for issues relating to finance, facilities and compliance. • To support the Head Teacher in the preparation of part-year, annual and multi-year budgets to assist in the overall financial planning process and in the monitoring of performance and value for money, including by managing the work of all budget holders in preparing their annual budgets. • To identify and propose prompt corrective action in cases of significant variance from expected trends. • To maintain a strategic financial plan that will take account of the requirements of the school development plan. • To maintain and develop financial control systems and risk assessment and risk management systems. • To organise and manage the annual internal and external audits, acting as the KCLMS lead for these activities. • To share a monthly financial report to the Head Teacher and Chair of Governors and attend meetings of the Finance and General Purposes Committee of the Governing Body. • To conduct all regular financial activity, including by: <ul style="list-style-type: none"> ○ organising and managing the payroll ○ setting up payments for all invoices and posting these on the school's financial system ○ conducting the regular VAT reclaim ○ conducting the monthly pension return • To support the Head Teacher with the preparation and construction of bids for additional funding, and with the preparation of reports for external non-core funders, including but not confined to financial reports.

- To manage the distribution of bursaries in accordance with DfE and EFA requirements, and to liaise closely with the Assistant Head (Personal Development, Behaviour and Welfare) in the use of these funds.
- To manage staff contracts and the maintenance of the school's Single Central Record (SCR). To liaise with external HR expertise when required in the execution of this responsibility.
- To take responsibility for the recruitment of all apprentices and for managing their contracts and the relationship with the school's chosen training provider.
- To negotiate contracts and tenders as instructed by the Head Teacher and/or the Governing Body.
- To take responsibility for the effectiveness of contracts for services provided to the school by King's College London, including the management of the ICT and Building Services contracts as well as other College services.
- To ensure the school is effectively insured.
- To be responsible for Data Protection at KCLMS, including by liaising with the Data Protection Officer, taking responsibility for maintaining, implementing and reviewing the KCLMS Data Protection Policy, managing subject access requests, ensuring the Information Asset Register is up to date and organising the regular data deletion cycle.
- To liaise with school staff and contractors on repair, fixtures and fittings and to ensure the provisions of the Health and Safety at Work Act are observed and the accident reporting system is complied with.
- To manage the procurement, installation and upkeep of all IT equipment in the school.
- To line manage, review and appraise the work of the Administration Officer.
- To support all staff to enable them to work efficiently and effectively.

As a member of staff:

- To attend training days in reasonable proximity to the start or end of the KCLMS terms (usually, within four working days of the published term dates) and demonstrate a personal commitment to be fully up-to-date with training.
- To undertake any other duties which may be reasonably required by the Head Teacher or Governing Body.
- To contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at King's College London Mathematics School.
- To prioritise at all times the safety and well-being of the students by following the Welfare & Safeguarding policies.

Person specification

Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED	
			AP I R	Application Interview References
Education/qualification and training				
Good standard of formal education	X		AP	
Formal accounting qualification (min AAT level 2 or equivalent)		X	AP	
School Business Manager qualification (CSBM or level 4 Diploma)		X	AP	
Level 5 Diploma in School Business Management (or DSBM) or higher		X	AP	
Experience				
Experience of working in a financial environment, using financial management systems and preparing accounts	X		AP	
Experience of preparing and managing budgets	X		AP	
Experience of managing staff	X		AP	
Experience of preparing reports on activity	X			
Experience of negotiating contracts and tenders and service level agreements		X	AP	
Experience of operating and managing payroll and pension systems		X	AP	
Experience of school based financial systems and / or SAGE		X	AP	
Experience of school health & safety		X	AP	
Experience of managing buildings and facilities		X	AP	
Knowledge/skills				
Knowledge of how to manage finances using financial software	X		AP, I	
Knowledge of how to prepare and appraise management accounts	X		AP, I	
Ability to prepare budgets, including budgets for strategic management purposes and for external bids	X		AP, I	
Excellent ICT skills, including knowledge of Microsoft Office and fluent use of Microsoft Excel	X		AP, I	
Excellent numeracy, including the capacity to interrogate the accuracy of financial data via mental arithmetic and estimated quantities	X		I	
Excellent communication skills, both written and verbal	X		AP, I	
Excellent people management skills	X		AP, I	
Excellent organisational skills, including keen attention to detail	X		AP, I	

Knowledge of statutory and regularity requirements for Free Schools /Academies		X	AP, I
Knowledge of Health and Safety legislation and building management		X	AP, I
Personal characteristics/other requirements			
Commitment to the educational vision and the mission of King's College London Mathematics School	X		AP, I
Commitment to own self-development	X		AP, I
Capacity to take initiative and to innovate	X		AP, I
Ability to lead and to enthuse others	X		AP, I
Ability to work constructively with others inside and outside the school	X		AP, I
Integrity and reliability	X		AP, I
Ability to work flexibly as part of a small team	X		AP, I
Commitment to safeguarding and promoting the welfare of children and vulnerable adults in School	X		I
Commitment to equal opportunities	X		I

Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the College will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service in relation to the successful candidate.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for College staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at: www.gov.uk/db

Copies of the DBS's Code of Practice and the College's Recruitment Policy for posts requiring Disclosure are available on request.

Equal opportunities

King's College London Mathematics School recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the School's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the School are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Manager, Gaenor Stevenson, by emailing Gaenor.Stevenson@kcl.ac.uk

Thank you for your interest in King's College London Mathematics School.

