

School Business Manager

Vanguard School

Job Pack



Liberty
Academy Trust

School Business Manager

Vanguard School

Salary: Circa £49k to £55k inc London Weighting

Basis: Full time (35 hours per week, 52 weeks per year)

Location: Vanguard School, Lambeth, London



About Us

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.

Welcome from the CEO



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 that they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Lambeth; all of which are at different stages of development. As a Trust, we are clear about 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 Liberty Academy 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

Our **core purpose** is to deliver an education for our children that meets their **needs, aspirations** and **interests**; and prepares them well for **adulthood**.

We support the whole child, offering a balance of **personalised teaching** and **therapeutic support** as standard.

About the Role



Thank you for your interest in this opportunity at Vanguard School.

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, oversee the management of facilities, communications and marketing ensure compliance with statutory requirements.

What We're Looking For

- You will have **proven experience**, and ideally a relevant qualification, in managing the finances of a school.
- You will be a **fantastic manager**, who is collaborative, able to shaping the work of a team, and make a wider contribution to the school at a senior level.
- You will be a **highly motivated, reflective** professional, committed to continuing professional development.
- You'll share our **passion** for building a school that works for autistic children and young people, and embody our values of courage, determination, and teamwork.

Our success depends on our skilled and dedicated staff. We offer a competitive salary and pension, as well as a focus on staff well-being and a range of benefits including discounts at a range of shops, restaurants, gyms and leisure activities.

More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

Rachael Clements, Principal

Welcome from the EDI Strategic Lead



At Liberty, we're breaking down the barriers of discrimination every day, striving to advance thinking on what autistic people can do and supporting students to achieve their very best. We are dedicated to advancing equality of opportunity for our students, and this commitment extends into the workplace, and the values that underpin us as a Trust and employer, as educators and colleagues.

We strive to create a world that rejects discrimination of any kind, and to build a Trust which promotes a culture of belonging for all staff and students. In so doing, we not only seek to educate the young people in our care, but also to be educated ourselves, recognising that our beliefs, words, and actions can impact negatively on others.

Through our focus on Equity, Diversity, Inclusion and Belonging (EDIB), our aim is to work towards a culture which celebrates diversity, fosters acceptance and empowers every individual to achieve their full potential.

For this opportunity, we are looking for a colleague who will enthusiastically embrace our EDIB strategy and initiatives and who will work together with EDIB champions in the school to truly ensure that all staff and students experience equity and a sense of belonging.

Harriet Mughal, Head of Executive Services, EA to CEO & EDIB Strategic Lead

Our three core values of **courage**, **determination** and **teamwork** drive positive change.

Job Description

Purpose

- **Leadership and Management:** The role involves leadership, development and continuous improvement of operational processes, as well as direct line management of Estates, Catering and Office staff.
- **Operational Efficiency and Compliance:** Includes optimising efficiencies across the school and maximising the use of finance to ensure school compliance and safety; and overseeing resource requirements and service level agreements.
- **Collaboration and Confidentiality:** Collaboration with Liberty's central services through the proactive management of projects, contracts, and internal audits and leads operational excellence alongside Trust colleagues.
- **Communications and Community Engagement:** Contribute to community relations through the management of events, marketing and communications, and engaging with local partners to enhance the school's reputation, identify development opportunities and sources of additional funding.

Key Responsibilities

Leadership and Management

- Lead, develop and manage the school's operational functions collaborating with the Trust's central team.
- Coordinate between school and central team directorates ensuring accountability and value for money to optimise educational provision.
- Direct line management of school staff and leadership of indirect reports, contractors and suppliers.
- Attend and participate in wider leadership meetings to deliver strategic objectives across the Trust.

Finance

- 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.
 - Provide the central team and local leadership with relevant and accurate financial information, including termly forecasts, to enable appropriate decision making and development of accurate school improvement plans.
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- 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.
- Lead local management in the development of annual budgets for the school and assist school leaders in the control of budgets
- 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.
- Track, monitor and report on additional funding received by school in line with statutory requirements, including pupil premium.
- 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 procurement processes, placement commissioning and top-up funding arrangements.
- Monitor and report on the use of grants and other government funding (including pupil premium and sports premium) and publish data as required.

Operational Excellence and Compliance

- Lead business process transformation and development across the school to ensure value for money.
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- Ensure the school complies with the regulatory requirements of academies, including internal policies and procedures.
- Review and take action to ensure the school complies with internal requirements, including the management of relevant systems, participate in and support internal audits of the school's operations and follow up any agreed actions.
- Work with HR colleagues to ensure key staff records are maintained, including with regards to safeguarding, staff absence and capability.
- Maintain and develop the school's business continuity plan, including cyber response plan.
- Lead the school's administration of admissions, attendance and the management information system.
- Act as the local lead for data protection to ensure data is stored securely, used for its intended purpose and any related actions follow Trust procedure.
- Manage the school's assets and maintain inventories in line with Trust requirements.
- Provide operational oversight to IT infrastructure and act as a point of contact for the onsite IT technician.
- Manage the site team, including contractors and suppliers to ensure the school environment is safe, well maintained, documented, and provides a positive experience for pupils, staff and visitors.
- Lead Health and Safety across the school to ensure effective management of checks, tests and reporting are completed, including COSH, RIDDOR and fire safety.
- Chair monthly health and safety meetings to review actions, risk assessments, including fire, and improve practice across the school.
- Manage the school's catering team to ensure resources are effectively used to provide healthy and nutritious meals, in line with hygiene requirements.
- Manage the school's administrative functions and receptions team to ensure school leaders are supported with meetings, events, and visits.

Communications and Community

- Oversee school communications to ensure they are timely and accurate, including intranet pages, website and social media accounts, as appropriate.
- Manage key school events which provide a positive experience to pupils, parents and wider stakeholders.



- Liaise with outside agencies, suppliers and contractors to support school admissions, pupil transport, site security and management.
- Ensure the school's website is kept up to date in line with compliance requirements and showcases the school at its best.
- Work with the Trust's central team to identify and acquire additional funding and income to benefit the educational provision and experience of pupils.

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 Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment 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, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- Be willing to travel to the Trust's schools and other sites as needed.

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.
2. To have completed relevant health and safety and or estates management training.
3. Knowledge of legislation relating to managing a school including Equalities and Safeguarding legislation.

Skills and Experience

4. Prior experience in managing the finances of a school.
5. Proven ability to lead, develop, motivate and line manage others within a framework which encourages collaboration and innovation.
6. Well-developed skills around planning, organising and resource allocation.
7. Excellent written and verbal communication and presentation skills, including the ability to communicate positively with parents, carers and external agencies.
8. Excellent ICT skills, which enhance the presentation of data, as well as support the adaptation of teaching and intervention resources.
9. Prior experience of working in a SEND environment, and of the nature of SEND funding, would be an advantage.
10. Ability to use common software applications; knowledge of best practices for protecting personal and organisation data; and an aptitude for adapting to emerging technologies.

Personal Attributes

11. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life.
 12. A leader who is committed to teamwork and able to be a positive role model for other members of staff.
 13. A strong team player with excellent interpersonal skills, able to engage colleagues.
 14. Methodical and detailed approach to work, with a strong desire to deliver accurate and informative financial information.
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15. Able to work across a wide spectrum of financial work from processing to proactive management.
16. Highly self-motivated; able to think and act strategically and work effectively under pressure.
17. Enthusiasm and energy; stamina and resilience; able to remain calm when situations become challenging.
18. A flexible approach; willing to be innovative
19. A commitment to equity, diversity, inclusion and belonging.
20. A demonstrable commitment to continuing professional development.

All members of the Liberty Academy Trust community are driven by the three core values of courage, determination, and teamwork.



Recruitment Process

Application deadline: 10am on Thursday October 2025

Interviews Tuesday 14 October 2025

We're dedicated to equity, diversity, inclusion and belonging. Applications for this job are encouraged from anyone who is suitably qualified and experienced for the role - including those with protected characteristics, and particularly welcome from neurodivergent individuals.

To apply, please submit a fully completed application via our [recruitment portal](#) on the Times Education Supplement (TES) website. Your application should explain why you are interested in this opportunity and, with reference to the person specification, the attributes that make you a suitable candidate. Note that we can only consider applicants who are legally entitled to work in the UK.

For shortlisted applicants, the selection process will be designed to provide opportunities for you to demonstrate your strengths, qualities, and experience in relation to the role. The details will be made clear at invitation stage. We are very happy to discuss adjustments to the recruitment process for those that need it.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. 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.

For practical reasons, we are unable to provide feedback to candidates who are not shortlisted. However, we will always offer feedback to those who take part in a selection process.



Additional Information: Ethical Leadership

The role of leadership in education is an important one; all adults in our schools act as role models to our pupils. It is therefore appropriate that our work is guided by the framework for ethical leadership which makes clear the characteristics expected of colleagues in our schools.

The Association of School and College Leaders (ASCL) announced a commission on ethical leadership in education at their annual conference in March 2017. The Commission developed the Framework for Ethical Leadership in Education, which builds on the Nolan Principles of Public Service. Further information about the commission is available by visiting [ASCL online](#).

FRAMEWORK FOR ETHICAL LEADERSHIP IN EDUCATION

1. **SELFLESSNESS** | School and college leaders should act solely in the interest of children and young people.
2. **INTEGRITY** | School and college leaders must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. Before acting and taking decisions, they must declare and resolve openly any perceived conflict of interest and relationships.
3. **OBJECTIVITY** | School and college leaders must act and take decisions impartially and fairly, using the best evidence and without discrimination or bias. Leaders should be dispassionate, exercising judgement and analysis for the good of children and young people.
4. **ACCOUNTABILITY** | School and college leaders are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **OPENNESS** | School and college leaders should expect to act and take decisions in an open and transparent manner. Information should not be withheld from scrutiny unless there are clear and lawful reasons for so doing.
6. **HONESTY** | School and college leaders should be truthful.
7. **LEADERSHIP** | School and college leaders should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles, and be willing to challenge poor behaviour wherever it occurs. Leaders include both those who are paid to lead schools and colleges and those who volunteer to govern them.

Schools and colleges serve children and young people and help them grow into fulfilled and valued citizens. As role models for the young, how we behave as leaders is as important as what we do.

Leaders should show leadership through the following personal characteristics or virtues:

- a. **TRUST** | *leaders are trustworthy and reliable*
We hold trust on behalf of children and should be beyond reproach. We are honest about our motivations.
- b. **WISDOM** | *leaders use experience, knowledge and insight*
We demonstrate moderation and self-awareness. We act calmly and rationally. We serve our schools and colleges with propriety and good sense.
- c. **KINDNESS** | *leaders demonstrate respect, generosity of spirit, understanding and good temper*
We give difficult messages humanely where conflict is unavoidable.
- d. **JUSTICE** | *leaders are fair and work for the good of all children*
We seek to enable all young people to lead useful, happy and fulfilling lives.
- e. **SERVICE** | *leaders are conscientious and dutiful*
We demonstrate humility and self-control, supporting the structures, conventions and rules which safeguard quality. Our actions protect high-quality education.
- f. **COURAGE** | *leaders work courageously in the best interests of children and young people*
We protect their safety and their right to a broad, effective and creative education. We hold one another to account courageously.
- g. **OPTIMISM** | *leaders are positive and encouraging*
Despite difficulties and pressures, we are developing excellent education to change the world for the better.

 FRAMEWORK FOR
ETHICAL LEADERSHIP
IN EDUCATION