



# Job Description

## School Business Manager

<b>Reports to:</b>	Headteacher
<b>Liaison with:</b>	Headteacher, Senior Leadership Team, SEAX Trust Business Team, Administration Staff, parent/carers, pupils, visitors, external agencies, Governors, Local Authority staff
<b>Grade:</b>	Scale 8, actual pay £26,320.00 per annum (pro-rata), Point 25
<b>Hours:</b>	37 hours per week (negotiable for a strong candidate)

### Job Purpose

To work in conjunction with the SEAX Trust Business Team to ensure systems and procedures follow the requirements of the SEAX Trust. The SEAX Trust Business Team will provide advice and monitoring support:

- To ensure that management and operation of financial planning and procedures are highly effective, supporting the Leadership Team in making budgetary decisions and informing long-term planning.
- To advise the Local Academy Committee and School Leadership Team on non-teaching matters as required so as to contribute to the successful and effective operation of the Academy and the Improvement Plan.
- To report regularly on all finance to the Headteacher and SEAX Trust central staff.

### Finance

To undertake financially-related activities including, but not exclusively

- Oversight of financial functions of all admin staff
- Liaising regularly with the **Director of Business** and other finance staff across the Trust to ensure all targets and deadlines are met.
- Attending and participating in the half-termly **SEAX Trust Business Manager Meetings**
- Preparation, submission and checking of Payroll amendments to SGW/PS Financials Payroll journal entries
- Manage pensions portals for LGPS and TPS. Submission of monthly pension amendments
- Preparation of annual budget for agreement with Headteacher and submission to SEAX Trust
- Regular monitoring of actuals against budgeted income/expenditure
- Income generation and grant applications
- Logging and reconciling income on the PS Financials programme
- Production of financial reports and evaluation as required
- Assisting with Month-end Management Accounts
- Year-end help with preparation of accounts
- Assisting with Trust bank account, ensuring that all transactions are loaded onto PSF in a timely manner for the central reconciliation on a monthly basis
- Assisting with Trust monthly VAT returns
- Liaise with Central team re Trust wide insurance policies
- Ensuring best value on supplier contracts

- Catering Accounts- preparation and monitoring of budget and monthly trading accounts. Report to school and SEAX Trust
- Monitor all accounting procedures and resolve any problems including the ordering, processing and payment for all goods and services provided to the school
- Add orders to PSF and monitor all non-order invoicing
- Logging and reconciling income on the PS Financials programme eg funding, petty cash balances, Parentpay and trip finance.
- Be responsible for the security of unused cheques and other controlled stationery
- Preparation of invoices where necessary
- Charge card procedures on PSF
- Occasional invoice and order processing, BACS payments
- Oversight of the School Inventory
- Management of online payments systems
- Collection of fees and other dues
- Tenants' services & utilities
- Responsibility for trips & visits' finance
- Liaise with Local Authorities regarding top up and other funding for pupils out of Essex County admissions
- Advise HR staff on pay related issues for recruitment
- Responsibility for local finance policies eg Charging and Remissions, Lettings etc
- Assist in the production of the Disaster Recovery Plan

### General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; sharing ideas and new initiatives
- Actively engage in the **professional development programme**, monitor and assess own performance and take a proactive approach to professional development
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties with the context of the job, skills and grade.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*



# Person Specification

Requirement	Detail
Qualifications	<ul style="list-style-type: none"><li>• Recognised Finance qualification or part qualification</li><li>• Educated to Level 3 qualifications in English &amp; Maths</li></ul>
Experience	<ul style="list-style-type: none"><li>• Fast &amp; accurate keyboard skills</li><li>• Strong IT skills with experience of Microsoft Software Suite</li><li>• Practical experience of working in a school office environment</li><li>• Experience of Financial, school management and payroll software such as PS Financials, Arbor or similar.</li><li>• Experience of completing returns, writing letters and detailed reports</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Discretion, sensitivity and confidentiality</li><li>• An excellent telephone manner</li><li>• Excellent interpersonal skills</li><li>• Ability to use own initiative working independently and collaboratively as a member of a small team</li><li>• A clear commitment to develop and learn in the role and effectively evaluate own performance</li></ul>
Skills	<ul style="list-style-type: none"><li>• An ability to prioritise work, to cope with competing demands, deadlines and interruptions</li><li>• Excellent written and verbal communications</li><li>• Time management skills</li><li>• Good organisational skills</li><li>• Contribution to the development and implementation of effective systems to share and safeguard information</li><li>• Quick to learn and willingness to undertake new challenges</li></ul>
Physical Requirements	<ul style="list-style-type: none"><li>• Stamina</li><li>• Good level of health and fitness</li></ul>
Disposition	<ul style="list-style-type: none"><li>• A helpful and calm, professional manner</li><li>• Friendly and approachable</li><li>• A sense of humour</li><li>• Patience, tact and diplomacy</li><li>• Enthusiasm and a positive outlook</li><li>• An enthusiastic approach to both routine tasks and unexpected challenges</li><li>• Excellent personal presentation</li></ul>

**The Application Form, Interview and References will be used as sources of evidence**

Working with others	Detail
General Circumstances	<ul style="list-style-type: none"> <li>• A good record of attendance and punctuality in the last 3 years</li> <li>• Willingness to develop self within the post, undertaking training, performance reviews as appropriate, to ensure that relevant skills are updated in order to support the development of the Trust</li> <li>• To comply with the Trust’s requirement to maintain complete confidentiality at all times (Data Protection Act)</li> <li>• To be aware of the Trust’s duty of care in relation to staff, pupils and visitors and to comply with Health and Safety Policies at all times</li> <li>• To be aware of and comply with the Code of Conduct, regulations and policies of the Trust and Academy and their commitment to equal opportunities</li> </ul>
<p>The Application Form, Interview and References will be used as sources of evidence.</p>	

## Supporting Excellence

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# SEAX Trust

## Thriftwood School & College is part of the SEAX Trust

### Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

### Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid evenly across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

### Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

### Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

### Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

### Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Kate Stannard, Director of HR for SEAX Trust**

**Email: [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) Telephone: 01245 262779**

We look forward to hearing from you soon.

