CLOSING DATE FOR APPLICATIONS: 9am Monday 22nd August 2022 INTERVIEW DATE(S): Friday 26th August 2022

School Business Manager

St Bede's Catholic High School

St Bede's Catholic High School, St Anne's Road, Ormskirk, L394TA

"To deliver a world class Catholic Education that encourages our students to want to make the world a better place."

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Welcome from our Headteacher

August 2022

Dear Colleague,

In the first instance, may I thank you for showing interest in joining the senior leadership team of St Bede's Catholic High School as an Business Manager. This role is predominantly focussed on the leadership of Operations, Finance, Facilities, HR and Compliance across the school. Perhaps this role, more than any other, has the potential to positively impact the lives of our students. This role enables the delivery of many school priorities in our school improvement plan. We are looking for someone who is child centred, innovative and has a strong desire to live out the values and vision of St Bede's.

This is a school with a genuine ambition to fulfil its vision of becoming an institution that offers a '…world class education for children that want to make the world a better place'. We show this through excellent teaching and learning, exciting professional development, an outstanding support staff and tremendous extra-curricular programme.

We are a part of the Global School Alliance, World Class Schools Network, West Lancashire schools' network, Catholic Schools Direct, Endeavour Learning School Alliance and of course, the Archdiocese of Liverpool. All of these networks and communities allow us to be a forward thinking and outward looking schools which is at the forefront of educational development, locally and nationally.

Before committing to completing an application, I would urge you to visit our school to undertake a tour of the site and to talk with us about the school's history and vision for the future. I am convinced that upon arrival you will receive our customary welcome and that you will be captivated by both our distinctive Catholic ethos and learning culture. Please contact Mrs Southworth at a.southworth@sbchs.co.uk, to arrange your visit.

In 2017, St Bede's celebrated sixty years of proud service to the local community of Ormskirk and its surrounding areas. A school built originally to cater for five hundred pupils now has around seven hundred on roll and is regularly well over subscribed. In recent times, the school has performed well in external examinations, without losing its sense of identity and maintaining its commitment to the education of the whole child

If appointed you will work with an outstanding, highly skilled Governing Body which has driven the school's recent rapid improvement. Additionally, our staff body, both teaching and support, is passionate about enhancing the life chances of our pupils and which works tirelessly towards achieving that goal. Our school building provides a traditional learning environment which, although constructed in the 1950s, has undergone significant upgrading of late and which now provides pupils with a bright, safe and modern site. We are committed to ensuring that our pupils receive the educational provision which they deserve.

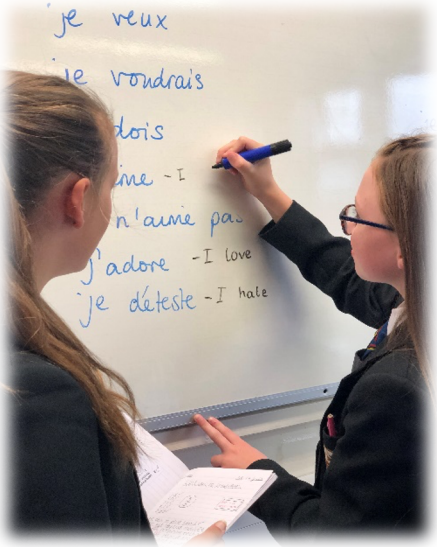
In recent years, external assessments of the progress we have made as a school, from both Ofsted and the Archdiocese of Liverpool, have been most complimentary about the great strides forward which have been made. If you are successful in your application, I am sure that you would be excited by the capacity to further improve which still exists at our school and that you will experience both personal and professional fulfilment in the role. I hope that you will give careful consideration to applying for this post and joining a school with a proud history and bright future.

At the end of this academic year, I will be leaving St. Bede's to take up a Chief Executive post with Evaluate-Ed. Mr Morgan, who was previously our Deputy Head, has been appointed to the substantive post of Headteacher.

Yours sincerely

P Denton

Headteacher



Job advertisement

Archdiocese of Liverpool

St Bede's Catholic High School

School Business Manager - Grade 11

NJC Scale Point Range (40 – 44)

£44,624 to £48,684

The Governors of this high achieving and highly successful school wish to appoint a Business Manager from 1st January 2023 or sooner. The Archdiocese of Liverpool judged the school to be 'Outstanding' stating, "St Bede's provides outstanding Catholic education". Ofsted judged the school to be 'Good' in all categories,

Our school has a strong Catholic mission at the centre of its community life. Our values are centred on love, faith and hope .We believe that we are part of God's creative process, providing the opportunity for each individual to flourish in order to serve the Common good.

This is a challenging and diverse role and only suitably qualified and experienced candidates should apply. The successful candidate will lead on the strategic development for Finance, Premises & Facilities, Health & Safety, Compliance, Asset Control, Human Resources and Marketing. We strive for excellence in all that we do, and the work undertaken by our support teams is no exception.

Governors are looking to appoint a Business Manager who will support the newly appointed Headteacher and build on a well-established reputation and culture of high achievement. Our vision is a lived ambition and all we do is centred on creating a school that can '…deliver a world class Catholic education that encourages our students to want to make the world a better place'.

The successful candidate will:

- have recent successful leadership experience
- have the ability to lead, motivate and inspire pupils, staff, parents and Governors in pursuit of the school's strategic development
- be committed to furthering the achievement and progress of all pupils in the school
- be able to demonstrate the ability to lead on operational matters and show a history of strong financial management

We can offer:

- a calm and supportive community, underpinned by our strong Catholic ethos
- wonderful, enthusiastic pupils who are eager to learn and achieve
- a strong leadership team with a dedicated team of staff
- a committed and supportive Governing Body, Local Authority and Archdiocese
- a firm commitment to your ongoing professional development

Application packs can be downloaded from the school website www.sbchs.co.uk or by emailing Mrs A Southworth, School Business Manager a.southworth@sbchs.co.uk

Tours of school by appointment with Mrs Southworth. Please email a.southworth@sbchs.co.uk

Closing date: 9am, Monday 22nd August 2022

Shortlisting will be undertaken on the 22nd August 2022

Interview date: Friday 26th August 2022

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake an Enhanced DBS check

Lex Tua Lux "The Light is your Law"

Job Description

Reporting to:	Head Teacher and Governors
Purpose :	To take the lead on the school's strategic approach for school operations, Finance, Human Resources, Premises, Facilities, Lettings, Health & Safety, Data Administration, Compliance, IT, Asset Control, and Marketing.
Overview of this role:	Making a positive impact on the development of pupils through: • Providing a safe, happy and respectful school community. • Encouraging pupils to want to make the world a better place. • Celebrating and welcoming diversity and equality. • Empowering, challenging and inspiring all in the classroom and beyond. • Creating opportunities that reflect the school vision. • Promoting love, faith and hope across the school and local community;
MAIN DUTIES AND RESPONSIBILITIES	
Finance	• To secure the sustainable financial viability of the School, contributing to whole school development planning, leading strategies for financial and organisational initiatives and budget setting. • Be responsible for the day-to-day line management of the Finance, Admin, Premises, Catering and IT teams; • Be responsible for the financial authorisation, bank reconciliation; cash flow and monthly monitoring returns. • Report to Governors and attend all Governing Body meetings, preparing termly reports as required. • Ensure the School's financial position and procedures are aligned to the school's vision, values and objectives to promote the best outcomes for all and comply with all relevant statutory policies, procedures and reporting requirements; • Seek and make use of specialist financial expertise to achieve value for money; • Monitor the effectiveness, efficiency, compliance and implementation of School contracts, community lettings and agreements; • Select appropriate investments taking account of risks and stakeholder views in order to maximise return; • Explore streams of new income through effective bid writing, partnerships, joint ventures and business development.

Human Resources	• Be responsible for the day to day HR activities that are required by the school; • Liaise with Teachers' Pensions and local authority as required; • Ensure arrangements are in place for an effective payroll system and ensure compliance with all relevant legislation; • Ensure all government statutory returns and payments are submitted accurately and on time; • Be responsible for the recruitment, induction, performance management and continued professional development of Support staff managed within the teams highlighted above;
Administration and Operations	Have oversight of the main office, student services, reception and be responsible for the line management of the Assistant Business Manager; Premises Manager, IT Manager, Catering Manager and Finance team.
	Have oversight of statutory returns, operations and administrative duties required by the school; Have oversight of Covid operations, leading on compliance, testing, reporting and to give advice and guidance to the school in accordance with current Government legislation. Lead in all matters relating to school Governance liaising with the Chair of Governors, Chairs of committees and Lancashire Governor services.
Health & Safety, Premises, Lettings, Procurement and Asset Management	The Lead Professional with strategic overview of the school's site, buildings, equipment and facilities with responsibility for the day to day line management of the H & S, Premises Manager and Lettings operations. Lead in all procurement negotiations and variations to current contracts, monitoring standards against performance in line with output specifications to ensure the school achieves maximum value for money; Ensure a compliant and robust Health and Safety Management System is in place with effective contingency plans for emergency procedures, illness, accident, fire and other emergencies; Have strategic oversight for risk management within the School and advise on loss prevention strategies in the school to reduce insurance costs; Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets; Ensure that the School's systems, processes and infrastructure support the planned efficiency and productivity of the operational services.
Catering	Have oversight of the in house catering operations including the production of financial reports, food safety standards, menus, external audits, allergen compliance and be responsible for line management of the Catering Manager; Present catering income and expenditure monitoring figures to the head teacher and Governors on a regular basis and as requested.
GDPR	Ensure the School is fully compliant with GDPR and liaise with the DPO as and when required. Have oversight of the annual external audit across all areas of school.

	Update GDPR training for staff and Governors annually Have oversight of FOI and Subject Access requests as required
Other	Lead and manage change in accordance with the School's Development Plan and be a key member of the Senior Leadership Team; Lead and manager on school development projects working collaboratively with the Diocese, school surveyors, Cassidy and Ashton and local contractors. Provide clear direction, acting as a role model to inspire higher standards and results in others through business improvement and embedding professional business standards; Foster a culture of continuous improvement and collaboration, demonstrating a commitment to quality and service of business operations; Participate in organisational improvement projects and programmes as required, responding to national and local policy, including the management of impact of change; Work collaboratively with operational and educational staff in education and business functions to improve efficiency, sharing information and constructively supporting others; Analyse management information in a way that allows it to influence operational decisions made, and develop plans to facilitate operational process, efficiency and effectiveness.
Additional Duties	• To adhere to Safeguarding and Child Protection procedures in line with school policy; • To ensure own CPD needs are planned for and met through professionally recognised qualifications; • To adopt a flexible approach and attitude to working hours, as the post holder will sometimes be required to work outside normal working hours; • To undertake such other duties and responsibilities as may be reasonably requested by the Head teacher.
Health & Safety	All staff at St Bede's are required to remain vigilant, observe all relevant Health and Safety policies and procedures, taking reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line manager, and the Premises Manager.
Equality & Diversity	Staff at St Bede's are expected to promote equality of opportunity for all, both current and prospective, and to support an environment that values diversity and respect.
Data Protection	All staff have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018.

Safeguarding & Child Protection	St Bede's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.
Working Times	Full-time Holidays to be agreed throughout the school year
Salary/Grade:	NJC Scale Points 40 - 44 £44,624 - £48,684 (depending on experience)
Disclosure level:	Enhanced
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job tittle	

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake an Enhanced DBS check

Person Specification

Essential Attributes	
Qualifications	• Minimum 2 A Levels, and GCSE or equivalent at Grade C or above in English and Maths • Qualification to at least Level 4 in the fields of business or finance (or equivalent)
Experience	Evidence of: • Successful leadership linked to strategic planning, action planning, monitoring and evaluation • Effective leadership of financial and budgetary management and control within a complex organisation • Use of a variety of financial management systems to provide efficient and effective management of the budget • Working effectively in co-operation and partnership with a wide range of internal and external partners and stakeholders including both statutory and non-statutory organisations and groups • Managing and/or procuring service contracts in the public, private or independent sectors • Effective management of human resources within a service organisation aligned with the skills to identify and develop staff
Knowledge	• A clear understanding of financial systems, accountability structures and financial compliance requirements for business • Firm understanding of the national education landscape, and the legal framework under which schools and academies operate • Evidence of continuing professional development • Knowledge of data protection and information security guidelines, including GDPR, FOI and Subject Access requests • Understanding of statutory regulations in relation to Human Resources
Personal Attributes & Skills	Has an ability to: • Demonstrate resilience, motivation and commitment to driving up standards • Overcome challenges and create new, effective solutions • Demonstrate integrity, confidentiality and confidence to challenge others • Work independently and flexibly to solve a range of problems relating to operational processes • Use appropriate judgement to seek and clarify detail where appropriate • Prioritise workload and produce accurate, detailed work within deadlines • Think strategically and be able to demonstrate this through work at senior leadership level

	• Contribute to efficiency through sharing information and constructively supporting others • Interpret complex legislation and regulations • Manage and motivate others • Demonstrate highly developed planning and organisational skills • Demonstrate high order ICT skills with an understanding of Microsoft packages and Cyber security • Demonstrate excellent interpersonal and communication skills, verbal and written
Other Requirements	• A commitment to Equality of Opportunity • A commitment to promoting the ethos, vision and values of the school • A moral purpose of working within the education sector • A commitment to safeguarding and promoting the welfare of children and young people • A positive "can do" attitude • A sense of humour
Desirable Attributes	
Qualifications	• Educated to Degree Level • Certificate in School Business Management (CSBM)/Advanced/ Diploma in School Business Management (ADSBM / DSBM) • CIPFA 'Certificate in Financial Reporting for Academies' •
Experience of	• Effective management and leadership within in an educational, public or charity service sector • Working with HCSS/Access Financial software
Knowledge	• Knowledge of safeguarding, risk, health & safety in an educational setting • Understanding of Governance structures

Application Process

Application

If you wish to apply, please email your completed application form to Mrs A Southworth, School Business Manager, at A.Southworth@sbchs.co.uk, or alternatively post your completed forms and address to Mrs A Southworth, St Bede's Catholic High school, St Anne's Road, Ormskirk, L394TA. Please note that only Catholic Education Support Staff application forms will be accepted and that you should not enclose a Curriculum Vitae.

School visits

Prospective candidates are welcome to visit the school to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Mrs A Southworth, School Business Manager, at a.southworth@sbchs.co.uk

Closing date

Please ensure that your completed application form arrives by 9 am Monday 22nd August 2022

Shortlisting

Shortlisted candidates will be informed by telephone. If you have not been shortlisted, we will inform you of this via email.

Selection process & Interview dates

The date for the interview are proposed to be Friday 26th August 2022

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