



ST. MATTHEW'S
ROMAN CATHOLIC HIGH SCHOOL
Voluntary Academy

JOB APPLICATION PACK

DIOCESE OF  SALFORD

Director of Finance and Operations



EMMAUS
CATHOLIC ACADEMY TRUST

St Matthew's RC High School, Nuthurst Road, Moston, Manchester M40 0EW
E contact@smrchs.com T 0161 681 6178

Welcome from our Headteacher



Thank you for taking the time to consider applying for the post of Director of Finance and Operations.

Here at St Matthew's my vision is clear. I expect the highest standards, in order to achieve the best for our young people. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. I am confident that we have taken the first steps to being the outstanding Catholic community we all want for our young people. Whilst I recognise that there is still work to do, I am very confident that working together, we can achieve excellence for our community.

Together, with the Governors, we are looking for someone who will take this ambition forward, who can articulate a vision for the future, and who has the skills to realise that vision. In addition, we are looking for someone who shares our commitment to safeguarding, child protection and the welfare of students.

In return we are totally committed to the continued professional development of all staff and take seriously our responsibility to develop the leaders of the future.

If you have the passion and skills to enhance the work of our school and wish to work in forward thinking, supportive environment please complete the application form and supporting documents as described.

Candidates should be aware that as part of the selection process we will carry out the following pre-appointment checks:

- Candidate's identity (photographic evidence)
- Eligibility to work in the UK (as appropriate)
- An enhanced DBS

Yours sincerely,

A handwritten signature in black ink that reads 'H Murden'.

Mrs Helen Murden
Headteacher





Our School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. We have been on a journey to catholic excellence since 2018.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Our core business is Teaching, Learning and Achievement. St Matthew's is proud to serve our local community, recognising the multi-cultural, multi-faith and ever changing nature of our wider society.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.



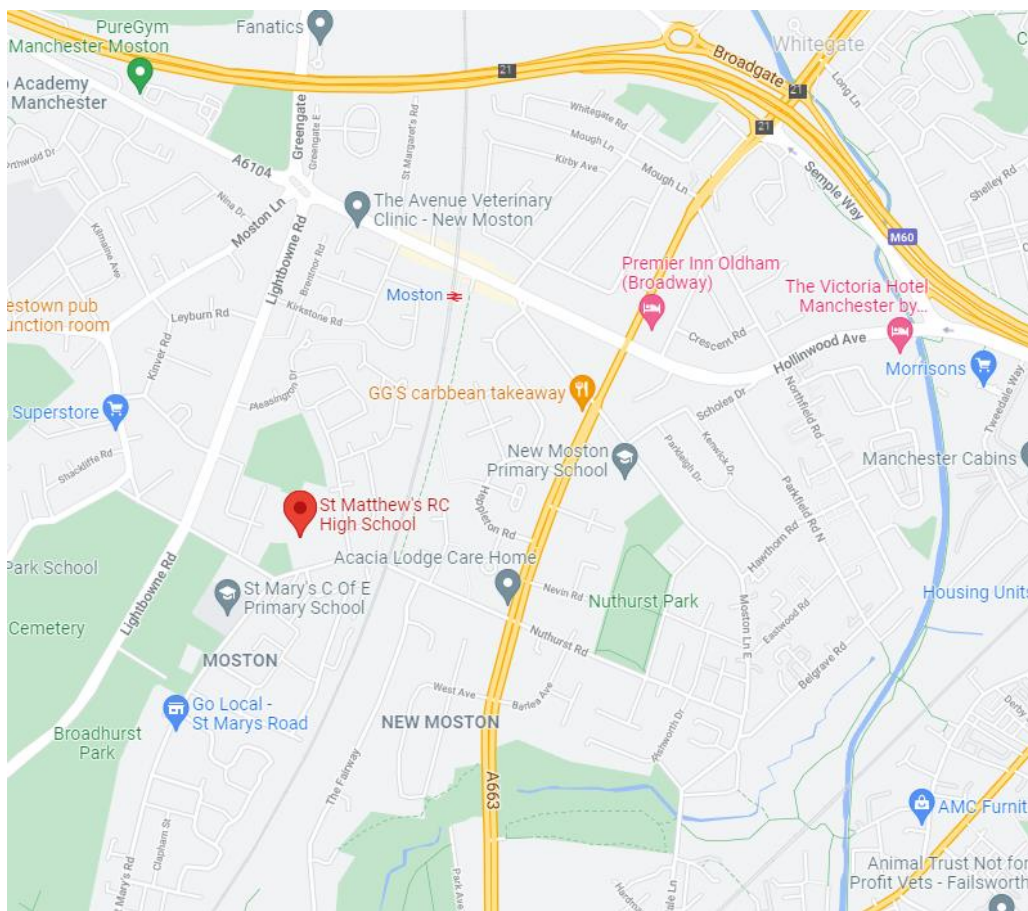
Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- ✓ Safeguarding and child protection
- ✓ Online/E-Safety
- ✓ Whistleblowing
- ✓ Staff Code of Conduct
- ✓ Data Protection
- ✓ Privacy Notice

They are also expected to be familiar with 'Keeping Children Safe in Education, 2021'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.





Travelling to St Matthew's

North bound;

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound;

Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road

Director of Finance and Operations

Permanent

NJC Grade 12, SCP48-51 (£52,716 to £56,178)

Start date: December 2021



The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional Director of Finance and Operations to join our wonderful school.

Purpose of post:

As a member of the Senior Leadership Team (SLT), the post holder will have responsibility for the professional leadership and strategic management of all financial and operational aspects of the school, in order to support high standards of teaching, learning and achievement for all students.

Reporting to: Headteacher

To arrange an informal visit, please contact Mrs Smith, PA to the Headteacher, on 0161 681 6178 or by email at a.smith@smrchs.com

Closing date for applications: 18 October 2021, 12 noon

Interview date: Week commencing 2 November 2021

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Smith at a.smith@smrchs.com.

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.

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful applicant will be required to complete an enhanced DBS check.



Job Description

The job description below gives an insight into the responsibilities of the post of Director of Finance and Operations and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

1.0 MAIN RESPONSIBILITIES

- 1.1 Being a full member of the school's senior management team and therefore sharing the responsibility for strategic planning across the whole institution and decision making on, and taking part in, the school's day-to-day operation and management.
- 1.2 Taking the lead role in all planning and decision making related to the full range of support services at the school and providing the Headteacher with recommendations and future actions in the areas of specific responsibility for this post.
- 1.3 Keeping abreast of all local and national developments that impact on the job purposes of this post and the strategic direction of the school through active research.
- 1.4 Ensuring sufficient insurance arrangements are in place for the school and its activities.
- 1.5 Managing the Site Manager and maintaining an overview of the site care operational issues, including security.
- 1.6 Building knowledge of the state of repair of all of the school's buildings, grounds and perimeters in order to provide and implement a maintenance schedule.
- 1.7 Act as the school's Data Protection Officer, review policies and procedures regularly ensuring all statutory requirements are met.
- 1.8 Liaising with appropriate school staff, advisors and external contractors in order to manage a portfolio of contracts that supports the daily operation of the School.
- 1.9 Obtaining 'best value' services for all maintenance contracts necessary to support the premises. Lead on a Market Testing programme for all contracts.
- 1.10 Liaising with appropriate contractors, Site Manager, Cleaning Manager and Catering provider to ensure that the services provided by the cleaning and catering staff meet best value requirements and the requirements of the school.
- 1.11 Working with the Site Manager to ensure all statutory inspections and asbestos management are completed and complied with.
- 1.12 To manage effectively the day to day functions of the administrative, reception and marketing provisions of the school.
- 1.13 Line Management of the Office Manager, Finance Manager, the Catering provider, the Site Manager, the Cleaning Manager, the Network Manager, the HR Co-Ordinator and Reprographics Technician.

- 1.14 Day-to-day management responsibility of staff in various business support areas, including leading on the recruitment process, induction of new staff, maintaining effective staff conduct, undertaking regular training and development, staff appraisals, one-to-one line management meetings, monitoring of attendance, etc.
- 1.15 Managing Human Resources including payroll to ensure the provision of an efficient and effective human resource service to staff, and ensuring compliance with personnel policies and procedures that apply under school regulations and statutory bodies and have been agreed by the Governing body.
- 1.16 Manage and lead a marketing team to effectively market the school. Create a marketing plan and put systems in place to achieve business goals. Manage all key events and the marketing budget.
- 1.17 Assisting the Headteacher in managing 'Freedom of Information' requests.

2.0 KEY ADVISOR

- 2.1 Acting as a principal advisor to the Headteacher and full Governing Body and recommending appropriate courses of action in the areas of specific responsibility for this post.
- 2.2 Developing a strong relationship with individual members of the Governing Body and Senior school staff to ensure good working practices.
- 2.3 Preparing and delivering detailed finance, facilities and personnel management reports to the Headteacher and Governing Body as directed.

3.0 EMERGENCY PLANNING

- 3.1 Keeping the school's Health and Safety Policy up to date, ensuring that it complies with the *Health and Safety at work Act* and that it is fully implemented and monitored.
- 3.2 Be an emergency contact for a full range of incidents, to ascertain the problem and take appropriate action for resolution, both during and outside of normal working hours.
- 3.3 Ensuring that the school complies with the *First Aid Regulations* in its provision of First Aid to staff, students and members of the public. In addition, act as the School's Educational Visits Co-Ordinator or arrange to deputise.
- 3.4 Liaising with the Fire Service and the Site Manager to ensure that the installation and maintenance of equipment is suitable for protection against, and escape from, fire.
- 3.5 To maintain and review the Risk Register for discussion at Governing Body meetings.
- 3.6 Where appropriate to participate in the school's contribution to ensuring effective response to civil and other emergencies using skills/expertise relevant to the functions of the post.

4.0 CONTACTS AND RELATIONSHIPS

- 3.7 Enabling the school to be at the heart of the local community by proactively engaging local residents, businesses, the Local Authority and other external agencies.
- 3.8 Developing networking opportunities with other secondary schools and educational establishments in order to share best practice, and subsequently reporting and making recommendations on these to the Headteacher.
- 3.9 Acting as a representative of the school as needed at external meetings and in dealings with contracts, consultants and other external agencies in the areas of specific responsibility for this post.

5.0 GENERIC RESPONSIBILITIES

- 5.1 To deliver your day to day duties consistently with the agreed service level
- 5.2 To actively promote and act, at all times, in accordance with the Mission Statement and policies of St Matthew's RC High School, eg; Health and Safety, Equal Opportunities and Safeguarding
- 5.3 Commitment and contribution to improving standards for pupils as appropriate
- 5.4 Contributing to the maintenance of a caring and stimulating environment for pupils.
- 5.5 To undertake other duties commensurate with the job level.

Elements of this job description may be changed following consultation with your line manager.

CONTINUAL PROFESSIONAL DEVELOPMENT

The school requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the school.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.



Person Specification

Criteria	Essential	Desirable	Evidence
Experience, knowledge and understanding	<p>Successful leadership and management experience in school, or in a relevant field outside of education</p> <p>Experience of preparation, management and monitoring of large-scale budgets using appropriate budgetary systems</p> <p>Expert knowledge of financial management</p> <p>Experience of managing staff and projects in a variety of large and/or complex systems</p> <p>Experience of HR systems and processes</p> <p>Experience of building and facilities management</p> <p>Knowledge of education-specific legislation, regulations and guidelines</p> <p>Good understanding of GDPR and how this relates to the education sector</p>	<p>Knowledge and understanding of PS Financials and other accounting packages.</p> <p>Confidence in developing policies within the business areas to underpin sustainable long-term financial health and demonstrate employment and compliance.</p>	<ul style="list-style-type: none"> • Application • Reference • Interview
Skills	<p>Strategic thinker – able to effectively consider how best to integrate business processes, governance, people and technology to secure sustained organisational performance.</p> <p>Resilience and determination in problem solving, meeting deadlines and achieving outcomes.</p> <p>Ability to access, analyse and interpret data and information</p>	<p>Knowledge and understanding of SIMS (School Information and Management Systems)</p>	<ul style="list-style-type: none"> • Application • Reference • Interview

Personal Qualities	<p>A range of personal qualities relevant to the post, including;</p> <p>A well-reasoned educational philosophy in tune with the school ethos and values</p> <p>Resilience and tenacity</p> <p>Creativity, flexibility and innovation</p> <p>Humour, warmth, energy and patience</p> <p>Reliability under pressure</p> <p>Self-motivation</p> <p>Personal pride and ambition</p> <p>Willingness to work hard</p> <p>Enthusiasm for working with young people</p> <p>Adaptability</p> <p>Willingness to take responsibility</p> <p>Willingness to be involved in the extra-curricular life of the school</p> <p>Commitment to achieving the highest possible standards for students and staff</p>	Confidence in supervising young people if necessary	<ul style="list-style-type: none"> • Application • Reference • Interview
--------------------	--	---	---

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.