

# Fox Federation



## Respect. Resilience. Collaboration. Curiosity. Inclusion

The Fox Federation is a passionate community of four schools and a nursery working collaboratively to ensure equal access to consistent, excellent education for all pupils. Our schools are Fox Primary School in Notting Hill, Ashburnham Community School in Chelsea, Avonmore Primary School in Kensington Olympia, Avondale Park Primary School and St Anne's Nursery school in North Kensington.

**Position:** 1 year Fixed Term School Business Manager at Ashburnham Community school (one form entry school)

**Salary Scale:** Salary: PO1 Spine point 28-31 (FTE) £40,389 - £42,855 (pro rata applicable for term time only contracts)

**Hours and Service terms:** 36 hours per week Monday to Friday during term time

Contractual option 1: All year round with 31 days annual leave

Contractual option 2: Term time only

**Required from:** Spring Term 2025 – start date 3<sup>rd</sup> February 2025

**Closing Date:** 1<sup>st</sup> December 2024.

Please apply via <https://teaching-vacancies.service.gov.uk/jobs/school-business-manager-ashburnham-community-school> or request an application pack by email to [Michelle.foster@foxprimary.co.uk](mailto:Michelle.foster@foxprimary.co.uk)

**Interview Date:** Week beginning 2<sup>nd</sup> December 2024

What we are looking for:

- Strong financial and administrative skills
- Proactive, detail-oriented and adaptable
- A passion for working in an educational environment
- Highly organised with the ability to manage multiple tasks efficiently
- A commitment to our federation's mission, vision and values

The position would suit candidates who

- wants to gain valuable experience working within a federation of schools
- wants to develop critical skills in school business management such as finance and leadership
- are looking for flexibility with term time working options

This position would suit someone with a background in school business management, finance, or a related administrative role, who enjoys working in a collaborative environment and managing both financial and administrative tasks.

**We are committed to building a diverse team and strongly encourage applications from underrepresented groups such as people from minority ethnic backgrounds, LGBTQ+ people and people with disabilities.**

### **What the team say about Fox Federation:**

*Fantastic schools. Great staff. Supportive leadership team. Amazing children.*

*A genuine educational family, providing a community beyond our gates. A network of schools, committed to providing the best education for children whilst creating a safe and happy place for them.*

*It is incredible to be surrounded by so many competent, hard-working, passionate people - so committed to delivering fantastic education opportunities to our pupils.*

*Management are always available to speak with, unbelievably approachable and create time to listen and come up with solutions.*

*It is run in an extremely compassionate, supportive and nurturing manner for both staff and pupils, and I really do feel that the wellbeing of the whole community is at the heart of the school's ethos.*

*A place of supportive colleagues who are constantly striving to improve what we do for our children and families.*

*A shared vision of always going the extra mile to support and care for the families in our community.*

*It is somewhere that has nurtured my career, but also a place where I have met friends that I know will be friends for life.*

*The Fox Federation is an incredible support network of teachers and staff working together to ensure children's education is kept at the highest possible standard.*

### **What else do we offer?**

- An experienced Leadership Team with a shared vision working in partnership across the federation.
- Hard-working leaders who strive to ensure that both pupils and staff enjoy coming to school.
- We are passionate about supporting our staff in their career development and success through care and guidance.
- A working environment that values wellbeing and supports work-life balance.
- Vibrant, multicultural and inclusive city schools that have positive, diverse communities and a determination that all children will succeed.
- A comprehensive range of CPD for all our staff through the partnership including in-school training and external specialist SEND training.
- Performance management and coaching to support career progression.
- A relaxed, fun working environment where all adults are equally valued and supported.

Visits are warmly encouraged and looking at our website is highly recommended to get a feel for our schools.

The schools and their local authorities are committed to safeguarding and promoting the welfare of children and young people and expect you to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.

**Applications are assessed with names and protected characteristics removed.**

To make an application or further information, visit <https://teaching-vacancies.service.gov.uk/jobs/school-business-manager-ashburnham-community-school> or contact [michelle.foster@foxprimary.co.uk](mailto:michelle.foster@foxprimary.co.uk)

**Position Title: School Business Manager**

**Location: Ashburnham Community School (one form entry school)**

**Contract Type: 1 Year Fixed Term**

**Two options available: Term time only working OR all year working with a 31 day annual leave allowance**

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## **Main Purpose of the Role:**

The School Business Manager will be responsible for overseeing the day-to-day administrative, financial, and premises functions of the school. This role ensures the effective operation of school administration, supports financial planning and management, and works closely with the Premises Officer/Manager to maintain the school's facilities and infrastructure. The role also ensures compliance with relevant policies and procedures and plays a critical part in managing budgets, processing financial transactions, and maintaining efficient office operations to support staff, students, and parents.

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## **Key Responsibilities:**

### **1. Administration:**

- Manage the school's administrative functions, ensuring smooth day-to-day operations.
- Working with an experienced School Administrator, oversee the school office and handle inquiries from staff, students, and parents.
- Organize and maintain school records and databases, including student enrolment, attendance, and staff personnel records.
- Prepare reports and documentation for senior leadership when requested.
- Assist with the preparation and execution of school events, meetings, and staff activities.
- Ensure effective communication channels between staff, parents, and external stakeholders.
- Carry out the above using the federation's MIS system Arbor

### **2. Finance:**

- Working together with the federation business manager, assist with the school's budget monitoring, and reporting as well as with the preparation of financial statements and reports
- Manage the school's accounting system, including processing purchase orders, invoices, and accounts receivable (income collection)
- Process monthly payroll inputs and reconcile these against the budget and managing the payroll control account
- Monitor and maintain accurate financial records, ensuring compliance with school policies and regulations.
- Completing internal financial closing procedures in the form of monthly VAT Submittals, Bank Reconciliations and budget monitoring
- Completing quarterly and annual returns to the Local Authority (RBKC) for both finance and payroll data
- Ensure prompt payment of suppliers, handling financial queries from both internal and external stakeholders.
- Reconciling income collected from parents
- Carry out the above items using Access Finance and Budgets software
- Working with the school's trusted charities, produce annual financial reports and assist with fundraising activities

### **3. Premises Administration:**

- Work closely with the Premises Officer/Manager to oversee the effective management of the school's facilities and grounds.
- Assist in the scheduling and administration of maintenance, repair works, and inspections to ensure the building is safe and compliant with regulations (e.g., health & safety, fire safety, and safeguarding).
- Maintain records of premises-related activities, including maintenance schedules, safety inspections, and contractor work.
- Support in managing premises budgets, including obtaining quotes and processing payments for repairs, utilities, and supplies.
- Help coordinate the hiring of school facilities for external events, ensuring contracts and invoices are processed efficiently.
- Monitor the premises for security and safety issues, reporting any concerns to the Premises Officer/Manager and ensuring timely resolution.
- Prepare H&S reports and updates for SLT and governing body
- Carry out the above items using the federation's Every premise software

### **4. Safeguarding, Compliance and Policies:**

- Ensure compliance with school policies, especially those related to data protection (GDPR), finance, premises, and health & safety.
- Maintain and update records related to safeguarding, risk assessments, and employee checks (such as DBS certificates).
- Responsible for managing the schools Single Central record
- Act as EVC in ensuring all school trips meet the required statutory standards and risk assessments completed
- Support in ensuring adherence to legal, financial, and procedural standards set by the school, local authorities, and the Department for Education.

### **5. Human Resources:**

- Support with staff recruitment processes, including drafting job descriptions, arranging interviews, and processing applications.
- Maintain accurate staff attendance, punctuality and leave records.
- Assist with payroll administration, liaising with the payroll provider to ensure accurate and timely payments in line with agreed pay policies

### **6. ICT and Systems Support:**

- Oversee the maintenance of the school's administrative and financial systems and subscriptions
- Provide support to staff on the use of school management information systems (MIS)

This job description outlines the main duties and responsibilities but is not exhaustive. The post holder may be required to undertake additional duties in line with the needs of the federation as directed by the federation's Senior Leadership Team

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## Person Specification: School Business Manager

### Qualifications:

- Minimum GCSE grades of A – C in Maths and English or a relevant qualification in administration/accounting/finance is essential (minimum equivalent Level 4)
- School Business Management qualification (CSBM o/DSBM) desirable but not essential

### Experience:

- Proven experience in a senior finance administrative/ business management role within an educational setting is essential.
- Experience in financial management, with strong skills in accounting, and reporting is essential.
- Experience working in premises/facilities administration or collaborating with a premises/facilities manager is desirable.
- Experience with school MIS systems (e.g., SIMS, Arbor) and finance software (e.g., Access Finance and Access Budgets SIMS FMS, or similar) is essential to the role.
- Experience in line management and supervising a team.

### Skills and Abilities:

- Strong organisational and administrative skills, with the ability to multitask and manage competing priorities.
- High level of financial literacy, with the ability to manage departmental budgets, process transactions, and produce financial reports.
- Excellent written and verbal communication skills.
- Proficiency in using office software (Microsoft Office Suite), especially Excel.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy in both administrative and financial tasks.
- Ability to liaise with contractors and manage premises-related administration efficiently.

### Personal Attributes:

- A proactive, self-motivated individual with a positive attitude.
  - Excellent interpersonal skills and the ability to work effectively with a diverse range of people.
  - High level of confidentiality, integrity, and professionalism.
  - Flexibility and adaptability to the changing needs of the school and the federation
  - Awareness of health & safety and safeguarding procedures, particularly in relation to premises management.
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