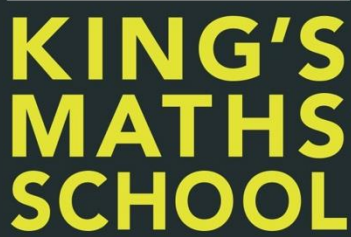


The logo for King's College London, featuring the text 'KING'S College LONDON' in white serif font on a red background. 'KING'S' is large and bold, 'College' is in a smaller, italicized font, and 'LONDON' is at the bottom. There are two horizontal lines below 'LONDON'.The logo for King's Maths School, featuring the text 'KING'S MATHS SCHOOL' in yellow bold sans-serif font on a dark blue background. There are two horizontal lines above and below the text.

Business Manager

King's College London Mathematics School

- Full time or 4 days a week (0.8 – 1 FTE)
- Start date: 1 April 2024 or when notice allows
- Salary £51,450 - £60,090, pro rata, depending on experience and qualifications

Job pack contents:

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

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](#).

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

Closing date: 9am on Monday 18 March 2024

Interviews will be arranged as applications are received.

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 the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was awarded State Sixth Form of the Decade by The Sunday Times in 2021.

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. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

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 2023*) 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. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

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 KCLMS
- A successful interview in which the school will further assess applicants' ability to benefit from the experience of attending a specialist mathematics school.

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, Physics and Further Mathematics A Levels.

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 directly line manage three staff: the Finance Officer, the External Relations Officer and the Administration Manager and Exams Officer, who is in turn supported by two Administrative Officers.

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 Trust Handbook. The nature of the post is influenced by the size of the school, with a small team and few tiers of responsibility, meaning it requires someone who is willing to be hands on as well as to think strategically.

The school recognises the need to develop its Health and Safety Compliance and has recently invested in software to assist with tracking and monitoring this. The new Business Manager will be responsible for embedding this and for increasing staff awareness around Health & Safety. Previous experience in Health and Safety management, and a professional qualification, are both desirable in the successful candidate.

The school has secured funding from the DfE to expand the school into a part of the building which is currently sublet. This will allow us to offer our outstanding education to 50% more students, with Y12 admissions increasing from 70 to 105 from September 2025. The capital project is being run by the DfE, and the Business Manager will be their first point of contact, provide the contractors with the information they need and keep the Operational Leadership Team and the Expansion Committee informed of progress. They will also assist with ensuring broader factors are considered, such as the timing of staff recruitment for the expanded school, health and safety factors when contractors are on site, and scheduling of works to minimise disruption to students at key times such as public exams (the school has no alternative accommodation to move to during works). The Business Manager will work with the Head Teacher to refine forecasts for the revenue income and expenses and highlight any funding gaps to the Fundraising Committee.

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

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), an IOSH qualification or similar.

The post will commence 1 April 2024, or where notice period allows.

Working hours are 40 per week falling between 08:00 – 18:00, with exact hours to be agreed with the successful applicant. The post is permanent and is available 0.8 – 1 FTE to suit the candidate. It is year-round and the postholder will receive 27 days of annual leave in addition to bank holidays and the days that fall between Christmas and New Year.

Why work for King's Maths School?

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable and fun team.
- Better than industry standard family leave benefits, including for adoption and surrogacy.
- A cycle to work scheme (we have staff changing and shower facilities on site), educational discount at the Apple Store, access to King's College London's research, learning and prayer facilities, and subsidised KCL gym use.
- Opportunities to attend a range of cultural events for free as part of our cultural programme, including theatre shows, orchestra performances, sporting events, art galleries and museums.
- A progressive staff wellbeing policy that includes access to an in-school counsellor.
- 23.2% employer pension contributions to the local government pension scheme, subject to contributions by the employee on a tiered scale.
- A bean to cup coffee machine – we know the importance of good coffee!

Job description

Post title	Business Manager
Responsible to	Head Teacher

Role outline

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.

The Business Manager will act as the school's Principal Finance Officer. They will be a key member of the extended Senior Leadership Team and will line manage a team of 5 staff including 3 direct reports.

Responsibilities and Activities

As the business manager:

- 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.

Finances

- 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 Trust Handbook are observed.
- To fulfil the role of Principal Finance Officer in line with the Academies Trust Handbook.
- 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:
 - organising and managing the payroll
 - monitoring and reviewing payments and invoice postings to the school's financial system by the Finance Officer
 - reviewing the regular VAT reclaim
 - conducting the monthly pension returns

Operations

- To monitor, implement and review all policies relating to Finance, Health & Safety and Personnel matters and assist the Head Teacher and Governors in amending these where appropriate.
- 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 attend Investment Committee meetings and contribute to decisions on the management of funds; implement decisions made at these meetings.
- To manage the distribution of bursaries in accordance with DfE and ESFA requirements
- To line manage, review and appraise the work of direct reports.
- 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 manage the procurement, installation and upkeep of all IT equipment in the school.
- To support all staff to enable them to work efficiently and effectively.
- To work with the Administrative Manager to ensure the upkeep of the building: planned maintenance and responsive repairs, general tidiness.

Health and Safety

- To take responsibility for Health and Safety compliance, ensuring all required testing is carried out and any issues identified are remedied.
- To actively promote a Health and Safety culture amongst staff and students.
- To ensure areas for improvement identified by a recent Health & Safety audit are addressed.
- 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 report to the Finance & General Purposes Committee on Health and Safety matters.

HR Support

- 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.

School Expansion

- To take the lead on the school's expansion project, acting as first point of contact for the DfE and the appointed contractors.
- To work closely with the DfE team once construction starts to minimise disruption to our students, and to brief staff and students on progress.
- To liaise with the SLT to ensure all aspects of the expansion are planned for, such as admissions and staffing.
- To work with the Chair of the Expansion Committee to set the agenda and provide updates on activity.

As a member of staff:

- To attend training (INSET) days 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	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 (level 4 or level 5 Diploma)		X	AP	
Health and safety qualification, such as IOSH or NEBOSH		X	AP	
Experience				
Experience of working in a financial environment	X		AP, I	
Experience of School Business Management		X	AP, I	
Experience of negotiating contracts and tenders and service level agreements		X	AP	
Experience of operating and managing payroll and pension systems		X	AP, I	
Experience of school based financial systems and / or SAGE		X	AP	
Experience of health & safety compliance and legislation in a school or other setting		X	AP, I	
Experience of managing buildings and facilities		X	AP, I	
Experience of capital projects		X	AP	
Knowledge/skills				
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	

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, R
Capacity to take initiative and to innovate	X		AP, I, R
Ability to lead and to enthuse others	X		AP, I, R
Ability to work constructively with others inside and outside the school	X		AP, I, R
Integrity and reliability	X		AP, I, R
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, R
Commitment to equal opportunities	X		I, R

Safeguarding

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children, and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equal opportunities

Our staff are amazing – they inspire students, have great ideas, and help make King's Maths School a fantastic place to work. We are committed to ensuring that we are always recruiting, retaining, and promoting a diverse mix of colleagues because we know that for our students to succeed they need a staff body with a broad range of ideas, skills and experiences.

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 Deputy Head, Tom Collins, by emailing Tom.Collins@kcl.ac.uk

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