



# King's Lodge School

*Kindness, Learning, Success*



## School Business Manager Secondment

THE ATHELSTAN TRUST



KING'S LODGE SCHOOL  
T: 01249 444405  
community@kingslodge.wilts.sch.uk  
www.kingslodge.wilts.sch.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We are a Multi-Academy Trust of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire. We were excited to welcome two new primary schools in the last few months and from October 2025 another secondary school. This will further enrich our collaborative strengths.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans

**Chief Executive Officer**

The Athelstan Trust

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## School Business Manager (Secondment)

Salary:	£36,393 FTE (SCP 25)
Contract:	FTC, part-time (20 hours per week, 52 weeks per year) 1 <sup>st</sup> July 2026 – 31 <sup>st</sup> August 2027 Working pattern to be agreed
Location:	King's Lodge Primary School
Closing date:	19 <sup>th</sup> June 2026

The Athelstan Trust is a successful and growing Multi-Academy Trust consisting of six secondary schools and four primary schools in Wiltshire, Gloucestershire and South Gloucestershire. We currently employ over 800 people and educate over 5,000 pupils and plan to expand further over the coming years.

As a member of our Athelstan Trust, you will benefit from:

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools
- Our commitment to developing the talents and skills of all our staff throughout their career
- Being part of a caring, collaborative and excellent community.

A secondment opportunity has arisen with for an experienced school business professional to support Kings Lodge Primary School following the departure of the current Finance Manager and during a trial of a split school office structure across the Trust's primary schools.

The role covers finance, HR, procurement, compliance, SEND finance administration, and operational support, ensuring the school continues to run efficiently and in line with Trust expectations.

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The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions.

References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

Candidates who would like to talk about this opportunity are invited to contact Danielle Gregory Evans, CFO, by email [dgregory@theathelstantrust.org](mailto:dgregory@theathelstantrust.org)





## Job Description and Person Specification

Job Title: School Business Manager

Responsible to: Headteacher

### Key Responsibilities

#### 1. HR, Budgeting & Resource Management

- Support Headteachers in overseeing the school budget and ensuring financial stability in line with Trust guidelines.
- Manage and update the Trust's budgeting and forecasting software IMP.
- Help to prepare monthly forecasting and commentary for management accounts.
- Review monthly reporting packs and update SAM People with starters, leavers, and contract changes.
- Submit monthly spreadsheets for additional hours claims.
- Update staffing contracts and income/expenditure in IMP to maintain accurate forecasts.
- Complete monthly payroll reconciliations and resolve queries promptly.
- Guide School Administrators in raising purchase orders and approve orders up to £1,000.
- Reconcile school trips using School Money / Parent Pay to SAGE, including pupil premium journals and donation coding.
- Review SAGE transactions, correct coding errors, and support administrator development.
- Process credit card and Caxton card transactions.
- Lead on implementing audit recommendations.
- Manage service level agreements, contracts, tenders, and insurance claims.
- Ensure compliance with the Data Protection Act.
- Attend relevant training and cascade learning to School Administrators.
- Seek specialist HR advice when required.
- Assist Headteachers in costing staffing scenarios using IMP.
- Ensure recruitment is fully budgeted and provide initial authorisation.
- Maintain HR records in SAM People and assist with employment contracts.

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- Support school-based HR queries.

## 2. SEND Finance Administration

- Update and reconcile EHCP income records.
- Maintain and monitor Alternative Provision expenditure.
- Work with the SENDCo to prepare sales invoice information and update invoicing spreadsheets.
- Notify the Local Authority of in-year leavers and download NPA, ELP, and transition documents.

## 3. Payroll Administration

- Prepare monthly spreadsheets for overtime and one-off changes.
- Check payroll reports against HR changes and highlight anomalies.
- Complete monthly payroll reconciliations in IMP and escalate discrepancies.

## 4. Purchasing & Lettings

### Purchasing

- Authorise purchase orders and invoices up to £1,000.
- Act as first point of contact for purchasing queries and SAGE support.

### Lettings

- Provide hirers with costings and required documentation.
- Update lettings invoicing spreadsheets for finance processing.

## 5. General Duties

- Comply with Trust finance policies, procedures, and audit requirements.
- Support month-end and year-end financial processes.
- Contribute to Finance Team developments and process improvements.
- Undertake other duties appropriate to the role as directed by finance leaders.





Person Specification		
	Essential/Desirable	How assess*
<b>QUALIFICATIONS</b>		
Qualified to degree level or other relevant qualification, ideally in accountancy or business management.	D	AF/Cert
School Business Management qualification level 4 minimum	D	AF/Cert
Primary School experience	E	AF
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE (UP TO DATE/CURRENT)</b>		
Expert knowledge of financial management	E	AF/IV
Excellent attention to detail	E	AF/IV
Familiarity of financial processes and procedures.	E	AF/IV
Knowledge of statutory requirements, procedures and regulatory requirements relating to academies.	D	AF/IV
High level of IT competence, literacy and numeracy skills	E	AF/IV
Experience of using and supporting others in the use of financial software packages, including a working knowledge of SAMPeople, Sage and IMP Planner.	D	AF/IV
<b>PERSONAL AND PROFESSIONAL QUALITIES</b>		
Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently.	E	AF/IV
Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems.	E	AF/IV
Strong decision making skills with the ability to make recommendations based on the analysis of options.	E	AF/IV
Capacity to work under pressure to meet deadlines and organisational priorities.	E	AF/IV
Proactive approach with a good sense of initiative and ownership of areas of responsibility.	E	AF/IV
Commitment to staff and own personal development.	E	AF/IV
Flexible around evolution of the role.	E	AF/IV
Full clean driving licence	E	AF/IV

