



Saint Joseph's
CATHOLIC SCHOOL

Business Manager

Start date: February 2022

www.sjcs.org.uk

WELCOME FROM THE HEAD TEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of Business Manager at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in November 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged Good in all categories, thus giving an overall judgement of Good.

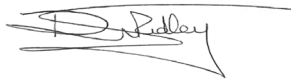
We are looking for an ambitious individual who can support our journey. The successful candidate will be a good team player, with a distinct sense of purpose and bring a strong intellectual commitment to their role.

Dates

Application Deadline: Thursday 13th January 2022

Interviews: Tuesday 18th January 2022

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley
Headteacher



JOB DESCRIPTION FOR BUSINESS MANAGER

Post:	Business Manager
School:	St Joseph's Catholic School
Salary Range:	Grade L
Responsible to:	Head teacher
Contract Type:	Permanent

The Business Manager will support the Headteacher and Governing Body in:

- Supporting the strategic vision, leadership, and direction of the school.
- Ensuring that the Catholic identity is reflected in every aspect of the life of the school.
- Ensuring the efficient management, with strategic oversight, of the school's core business functions including Finance, HR, and Business Operations and Development.
- Providing operational leadership and management.

The Business Manager will be required to:

- Play an inspirational and active role in the Senior Leadership Team, upholding the Catholic values and ethos of our school and undertaking specific lead responsibilities as outlined.
- Support the implementation and development of the strategic vision for St Joseph's, ensuring that the welfare, safety, health and happiness of every student and staff member is at the core of our purpose.
- As a key member of the Senior Leadership Team, provide effective, collaborative leadership and management of the school, securing success and driving continuous improvement.
- Lead by example, providing inspiration and motivation for students, staff, governors and parents, demonstrating the vision and values in everyday work and practice in order to create a shared culture and positive climate.
- Chair and attend relevant meetings as required.
- Develop yourself as an outstanding leader through Continued Professional Development.

Key Areas of Responsibility:

1. Core Purpose

The successful candidate will join with the Headteacher and Senior Leadership Team (SLT) in sharing the responsibility for the day to day running of the school, supporting and advising colleagues in all aspects of their work. In addition to their responsibilities as a member of the SLT the successful candidate will, under the direction of the Headteacher:

- 1.1 Actively support the Headteacher, Governors and SLT in evaluating, coordinating and developing the business and operational aims and standards of St Joseph's.
- 1.2 Oversee and lead key teams, ensuring effective and efficient delivery of services in accordance with the school's vision and values, and with due regard to Local Authority and DfE regulations.
- 1.3 Be an active member of the school Senior Leadership Team (SLT) and attend SLT meetings, preparing reports and data analysis as required.

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- 1.4 Attend Governor Committee meetings as required; prepare and present associated reports, provide data analysis, make recommendations, and offer professional advice.

2. Finance

- 2.1 To provide effective line management of the Finance Officer and support staff within administration, finance, catering, and premises. Ensure regular appraisals are conducted and staff training is up to date.
- 2.2 With the Headteacher and Finance Officer, oversee and support the development, management and monitoring of the strategic financial plan.
- 2.3 Ensure that financial information and reporting is made available to the Headteacher and Governing Body for effective decision-making.
- 2.4 To have responsibility for all accounting procedures for the school's budgets, as required by the Local Authority and the DfE.
- 2.5 To control and monitor all financial systems within the school in relation to the SFVS return; to ensure that operational, procedural and regulatory requirements are met and to ensure supervisory (control and monitoring) requirements are met.
- 2.6 To prepare, in liaison with the Headteacher and the Governors' Finance & Premises Committee, the school annual budget and future projected budgets, reporting to the Headteacher and to the Governors of the Finance and Premises Committee; to monitor the budget on an ongoing basis; to maximise the efficient use of the resources available to the school; to prepare termly financial reports for the Governors and Headteacher and ensure monthly reports are prepared for budget holders; to advise budget holders on the effective use of their funds.
- 2.7 To develop and monitor, where appropriate, financial policies and procedures ensuring compliance with financial regulations.
- 2.8 To prepare and present benchmarking data to Governors to ensure the school attains best value for money in terms of its funds.
- 2.9 To ensure the school meets its audit requirements for all LA related accounts and private funds and that all information is ready and available for auditing purposes within the required statutory deadlines.
- 2.10 To be accountable for writing bids for funding.
- 2.11 To oversee the reconciliation of all bank accounts.
- 2.12 To oversee and ensure VAT returns are made monthly and on time;
- 2.13 To be responsible for the authorisation of all orders, invoices and payments.
- 2.14 To oversee and support the placing and monitoring of various contracts, ie transport, operated by the school for our students; To work collaboratively with the Maintenance Team to support procurement and contracting.

3. Operations & Development

- 3.1 To be an active member of the Senior Leadership Team at St Joseph's and contribute positively and creatively to the strategic management of the school.
- 3.2 To have overall responsibility for the effective and efficient deployment of support staff.
- 3.3 To contribute to the development and implementation of the School Improvement Plan, leading on operational project delivery, as directed.

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- 3.4 With the Headteacher and Site Staff, develop a master plan for the school site in line with the School Improvement Plan, for example, building projects and maintenance work.
- 3.5 Lead by example and be a positive role model for students and staff, treat people fairly, equitably and with dignity and respect to create and maintain positive school culture.
- 3.6 Contribute to good management practice by ensuring positive staff participation and effective communication and procedures.
- 3.7 Maintain and model high standards of professional behaviour and presentation to reflect the expectations made of our students and staff.
- 3.8 Represent the school at operational and business groups, such as with Clifton Diocese.

4. Additional Responsibilities

- 4.1 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.
- 4.2 Oversee school's risk assessments and adherence to health and safety legislation.
- 4.3 Update staff records on SIMS and maintain staff files in accordance with data management policies.
- 4.4 Act as a point of contact for all GDPR issues, referring to the Data Protection Officer (DPO) if necessary.
- 4.5 As a member of SLT, perform lunchtime/after school supervision duties as necessary.

5. Safeguarding & Safer Recruitment

- 5.1 Undertake Safer Recruitment Training and participate in recruitment processes for teaching and support staff as required.
- 5.2 Manage the school's Safer Recruitment Strategy with the DSL/Headteacher.
- 5.3 Ensure that all Safer Recruitment policies and practices relating to visitors to the school are current and appropriate, and that all necessary checks including DBS checks are completed.
- 5.4 Monitor, challenge and support the work of the staff in all aspects of personnel appointments, absences, terminations, and records for all teaching and support staff in relation to safeguarding matters particularly in relation to the accurate maintenance of the Single Central Record.
- 5.5 An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but following consultation with you, may be changed by SLT to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION FOR BUSINESS MANAGER

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
Safeguarding Children		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Qualifications and Professional Development		
Business Manager specific qualification e.g. DSBM, CSBM, ADSBM or NVQ level 4 or degree level management / business qualification/AAT (Association of Accounting Technician)	✓	
A willingness to undertake further training pertinent to the role	✓	
Evidence of recent and relevant CPD	✓	
Further study or post graduate work		✓
Experience/Knowledge		
Experience of school or organisational leadership	✓	
Experience of organisational management with strategic responsibility	✓	
Experience of deploying, managing and training of staff	✓	
Experience of leading strategic development and change	✓	
Experience of organisational financial management, including strategic financial planning, budgets and financial reporting	✓	
Experience of organisational HR management, including the strategic recruitment and allocation of resources for optimum efficiency	✓	
Proven record of developing effective marketing, communications strategies both internally and externally	✓	
Experience of successful project management multiple projects/tasks	✓	
Specialist knowledge of the statutory regulations affecting schools and in particular reference to the business and operational functions	✓	
Experience of developing and sustaining positive collaborative relationships with a wide range of internal and external stakeholders	✓	
Extensive knowledge of specialist ICT systems including the full Microsoft Suite	✓	
Specialist knowledge of the operational management of Academy and Multi Academy Trusts		✓
Experience and knowledge of website development and management		✓
Experience of working in a school setting		✓

PERSON SPECIFICATION FOR BUSINESS MANAGER

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
Skills and Attributes		
The ability to deal sensitively with people and to resolve conflicts	✓	
The ability to foster an open, fair and equitable culture	✓	
The ability to analyse data, identify patterns and devise meaningful targets	✓	
Outstanding communication and interpersonal skills	✓	
The ability to think creatively to anticipate and solve problems	✓	
The ability to promote the school's aims positively	✓	
The ability to establish and develop positive relationships with students, parents, colleagues, governors and the community	✓	
The ability to think strategically and creatively	✓	
The ability to inspire, challenge and motivate others to attain high goals	✓	
The ability to plan collaboratively, prioritise and delegate effectively	✓	
Dedicated to the principles of delivering high quality customer care	✓	
The skills to model professionalism to all members of the school and wider community	✓	
Strong organisational skills	✓	
Strong record keeping skills	✓	
Strong people management skills	✓	
Personal Attributes		
An authentic and authoritative manager, able to articulate to colleagues at all levels and provide objective rationale for decisions	✓	
Confident when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy	✓	
Act with honesty and integrity	✓	
Approachable and able to treat staff information with sensitivity and total confidentiality	✓	
Organised and methodical	✓	
Strong leadership, underpinned with the skills to motivate effective team working whilst being open to challenge	✓	
Willingness to listen to, reflect and act on feedback	✓	
A willingness and ability to quickly assimilate information on new areas of work and projects	✓	
Ability to assimilate detailed commercial contracts and an eye for commercial opportunities	✓	
A capacity to work in challenging, time limited situations with personal flexibility and good humour	✓	

PERSON SPECIFICATION FOR BUSINESS MANAGER

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
Personal Attributes (cont.)		
Supportive of Catholic (Christian) ethos of school	✓	
Emotionally intelligent	✓	
Willingness to explore and embrace new ideas and be innovative in approach	✓	
Commitment to creating the best learning and working environment for students and staff and promoting the ethos and values of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Willing to contribute to the wider life of the school	✓	

SCHOOL ETHOS

St Joseph's Catholic School is a small 11–16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets by over 11%, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which placed our school as one of the top performing similar schools in the country.



STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported numerous staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



Saint Joseph's
CATHOLIC SCHOOL

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