



Here at the Trumpington Federation, we believe that learning should be a lifelong adventure for staff and children alike. Our staff at the Federation are welcoming and supportive; we work hard with our community to build mutual trust and respect in order to achieve our goals. We aim to support the ongoing development of our people, and as part of this can offer a range of opportunities to assist you along your personal learning journey.

We value the contribution from every individual and appreciate that each one of our staff brings with them a uniqueness that supports the needs of the Federation and creates value for the next generation we are responsible for educating.

If you feel you would like to be part of this fantastic team, and play your own part in helping us achieve our objective of providing an enriching education experience for the young people in our care, we would love to hear from you.

The Trumpington Federation consists of two primary schools both with nursery settings.

Fawcett Primary School and Nursery is a well-established school in the heart of Trumpington. The school is named in honour of Henry Fawcett, the distinguished Victorian academic and politician.

Fawcett School was built to meet the need of families moving into the new post-war housing in the area, originally with a separate junior school (opened in 1949) and infant school (opened in 1950). The infant and junior schools were amalgamated in 1989. The school has been through a period of rapid expansion and development and has grown from one to two forms of entry now having over 400 children on roll.

Our Trumpington Meadows School was opened in 2013 and has been growing ever since; we now have around 250 on roll. Trumpington Meadows is just a stone's throw away from Fawcett meaning we are able to accommodate swimming lessons for all KS2 pupils within our Federation.

We aim to inspire and encourage all members of our community to grow and learn together and are always looking to welcome new people into our friendly and enthusiastic team!

Federation Business Manager- 37 Hours per week, 43 weeks a year

The Trumpington Federation has an exciting opportunity for a Federation Business Manager due to our current post holder looking to retire. The Business Manager role works across the Federation overseeing and contributing to numerous areas throughout the business while supporting our senior leadership team. This role also gives the post holder a brilliant opportunity to work in an excellent working school environment where staff are happy, positive and dedicated.

We are seeking to appoint an experienced Business Manager to provide a comprehensive and effective financial administrative support to the Federation's office and staff teams to ensure the smooth running of both schools at the Federation. The role will be predominantly working out of our Fawcett site however your responsibilities will cover both Federation schools. This will be 37 hours per week for 43 weeks per year.

Closing date: 9am on Monday 10th March 2025

Interviews to be held week commencing 17th March 2025

Salary: point 31– 34 £39,186 - £42,403 FTE depending on experience


Please email completed application forms to humres@trufed.org.uk **These can be downloaded by clicking on the link below.**

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Trumpington Federation is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff to share this commitment and staff in regulated activity will be subject to an Enhanced DBS Check and a barred list check. Certificates of Good Conduct and other checks may be requested if applicable. This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at www.trumpingtonfederation.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Flexible Working will be considered.

Job Description

Post	Federation Business Manager	
Responsible to	Headteachers	
Salary Scale	Point 31 – 34, support staff	
Line managed by	Headteachers	

Liaison with	Federation staff, Contractors and Governors	
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The Trumpington Federation is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff and volunteers to share this commitment.

Job purpose
To provide strategic leadership and management of Federation business management, support staff and services. To provide advice and guidance to the Headteachers and governors on strategic financial planning and other aspects of business management. To be responsible for ensuring that business management and support services operate in accordance with statutory regulations and that high levels of customer service are provided. To be a member of the Senior Leadership Team (SLT).
Duties
The Business Manager will provide regular financial, property and personnel information for the Headteacher and Senior Leadership team and Governors and help them to consider all options when making strategic and management decisions about the schools. This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Main Duties and Responsibilities:
Corporate To contribute to leadership, management, operation and development of the Federation as a member of the SLT and contribute to system leadership through purposeful collaboration with partner schools and other organisations.
Strategic To provide management and leadership of business management services at the Federation, including: <ul style="list-style-type: none"> • Undertaking strategic financial planning and providing advice to the Headteacher and governors on the most effective use of resources • Ensuring that the business management functions operate in accordance with statutory regulations • Interpreting new legislation and guidance and identifying the implications for the Federation • Ensuring the effectiveness of the staff and services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision • Ensuring effective procedures for the effective recruitment, appointment, induction, review and development of staff • Developing and implementing procedures to evaluate the effectiveness of the staff to feed directly into improvement planning • Establishing standard operating procedures and other processes to maximise efficiency and provide for service continuity in the event of staff absence • Developing and ongoing customer service focus

- Developing and sharing good practice in the business management team, across the Federation and in partnership with other schools and relevant bodies
- Securing arrangements to source external advice where appropriate

Human Resources

To provide advice and guidance on development, interpretation and implementation of conditions of service and human resource policies, in collaboration with the Federation's HR Team.

Finance and Accounting

Lead and manage the finance team and:

- To have oversight of all matters relating to the administration of the Federation's finances and to ensure such matters are handled in accordance with regulations to a high level of efficiency. This particularly applies to the provision of management information and operation of all bank accounts. Ensuring compliance with regulations.
- In consultation with the Headteacher, prepare the annual budget for approval by governors.
- In consultation with the Headteacher prepare a rolling development and business plan for the future of the Federation.
- Monitoring income and expenditure in relation to budgets and informing the finance committee on a regular basis of budget balances, following the Federation's policy of budgetary control and procedures.
- Keeping all Federation accounts and preparing income and expenditure reports in accordance with the DfE and FAS financial regulations, preparation of accounts for submission to the schools' auditors and returns to LA for community education within statutory deadline, including SFVS.
- Maintenance and oversight of bank accounts, VAT accounting and payment if necessary, cash handling (collections and disbursement banking and security) public and private funds. Advising Governors on investments.
- Ensure proper accounting records and kept and exercise control over accounting arrangements including:
 - Income received
 - Purchasing and payments made
 - Banking
 - Petty cash
 - Returns of financial information to the Local Authority, EFA, DfE, Inland Revenue, Customs and Excise, the Charity Commission and other bodies as appropriate
 - VAT and taxation
 - Control of creditors and debtors
 - Inventory of assets
 - School trips and educational visits
 - Register of interests
 - Grants and donations
- Monitoring of payments of salaries by the Federation's payroll agency ensuring that the required returns are completed to deadline e.g. pension, taxation and NI. Checking for accuracy and compliance with School Pay Policy.
- Oversight of ordering by the finance administrator, processing and payment of all invoices and statements of accounts for all goods and services provided to the Federation.
- Keeping analysis of costs and other statistical information and supervising the computerised financial system.

- To oversee the work of other staff who have responsibility for financial matters in school and to offer training as appropriate.
- Responsibility for seeking professional advice on insurance and advising the Governors and Headteacher on appropriate insurance for the whole Federation. Implementing the approved insurance and handling any claims that arise.
- Monitor quality of purchases, seek out new suppliers and organise tendering processes in accordance with financial procedures to ensure that the Federation receives value for money.

Facilities Management

To manage site staff to ensure that the Federation estate is managed effectively and in accordance with the operational needs of the Federation and any regulatory requirements including:

- Line manage all those involved in our catering team and liaise with our consultant to ensure we are meeting all nutritional standards and health and safety requirements
- Ensure the administration of all meals served at the Federation and nursery and arrangements for free school meals as agreed by the school.
- To oversee the work of the caretakers and cleaners making best use of physical, financial and human resources available. Recruiting, interviewing and appointing. Developing and implementing an inclusion process and training for all new appointments.
- Ensuring that the work of the site team and all contractors contributes to the efficient operation of both sites
- Responsible for the maintenance of schools' buildings and maintenance schedules, the keeping of records and regular inspection of the schools' fabric and buildings.
- Oversight of grounds maintenance.
- Liaison with building contractors, inspectors and planning authorities on major projects which from time to time are undertaken.
- Working with Governors and their committees as appropriate including resources committee
- Responsibility for purchase, repair and maintenance of all furniture and fittings.
- To be fully conversant with Health and Safety regulations and ensure they are complied with. Work with the Governing Body as a member of the H&S committee.
- Undertake regular training in all aspects of school business management. Such other duties as may reasonably be required by the Headteacher to fulfil the 'purpose of the job' as defined in the preamble to this job description.

Community Use

To lead the community team to develop and promote the community use of the sites including:

- Establishing, monitoring and developing procedures for community access without negatively impacting on the day-to-day operation of the Federation
- Ensuring that community use of the sites is in accordance with health and safety and other regulatory requirements including coordination of risk assessment procedures
- Ensuring appropriate budget monitoring arrangements for community use

Administration

To line manage the Office Manager and oversee effective arrangements for the administrative functions of the Federation including:

- Provision of a reception service
- Data management systems
- Administration of examinations
- Telephone and ICT systems

Management Information Systems & ICT

- Consult with relevant people and other parties to introduce new technology or improve existing technology for administration purposes.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school and GDPR compliance.
- In consultation with the ICT manager, establish systems to monitor and report on the performance of technology within the school.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collections systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Such other duties as may reasonably be required by the Headteacher.

Signed by line manager	Date
Signed by employee	Date

**THE TRUMPINGTON FEDERATION
FEDERATION BUSINESS MANAGER
PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree in a business-related subject <p style="text-align: center;">AND/OR</p> <ul style="list-style-type: none"> • Professional qualification in a relevant discipline 	<ul style="list-style-type: none"> • Higher degree • Post qualification training in a relevant business area: Management, Finance, Human Resources, IT, Health and Safety, Facilities and premises management, Organisational development and change management • 	<ul style="list-style-type: none"> - Application - Interview
EXPERIENCE	<ul style="list-style-type: none"> • Experience of a wide range of business management • Responsibilities in a medium to large organisation • Experience of working successfully and co-operatively as part of a team and independently • Experience of managing staff • Experience of setting and managing budgets 	<ul style="list-style-type: none"> • Experience of working in an educational setting 	<ul style="list-style-type: none"> ≈ Application ≈ Interview
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Willingness to undertake any necessary training to carry out the duties of the post 		<ul style="list-style-type: none"> ≈ Application, ≈ Interview
SKILLS	<ul style="list-style-type: none"> • Ability to standardise administrative and financial systems and procedures across both Federation schools. • Ability to supervise other staff • Ability to use initiative and be a self-starter • Good analytical skills • Excellent verbal and written communication skills • Capable of handling a demanding workload and successfully prioritising work and meeting deadlines • Possess excellent IT skills with a sound knowledge of software packages eg Word, Excel, Powerpoint • Be thorough and pay attention to detail 		<ul style="list-style-type: none"> ≈ Application, ≈ Interview ≈ References

SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of health and safety procedures • Good working knowledge of financial procedures 		≈ Application, ≈ Interview
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Enthusiastic • Hardworking • Empathy with the aims of the school • Calm and organised • Be helpful and maintain effective working relationships with other staff • Reliable • Ability to successfully implement change • Flexible and adaptable • Sensitivity and understanding • Patience and ability to remain calm in stressful situations • High levels of drive, energy and integrity 		≈ Application, ≈ Interview ≈ References