



St. Christopher's C.E. High School



# School Business Support Officer Vacancy

Grade 3

Required as soon as possible | Temporary till 31/12/2025



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That person is

*like a tree*

planted by streams of water, which

*yields its fruit*

in season and whose leaf  
does not wither

*whatever they do*

*prosper.*

Psalm 1:3



# A LETTER FROM THE HEADMASTER

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Dear Colleague,

Thank you for expressing an interest in applying for the position of **School Business Support Officer** at St Christopher's. This temporary vacancy will provide the successful candidate with the opportunity to work in a very strong Learning Support department and an **Outstanding** 11-18 Church of England high school (SIAMS 2016-17).

The successful candidate will join a joyful, flourishing and thriving school. The staff are hard-working, reflective and collegiate in approach. Our pupils are a delight and parents are very supportive. St Christopher's is a rewarding place to work and to develop professionally. The school engenders real loyalty from all who are associated with it.

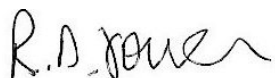
The application form should be completed electronically and emailed to [vacancies@st-christophers.org](mailto:vacancies@st-christophers.org), marked for the attention of Mrs Grimshaw, my PA. It should be accompanied with a supporting letter of not more than two sides of A4 paper, in 11 point font, explaining your suitability for the post, including reference to your skills, experience and a flavour of your vision for working at St Christopher's.

The closing date for applications is **Tuesday 10th December 2024 (12noon)** and interviews are planned for the week commencing the 16th December 2024.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email my PA at the above address.

I took up my present position at St Christopher's in September 2013 and know all too well the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



**R D Jones**  
Headmaster



*“The clear Christian vision of the senior management team (SMT), ably led by the headteacher and well supported by governors and the director of spirituality, ensures that the academy is a caring and inclusive community in which learners flourish as ‘children of God’.”*

# ABOUT ST CHRISTOPHER'S

## Introduction

St Christopher's is a highly successful and popular 11-18 co-educational Church of England academy with 1,300 pupils and students on roll. We are situated in the Lancashire town of Accrington close to the Ribble Valley. Good motorway links mean that Preston, Burnley, Blackburn, Manchester, and North Yorkshire are all within a 30-40 minute car journey. The school is situated in a pleasant setting with views towards Pendle Hill.

Our pupils come from a wide catchment area. Pupils join us in Year 7 from over fifty primary schools, and the sixth form receives students from around thirty secondary schools. We enjoy an enviable reputation, built-up over many years, for providing high quality education for a comprehensive intake of pupils. Our reputation means that we are a popular school, and always over-subscribed. However, we do not allow ourselves to become complacent, always striving for higher standards in all areas. This year, for example, well over 800 applications were received for the 195 on offer. Ten per cent of our pupils are eligible for the Pupil Premium and 3% are from minority ethnic groups.

Our teaching comprises of 80 teachers and 12 teaching assistants. The core Senior Leadership Team is substantively the headmaster, one Deputy Headteacher, two Senior Assistant Headteachers, two Assistant Headteachers, and the school Business Manager.

The school's commitment to learning extends to staff as well as pupils; there is a well-developed support structure for early career teachers and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop and further improve the quality of teaching and teachers are encouraged to think deeply about how pupils learn. Whilst we appreciate the contribution that technology can play in assisting learning, we remain committed to the idea that it is the teacher who makes the difference.

## Academic results

Our pupils achieve very well, and all move on to high quality destinations. This year over 80% Year 11 pupils gained 5+ GCSE passes at grades 9-4, including English and mathematics. Our Sixth Form, which opened in 2010 and now has over 300 students studying A-level, achieved impressive results, with 87% of students gaining A\*-C. Attainment and progress are at record levels.

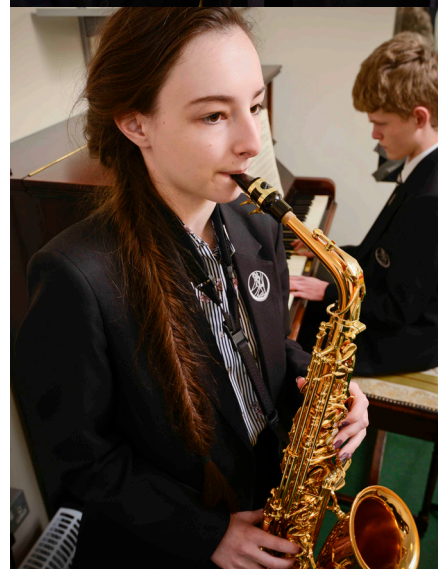
The school has grown significantly in recent years, but this period of change has been managed without compromising the high standards of pastoral care and academic achievement for which we are well known.

## Curriculum

We offer a genuinely broad and balanced curriculum to all year groups rooted in a strong and coherently expressed sense of educational purpose and intent. Pupils acquire the skills, concepts, knowledge, and skills necessary to prepare them to take place their place as active and successful citizens of the 21st century.

At Key Stage 3, subjects are taught according to the National Curriculum guidelines and a wide range of proven learning styles are used to ensure that all pupils are engaged and able to progress. Teachers use their expertise to identify the key knowledge that pupils need, and this helps pupils to strengthen their knowledge and deepen their understanding.

In Years 10 and 11, all pupils follow a core curriculum of English, mathematics, science, RE, PSHE and RE. In addition, pupils select courses from a wide range of GCSE options. Pupils are encouraged to study the EBacc suite of qualifications, with the most able following separate science courses.



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Nearly thirty A-level courses are offered in the Sixth Form. Most students continue to study four subjects for most of the Lower Sixth and continue with three of these in the Upper Sixth. All sixth formers participate in our extensive enrichment programme. A wide range of options are available including pre-professional work experience, sports academies, archery, and dance. Most students progress to university with many making successful applications to Russell Group universities including Oxford and Cambridge.

The curriculum is based around five sixty-minute periods per day, organised as a two-week 48 lesson timetable.

### Extra-curricular activities

Pupils are encouraged to participate in a wide range of extra-curricular activities including the largest school-based Duke of Edinburgh Award Scheme in Lancashire, an award winning eco group, and a vibrant music department which enjoys a national reputation. Opportunities for foreign travel are numerous, including, in recent years, visits to India, Iceland, USA, Paris, Rome and Barcelona.

All staff are encouraged to participate to the extra-curricular life of the school and contribute in any way they can.

### Pastoral care

The Heads of Year and Form Teachers (Personal Tutors in the Sixth Form) have responsibility for the welfare, academic progress, and discipline of the pupils in their care. Time is set aside each day to enable form teachers to get to know each pupil as an individual.

Pupils are offered many opportunities to accept positions of responsibility in addition to the senior roles of prefect, Head Boy, and Head Girl. Pupil Voice is active and encouraged and most notable through the work of an active School Council.

### Spiritual care and worship

St Christopher's opened in 1958 to educate the children of Church going families of east Lancashire. Admission to the main school is primarily based on parental patterns of worship at churches recognised by Churches Together or the Evangelical Alliance.

The school motto of 'Ad Gloriam Dei' informs all that we do. We try to establish caring attitudes and lasting values through worship and work done in the classroom, as well as, on a more practical level, supporting charitable appeals.

Each school day begins with an act of worship within the Anglican tradition. A Chaplaincy Team supports our worship and pastoral work, each year group having its own chaplain.

At the last SIAMS inspection (2016) the school was judged **Outstanding in all areas**.

### Ofsted

The school was inspected by Ofsted in December 2016 and was judged to be Good with several Outstanding areas. Inspectors reached some telling judgements.

- **'Leaders have created an ambitious culture. Pupils are expected to become the best they can be, both academically and socially.'**
- **'Pupils' attendance is excellent.'**
- **'The work the school does to keep pupils safe is exemplary.'**
- **'The behaviour of pupils is outstanding.'**
- **'Tolerance and respect are strongly evident throughout the harmonious school community and the warm and inclusive ethos permeates every aspect of the school's work.'**
- **'Pupils are proud of their school. Pupils of all abilities demonstrate resilience and enthusiasm in lessons.'**
- **'Attainment is at record levels.'**

These judgements were confirmed in our Section 8 report which was published in May 2022.

We all work hard to ensure that every child at St Christopher's is known, supported and challenged. In the words of one of our former students ...

***"I am still not sure what I want to be but after studying at St Christopher's I know who I want to be."***

***"St Christopher's Christian virtues give all pupils a caring, structured environment in which we flourish into capable and successful young adults. Our school ethos establishes a compassionate atmosphere that guides us to become positive, appreciative members of the St. Christopher's family."***



# JOB DESCRIPTION

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<b>Post Title:</b>	School Business Support Officer (Temporary till 31/12/2025)
<b>Scale:</b>	Grade 3 (Spine Point 3)
<b>NJC Conditions:</b>	Term Time Only
<b>Actual Starting Salary:</b>	£20,316 (FTE* = £24,027pa)
<b>Responsible to:</b>	School Business Manager

## Main Purpose

Under supervision maintain, update and extract information from systems and database and provide general administrative/clerical/financial support for the school. This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents and staff or call for the use of higher-level text processing/spreadsheet/IT skills or audio typing that involves the use of a range of software packages.

## Main Activities

- Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc.
- Routine financial administration, including petty cash, postage, banking etc.
- Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, examinations etc including related financial administration.
- Production of regular management information, including financial data and assist in the production of reports for the Business Manager.
- Monitoring of monthly budgets and advising the Business Manager on variances.
- Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
- Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher
- Maintain the SIMS database
- Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices.
- Input requisitions, orders and invoices on the finance system Access.
- Monitor the catering income and expenditure.

## General Activities

- Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.
- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.

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- To take care for their own and other people's health and safety.
  - To be aware of the confidential nature of issues.

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply the school's health and safety policy.

### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare and children and young people. All successful applicants will be subject to an enhanced DBS disclosure.

*This job description will be reviewed regularly and may be changed, in consultation with the post-holder, to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*The appointment is subject to the current conditions of employment of deputy headteachers contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant teacher and headteacher standards.*

\* FTE = Full-time Equivalent

*"St Christopher's offers a friendly and supportive environment, where teachers strive to support each individual pupil to fulfil their potential. The varied curriculum and rich opportunities provided ensure that pupils flourish both socially and academically."*

# PERSON SPECIFICATION

Criteria to be determined from application form and supporting statement.

## Training, qualifications and experience

- English and Maths grade C or 4 or above ..... E
- Level 3 Business qualification or be working towards ..... E
- Considerable Experience of working in a busy school office ..... E
- Experience of using SIMS and Education Access Finance ..... E

## Professional knowledge and understanding

- General experience of working in a finance role ..... D
- Experience of finance or business management to support the day to day operation of the School ..... E
- Ability to assist in and implement new procedures in line with the needs of the School ..... E
- Develop and maintain effective record keeping and MIS systems ..... E
- Good organisational skills ..... E
- Professional and friendly, with a flexible approach to work ..... E
- Ability to work under minimal supervision ..... E
- Ability to work under pressure and to strict deadlines ..... E
- Good written and verbal communication skills, including the ability to negotiate and influence ..... E
- Ability to set up and interpret management information systems to ensure ongoing review of performance and progress towards targets and objectives ..... D
- Communicate effectively with a wide range of audiences ..... E
- A passionate belief in the school's mission statement, aims and objectives ..... E
- Highest levels of professional and personal integrity (including maintaining confidentiality and discretion at all times) ..... E
- Highly motivated, enthusiastic and flexible to change ..... E

## Personal and professional qualities

- Excellent Interpersonal skills (verbal and written communication) ..... E
- Personal resilience, persistence and perseverance ..... E
- Commitment to on-going learning and professional development ..... E
- Hard working, loyal and flexible in approach to work ..... E
- Excellent time keeping and attendance record ..... E
- Willingness to support the ethos of a Church school ..... E
- Christian commitment ..... E
- Commitment to support the school's agenda for safeguarding and equality and diversity ..... E
- Enhanced DBS clearance will be required ..... E

E = Essential | D = Desirable

## Confidential references

- Professional references should show a strong level of professional support and a positive recommendation from the applicant's current employer.

*"I was a bit nervous on my first day, but afterwards I knew that somebody would always be there for me if I needed help."*