

**School Business  
Manager**

**Application  
Pack**

# **ST TERESA'S CATHOLIC PRIMARY SCHOOL**



**Closing date: 19<sup>th</sup> April 2023**

**Shortlisting Date: 20<sup>th</sup> April 2023**

**Interview Date: 27<sup>th</sup> April 2023**



Diocese of Lancaster  
**Education Service**  
Euntes in mundum



Blessed Edward Bamber  
**Catholic Multi Academy Trust**

# Welcome to St Teresa's

Thank you for your interest in applying for the role of school Business Manager at St Teresa's Catholic Primary School and Nursery. St Teresa's is a one form entry, Catholic School situated in Cleveleys, on the Fylde Coast, north of Blackpool covering the parishes of St Teresa and St John Southworth. We have recently converted to academy status and joined the Blessed Edward Bamber Catholic Multi Academy Trust.

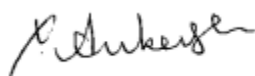
We seek to give our children a first class education enriched by Gospel Values. The most recent Ofsted (December 2017) graded school as 'good' and we are looking for committed and enthusiastic applicants to work in our school as we continue on our journey; consolidating all that is good and moving towards outstanding.

Our Mission Statement guides our work in school and within the community, helping the young people in our care thrive and grow to reach their potential. St Teresa's Catholic Primary School is a Christ-centred, loving and nurturing learning-community. Uniting home, school and Parish, we strive to support, guide and develop the uniqueness of every individual's God-given gifts and talents.

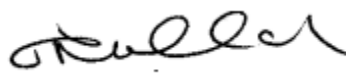
Application forms and supporting documents can be downloaded from the school website:  
<https://www.stteresasprimary.co.uk/vacancies/> or obtained from the school office by email or hardcopy. If you would like additional information please contact myself at the school.

St Teresa's Catholic Primary School aims to be an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. If you feel this is the post for you, we look forward to welcoming enquiries from you. Thank you once again for taking an interest in our school and we look forward to hearing from you.

Lynsey Ankers  
Headteacher



Cyril Holland  
Chair of Governors



***We look forward to receiving your application***



*...from smallest to greatest...*



# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of School Business Manager at St. Teresa's Catholic Primary School. St. Teresa's part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

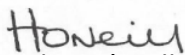
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely



Helen O'Neill

Chief Executive Officer

# Trust Schools



Christ the King  
Catholic  
Academy



Sacred Heart  
Catholic  
Primary School



*Care - Courtesy - Concern*

St. Cuthbert's  
Catholic  
Academy



St. Kentigern's  
Catholic  
Primary School



St. Mary's  
Catholic  
Academy



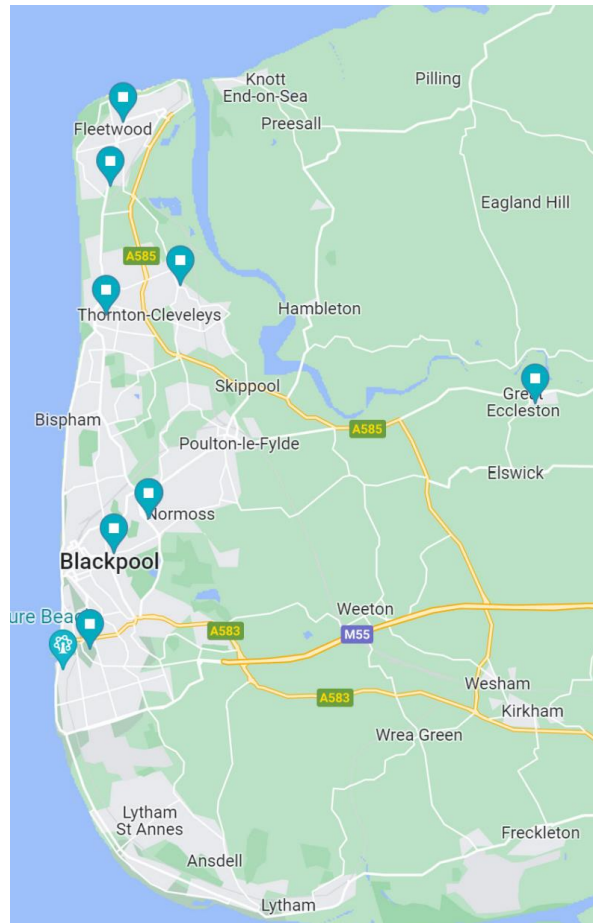
St. Mary's  
Catholic  
Primary School



St. Teresa's  
Catholic  
Primary School



St. Wulstan's &  
St. Edmund's  
Catholic  
Academy



# How to apply

Applicants must complete the CES application form.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Your application should be addressed to the Headteacher, Lynsey Ankers and can be submitted electronically to the Business Manager, Ann Daly@ [ann.daly@stteresasprimary.com](mailto:ann.daly@stteresasprimary.com)

We will acknowledge receipt of your application.

**Closing date for applications:**      **Wednesday 19<sup>th</sup> April 2023 midday**

**Shortlisting:**                              **Thursday 20<sup>th</sup> April 2023**

**Interview dates:**                        **Thursday 27<sup>th</sup> April 2023**

## **Post Details:**

**Grade: F – NJC scale point range 19 to 24**

**Salary: £27,852.00 to £31,099.00 pro rata**

**Contract: Permanent**

**Required: May 2023 or as soon as possible**

**Hours: 30 hours per week over 4 days**

**Weeks worked: Term time only plus 10 days**

# Job Description

## Administrator 5 - Business Manager

### Purpose of the role (job statement)

To contribute to the planning, development, and implementation of financial and administrative services within the school.

### Responsibilities:

Key duties:

1. Be responsible for business and financial management of school resources including budget preparation;
2. Manage the school's administrative function through planning, developing, designing and monitoring administrative systems and procedures;
3. Manage support staff;
4. Assist the Headteacher and Governing Body with income generation activities and in promoting and marketing the school;
5. Arrange provision, analysis and evaluation of data and detailed reports and information to the Senior Leadership Team, the Governing Body and outside agencies;
6. Manage the administration of human resources;
7. Manage the procurement process, including securing appropriate service contracts, licences and insurance;
8. Liaise with other staff, pupils, parents/carers and external agencies;
9. Maintain confidentiality and adhere to safeguarding procedures.

Individuals in this role may also:

1. Management of facilities, including premises, lettings and liaising with external contractors;
2. Prepare and submit bids for funding from outside agencies under the direction of the Headteacher;
3. Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school;
4. Contributes to and develops strategic policies and initiatives and makes budget or policy decisions / recommendations with implications for the whole school.

### Indicative knowledge and experience:

- Knowledge of theory and practice of business and administration management; extensive experience and expertise across a range of activities, such as finance, procurement, administration, staff management;
- Significant experience in administrative / finance roles;
- National qualifications level 4 or relevant extensive work experience;
- Willing to work towards the Certificate of School Business Management (CSBM);
- Good interpersonal communication skills;
- Requires skills for the management of staff, negotiations with suppliers, advice to the governing body and liaising with external bodies; deals with sensitive issues e.g., contracts, HR;
- Skills for whole school planning, budget planning, development of administrative & financial procedures, involves complex issues, situations and problems which do not always have prescribed solutions.

**Grade F – SCP 19-24**

# Person Specification

## Administrator 5 - Business Manager

<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Recognised business qualification level 4 or above or equivalent related professional qualifications or experience</li> </ul>	<ul style="list-style-type: none"> <li>School business manager-specific qualification</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Member of the ISBL – Institute of School Business Leadership</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Managing strategic financial plans</li> <li>Managing budgets, financial reporting, procurement</li> <li>Managing change projects</li> <li>Managing administrative function through planning, developing, designing and monitoring administrative systems and procedures</li> <li>Managing staff</li> </ul>	<ul style="list-style-type: none"> <li>Managing within an educational environment</li> <li>Experienced at working at a senior level alongside Senior Leadership</li> <li>Managing Health and Safety</li> <li>Management of facilities, including premises and liaising with external contractors</li> </ul>
<b>Knowledge and skills &amp; abilities</b>	<ul style="list-style-type: none"> <li>Able to deliver services and systems applicable for effective school management.</li> <li>Able to deliver value for money initiatives.</li> <li>Able to lead teams and individuals.</li> <li>Innovative in using new technology to enhance efficiency and effectiveness.</li> <li>Able to use a range of IT packages.</li> <li>Able to review and develop the support services so that meets the current and future needs of the school.</li> <li>Ability to interpret advice/statute and devise policy/practice in the light of these.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of school funding arrangements.</li> <li>Understanding of promoting positive relationships with the wider school community.</li> <li>Have experience of managing social media on behalf of the school.</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>Highly developed interpersonal skills including influencing skills.</li> <li>Willingness to constructively challenge the work of self and others to continually improve one's own work performance.</li> <li>Eager to meet new challenges and drive further improvements.</li> <li>Ability to work under pressure and meet deadlines.</li> <li>Have a can-do attitude, be a team player and have a good sense of humour.</li> <li>Be highly motivated and committed to the school.</li> <li>Have excellent time management skills.</li> <li>Excellent communication skills both verbal and written.</li> <li>Friendly and approachable with a welcoming and professional manner.</li> <li>Ability to work independently and as part of a team.</li> </ul>	
<b>Other (including special requirements)</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and protecting the welfare of children and young people.</li> <li>Commitment to equality and diversity.</li> <li>Commitment to Health and Safety.</li> </ul>	



# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

