



M.

The  
McAuley  
Catholic High School  
and Sixth Form  
DONCASTER

Candidate Pack  
Business Manager - Finance &  
Premises



# M. June 2022

Dear Candidate,

Thank you for showing interest in this important post. If successful, you will be joining McAuley, the biggest school in Doncaster and the biggest Catholic school in Hallam Diocese, at a very exciting time.

As Head, I am totally committed to staff welfare and well-being and see my role as removing those obstacles that prevent staff being brilliant. As such, I am convinced that shared and distributed leadership, focussed on improving teaching and learning is the best way to improve our school.

I am committed to bring the very best people to work at McAuley to join a community of Learners committed to the values and vision of this unique Catholic school and dedicated to making a difference to the children we teach.

Governors are looking to appoint a Business Manager with the skills and ability to support the school's vision


Amongst the details of the post you will find in this pack a Vision Statement; a central document to explaining the type of school that we as a community want to create and work in. There are also the job description and the person specification.

If successful, you will be part of a team that have a very strong determination and commitment to make a significant contribution to continuing to improve McAuley. After a significant period of work over the last five years we are a GOOD school.

If you want to be part of something genuinely unique then we want to hear from you.

John Rooney, Headteacher



Job Profile	Business Manager Finance & Premises	
<p><b>Job Purpose</b></p> <ol style="list-style-type: none"> <li>1. To provide day-to-day 'hands on' financial management of the school and strategic financial management support to the Headteacher and Governors.</li> <li>2. To lead on all statutory returns, budget setting/monitoring and year-end requirements.</li> <li>3. Lead on training and development for existing and new staff.</li> <li>4. The Business Manager- Finance will work in close co-operation with the Headteacher (Accounting Officer) to ensure that an appropriate financial policy framework is in place to guide the school's financial decision making.</li> <li>5. Act as the Deputy Chief Finance Officer.</li> <li>6. Promote and support the distinctive Catholic Ethos of the schools</li> <li>7. Have overall leadership responsibility for the financial team and Premises team managing all links between Finance/Premises and other areas of the school's business operations, e.g. HR, Admin, IT and Health and Safety.</li> </ol> <p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. The overall Leadership, performance and direction of the finance function and premises and facilities including line management as identified.</li> <li>2. Effective financial management leading to every child being given the opportunity achieve their God-given potential</li> <li>3.</li> </ol> <p><b>Responsibilities – Strategic Leadership</b></p> <ol style="list-style-type: none"> <li>3. Lead the development of sustainable, effective budgets across our schools which support a focus on school improvement and outcomes for children.</li> <li>4. To advise the Board of Governors on financial implications of school operations; providing relevant reports as required. Responsible for the strategic and operational management of our financial operations.</li> <li>5. Work closely with the school's leadership team and other support functions of the school i.e Health and Safety, providing insight and advice and supporting the wider strategic vision.</li> <li>6. To attend the Governors Finance and Premises Committee and Full Governing body meetings as required.</li> <li>7. To provide various KPIs and analysis in supporting decision making, including forecasting, and strategic planning.</li> </ol> <p><b>Responsibilities – Financial Management and Compliance</b></p>		

1. Oversee the preparation, and submission, of accurate and timely financial reports, estimates, and financial/annual returns as required by funding bodies, government departments and Companies House.
2. Ensure that the school complies with the obligations and responsibilities as set out by the ESFA in the latest version of the Academies Financial Handbook.
3. Lead and manage the Internal and External Audits across the School liaising with the auditors to ensure accurate and timely reports.
4. Ensure compliance and monitoring of the school's financial scheme of delegation.
5. Strategic oversight of budget setting, capital planning and financial controls for approval by the Governors.
6. Oversee the preparation of monthly management accounts, forecasts and other financial and non-financial reports.
7. Present financial management information, historical and forecast, to directors, senior leadership and Headteachers.
8. Plan and monitor the cash flow, implement creditor and debtor policies and procedures and oversee the management of all cash balances, short term investments and borrowings.
9. Ensure that the financial and management accounting systems are up to date and support all accounting and reporting needs.
10. Develop, implement and oversee effective systems and procedures that ensure financial and payroll transactions are recorded and reported accurately, and that all financial controls are operating effectively, and appropriately address risks.
12. Research and complete funding bids to external bodies to maximise resources.
13. Ensure tax obligations are discharged correctly and effectively.

### **Responsibilities – Management and Planning**

1. Support on the identification of key financial risks and their mitigations as part of the risk matrix and risk management process.
2. Manage the finance team to deliver high quality services to the school and ensure best practice is observed throughout.
3. Lead on embedding agreed Internal and External audit recommendations.
4. Have overall leadership responsibility for the financial team and Premises team managing all links between Finance/Premises and other areas of the school's business operations, e.g. HR, Admin, IT and Health and Safety.
5. Attend Leadership of Resources meetings and any other school meetings as required.
6. Manage and lead the school's premises plan and any bid/incentive leading to improvements.

### **Responsibilities – Partnerships**

1. Strengthen the collaboration within the school ensuring the Headteacher and governors have the information and knowledge they need to fulfil their responsibilities effectively, including financial monitoring data and oversight of curriculum efficiency.

2. Cultivate and embed strong relationships with governors, so they feel empowered to support and challenge the school effectively within the agreed scheme of delegation whilst fostering respectful and productive relationships with staff and the Headteacher.
3. Work closely with auditors to ensure that good working relationships and beyond reproach accountability and transparency are evidenced.
5. Form strong working relationships with key strategic partners, to include the ESFA, DFE to ensure that confidence in financial management is secure.
6. Ensuring that finance operations across the school are consistent and maximising synergies of partnership.

### **Responsibilities – Line Management**

1. Line manage the central finance team and premises team including all aspects of performance management.
2. Motivate, coach and mentor colleagues as appropriate to ensure a continued path of development for all.
3. Provide exemplar modelling of work standards to colleagues.
4. Work with senior colleagues to identify and develop succession planning options for organisational resilience.

### **Responsibilities – Other Duties**

1. Ensure the values of the school are evident in every aspect of the discharge of the duties of the post.
2. Model the highest professional standards to staff and pupils in all aspects of the role, leading by example, working at all times to the standards as set out in the staff Code of Conduct.
3. Contribute to the formulation and implementation of the school Improvement Plan.
4. Be prepared to work being open and flexible and interested in other areas.
5. Be aware of and take part in the school's Performance Management framework participating in training and development activities as required.
6. Work in a manner that actively safeguards the wellbeing and safety of pupils, ensuring pupil voice and appropriate confidentiality.
7. Carry out duties placed on staff by Health and Safety legislation.
8. Carry out appropriate additional tasks at the request of the Headteacher

### **Job Specific Notes**

Salary Grade 9 (NJC)  
 Hours 37 per week  
 Full time  
 32 days annual leave increasing to 35 days after 5 years service with the school

At The McAuley Catholic High School we are absolutely committed to keeping our young people safe by working together to safeguard and promote the welfare of children. Recruitment processes in our school comply with 'Keeping Children Safe in Education' and we would expect the successful candidate to share our commitment protect children. All newly appointed colleagues will undergo an enhanced DBS as well as strict recruitment and employment checks.



## Business Manager – Finance & Premises Person Specification/Selection Criteria

<b>Qualifications and Training</b>	<b>Essential/ Desirable</b>	<b>Evidence A-Application I-Interview R-Reference</b>
GCSE English and Mathematics at a minimum of a pass	E	A/C
A professional finance or finance related qualification at graduate level (ie ACA, ACCA, CIMA, CIPFA, MAAT) or equivalent	E	A/C
Evidence of Continuous Professional Development	E	A/C

### **Knowledge, Experience and Skills**

Evidence of strategic financial planning	E	A/R
Evidence of being able to input to strategic decision making, able to analyse, interpret, resolve and communicate complex business problems	E	A/R/I
Experience of working at a senior financial management level, with responsibility of budgets in excess of £5,000,000	E	A/I
In depth knowledge of statutory requirements, procedures and regulatory requirements relating to key service area(s)	E	A/I
The ability to produce effective reports, forecast expenditure, and demonstrate expense to budget year to date.	E	A/I
Experience of working with external partners/stakeholders	E	A/I
Experience of using financial IT packages	E	A/I
Significant experience of leading the strategic financial planning for a school, academy or other organisation	E	A/I
Experience of working with school governors, trustees, directors or similar	D	A/I
Evidence of successful management and team leadership	E	A/I
Understanding of legislation relating to academies	E	A/I
Ability to analyse, interpret and communicate complex financial information	E	A/I

Ability to work strategically and implement creative solutions	E	A/I
Strong financial analysis and risk management skills	E	A/I
Experience in obtaining additional funding and writing successful bids	E	A/I
Good leadership skills and ability to inspire and challenge colleagues	E	A/I
Ability to present in a confident manner to internal and external stakeholders	E	A/I

A/I

### **Personal Qualities**

Excellent communication and numeracy skills	E	A/I
Evidence of the highest levels of personal and professional integrity	E	A/R/I
The ability to act as an excellent role model for staff and students	E	A/I
Commitment to the school's vision and development	E	A/I
Good problem-solving skills	E	A/I
Flexible approach to working hours	E	A/R
A proactive and open-minded approach	E	A/I
Excellent time management and organisational skills	E	A/R/I
Personable and approachable manner to staff and pupils alike	E	A/R/I
To always act with a professional manner	E	A/R/I
Willingness to participate in development and training opportunities	E	A/I
Ability to adapt to change	E	A/R/I

McAuley provides a distinctive Catholic education based upon Gospel Values with Christ at the Centre of all we do. It is a vibrant worshipping, sacramental community open to people of all faiths and those still exploring. Our faith is celebrated through our actions.

It is the first choice for Catholic families and an employer of first choice for staff. The school is a leading light in 11-19 education in Doncaster. Academic standards reflect the fact that, whatever their starting points, young people make brilliant progress throughout their time at the school. The academic is only one part of a focus which allows all God-given gifts and talents to be spotted and nurtured. Children feel good about themselves and proud to say they come to this school. They are listened to\*. The wider community especially our local parishes actively promote the school and want to be involved in it. The school actively seeks out that involvement. The Family of schools work closely together to support and share in this vision and to give students the best possible start.

Throughout the school day there is a sense of calm and purpose because everybody has a clear sense of the expectations on behaviour and attitudes to learning. Children feel safe, secure, loved and happy in school. Day to day organization is routine and unfussy. Physical space and the care of that space matters. The environment which the children and staff enter each day is attractive, bright and clean. It is safe and welcoming and is obviously child-centred by the celebration of work in the corridors and classrooms.

Time is used well. The curriculum in all its aspects motivates the children and meets their needs. The result is work which they can be justly proud. They are intellectually curious and ask deep questions of themselves, take risks in their learning and work well together. This approach helps everyone to make progress in their own unique way with a special emphasis on the well-being of the most vulnerable in our school community. In their seven years in the school each child is valued and understood as an individual; academically, intellectually, socially, emotionally and spiritually. A strong moral compass prepares them well to be caring stewards in a rapidly changing world.

Parents, as valuable partners take an active part in supporting the school and know and trust that their children are in loving hands and are nurtured as they would nurture them. Open and swift two-way communication is the basis for tutor-based Pastoral care which is based upon peace, justice and reconciliation.

Those who lead the school are optimistic, approachable and in clear, quiet command. This approach is supported by a committed and active Governing body. The leadership philosophy is marked by simplicity and strength and a well-founded trust in colleagues. Passing fads or fashions are resisted, confident in the tried and tested practices for the community of learners it serves. Leaders ensure that staff are well looked after so the trademark of the school is staff continuity and where ambition is encouraged. The Leadership of the school is distributed. There is a no blame culture.

Staff know at all times that they are the servants of the school. Their instincts are always asking what can they do to make the school better. Those that choose to leave do so for good reason and are warmly thanked for the service they have given.

This embedded culture of thinking, doing and believing is a characteristic of all staff in every job that they do whether in the classroom, the reception desk, the pastoral office, the dining room, the caretaker's room, the chaplaincy space.

McAuley staff challenge and support each other and never talk the hopes and aspirations of the school down. They do so every day the school is open and as much again when it is not. They have a passion to be the best they can be. They strive to be expert in as many ways as they can be in nurturing all members of the school community; not some of the time but all of the time.

Staff will always go the extra mile for the children in their care. Staff care, risk, dream and believe and expect more than others think possible; whatever barriers are presented in the way of a child thriving the McAuley family will find a way.

\*The McAuley Student Vision Statement 2018