



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

SCHOOL BUSINESS MANAGER

**Holy Rosary and St Anne's Catholic Primary
School**



Holy Rosary & St Anne's Catholic Primary School, a Voluntary Academy is part of St Gregory the Great Catholic Academy Trust.

The St Gregory the Great Catholic Academy Trust is a charity and a company limited by guarantee, registered in England and Wales.

Company number: 10785982

Registered office: St Gregory the Great Catholic Academy, Leopold Street, Leeds, LS7 4AW

| ADVERT | |
|---------------|---|
| Post | School Business Manager |
| Grade | S01 |
| Salary | £28,087 - £29,660 (actual) £33,366-£35,235 (full-time equivalent) |
| Contract | Permanent |
| Hours of Work | 37 hours per week, term time plus 10 additional days |

An exciting opportunity has arisen for a School Business Manager to join Holy Rosary and St Anne's Catholic Primary School, part of the St Gregory the Great Catholic Academy Trust. Holy Rosary and St Anne's has a rich diversity of cultures that makes our community special. We strive for excellence and enjoyment in all we do, and work together with parents and carers to develop strong home, school, parish and community partnerships.

A key part of the school leadership team, our Business Manager will ensure that financial and administrative procedures, premises and health & safety all effectively support the provision of a fantastic learning environment for our children to flourish.

We are looking for someone who:

- Has strong financial management skills
- Has strong administrative and organisational skills
- Is proactive, detail-oriented and adaptable
- Has the skills to work with a wide range of people across our community.

Please visit – <https://stgregorythegreatacademytrust.org.uk/hrsa-sbm/> for a job information pack and application information.

Applications must be received by email to recruitment@hrsaprimary.co.uk by 12noon on Monday 13 January 2024.

Assessment is scheduled to take place at the school on Monday 20 January 2024.

Our School and The Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to an enhanced DBS check

Our School and The Trust recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.



Letter from the Headteacher

Thank you for your interest in the role of School Business Manager at Holy Rosary and St Anne's Catholic Primary School.

Our Business Manager will play a key role in supporting me, and the rest of our fantastic staff, to maintain and develop an inclusive environment, providing opportunity for all where children feel loved, happy, safe and secure.

The successful candidate will be able to take the lead in managing the finance, administration, health and safety and premises. Experience of working in an educational environment would be an advantage, however training and support will be available from the Senior Leadership team, a network of experienced Business Managers across the Trust and colleagues from Finance, Health and Safety and Human Resources in the Trust Central team.

Usual hours of work in the post will be 8:30am to 4:30pm, though some flexibility will be required to support school events. Following an initial period of training and familiarisation in the role, there may be an opportunity for hybrid working.

I would encourage any interested candidates to arrange a visit to the school to see us in action – visits can be arranged in the week commencing 6 January 2025, by emailing recruitment@hrsaprimary.co.uk in the first instance.

The role of School Business Manager is an exciting one, no two days will be the same and the role will suit a candidate who is flexible, adaptable and looking for a challenge.
I look forward to reading your application.

Lucy Rundle
Headteacher
December 2024



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| JOB DESCRIPTION | |
|------------------------|--------------------------------|
| Role | School Business Manager |
| Grade | SO1 |
| Responsible to | Headteacher |
| Responsible for | Premises Supervisor |

Purpose of Role

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

To promote and ensure the welfare and safeguarding of children at all times.

Duties and responsibilities

Leadership and Strategy

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

Financial Management and Payroll

- In partnership with the headteacher, and Trust Finance Team, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Manage the school's payroll provision in conjunction with the Trust Central Team and the payroll provider
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept

- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer

Human Resources

- Advise on HR issues within school and ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law, liaising with Trust HR and external HR providers as appropriate.
- Ensure Safer Recruitment practices and principles are followed and the School's Single Central Record is appropriately managed.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

Health and safety

- With the headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff
- Compliance
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

General

- Participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- Improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Play a full part in the life of the school community, fully support our distinctive Catholic mission and ethos and encourage and ensure staff and pupils follow this example.
- Be aware of and comply with school and Academy Trust policies and procedures e.g., child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and St Gregory the Great Catholic Academy Trust
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

| PERSON SPECIFICATION | | | |
|---|----------|----------|----------|
| Qualifications and Training | E | D | M |
| A degree or strong relevant experience in - accountancy, business management or a related discipline | X | | A |
| GCSE Maths and English, or equivalent (Grades A-C) | X | | A |
| Level 4 diploma in School Business Management | | X | A |
| Experience | E | D | M |
| Successful leadership and management experience in a school, or in a relevant field outside education | X | | A, I |
| Involvement in school self-evaluation and improvement planning | | X | A, I |
| Line management experience | X | | A, I |
| Contributing to staff development | X | | A, I |
| Working with children or young people | | X | A, I |
| Advising on and implementing Health and Safety and HR processes | X | | A, I |
| Skills and Knowledge | E | D | M |
| Expert knowledge of financial management | X | | A, I |
| Confident user of Information Management systems | X | | A, I |
| Confident user of MS Office packages (e.g., Word, Excel, PowerPoint) | X | | A, I |
| Ability to work constructively as part of a team | X | | A, I |
| Effective communication and interpersonal skills | X | | A, I |
| Ability to communicate a vision and inspire others | X | | A, I |
| Ability to build effective working relationships with staff and other stakeholders | X | | A, I |
| Knowledge of data protection and confidentiality | X | | A, I |
| Knowledge of Safer Recruitment practices | | X | A, I |
| Behavioural/Personal Characteristics | E | D | M |
| Ability to understand and observe the School and Academy Trust's Equal Opportunities Policy. | X | | A, I |
| To carry out all duties having regard to an employee's responsibility under the School and Academy Trust's Health & Safety Policies. | X | | A, I |
| Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development | X | | A, I |
| Commitment to promoting the welfare and safeguarding of children, young people and vulnerable adults | X | | A, I |
| Ability to work under pressure and prioritise effectively | X | | A, I |
| Commitment to maintaining confidentiality at all times | X | | A, I |
| Ability to deal with difficult situations effectively | X | | A, I |

Key: E – Essential Criteria D – Desirable Criteria M – Method of Assessment A – Application Form
I - Interview

WORKING AT ST GREGORY THE GREAT CATHOLIC ACADEMY TRUST

Our Staff are our most important resource, we are committed to recruiting and retaining the very best people to lead, support and grow our communities by:

- Providing appropriate research and evidence-based Continuous Professional Development (CPD) for all our staff
- Providing membership of the online National College e-Learning platform, providing unlimited access to hundreds of courses and webinars
- Developing the next generation of Catholic leaders by supporting aspirational teachers through our Leadership Development programme, working with the Diocese of Leeds.
- Ensuring staff are well supported and confident in fulfilling their obligations and responsibilities around the wellbeing and safeguarding of children and young people
- Providing high-quality early career support through bespoke training, coaching and mentoring for Newly and Recently Qualified Teachers in line with the Early Career Framework
- Supporting existing and aspiring school leaders to develop their knowledge, understanding and skills by undertaking National Professional Qualifications
- Enabling access to information, advice and support to all staff via our Employee Assistance Programme
- Facilitating training and support for wellbeing and mental health, including Mental Health First Aid
- Valuing the importance of good industrial relations, including engaging positively with Trade Unions and utilising high-quality external HR support
- Providing a range of employee benefits including public transport and retail discounts, and a cycle to work scheme
- Maintaining National Terms and Conditions of Employment, implementing pay awards in line with national recommendations and being a Real Living Wage employer
- Making generous employer pension contributions through membership of defined benefit pension schemes (Teachers Pensions and the Local Government Pension Scheme)

Application and Assessment

Application Documents

To apply for this role please download the CES Support Staff Application Form from our website -, <https://stgregorythegreatacademytrust.org.uk/hrsa-sbm/> or request one by emailing hr@sgtgcat.org.uk

Completed applications should be emailed to recruitment@hrsaprimery.co.uk by 12noon on Monday 13 January 2025.

Informal Discussion/School visit

To arrange an informal discussion about the role with the Headteacher, or a visit to the school please email recruitment@hrsaprimery.co.uk

Assessment and Interview

Candidates meeting all the requirements for the post will be short-listed and details of the assessment and/or interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form, please contact us if you need to discuss this in detail.

We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Pre-Employment Checks

All offers of employment at the Trust are subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.

The DBS code of practice can be found at <https://www.gov.uk/government/publications/dbs-code-of-practice> Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

If invited to interview you will be asked to complete a self-disclosure form. Guidance and criteria on the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

In line with guidance in Keeping Children Safe in Education 2024 we will undertake general online searches of shortlisted candidates.

Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Data Processing

Please refer to our privacy notice, available on the [Trust website](#).