



**Oaklands Catholic School and Sixth Form College**

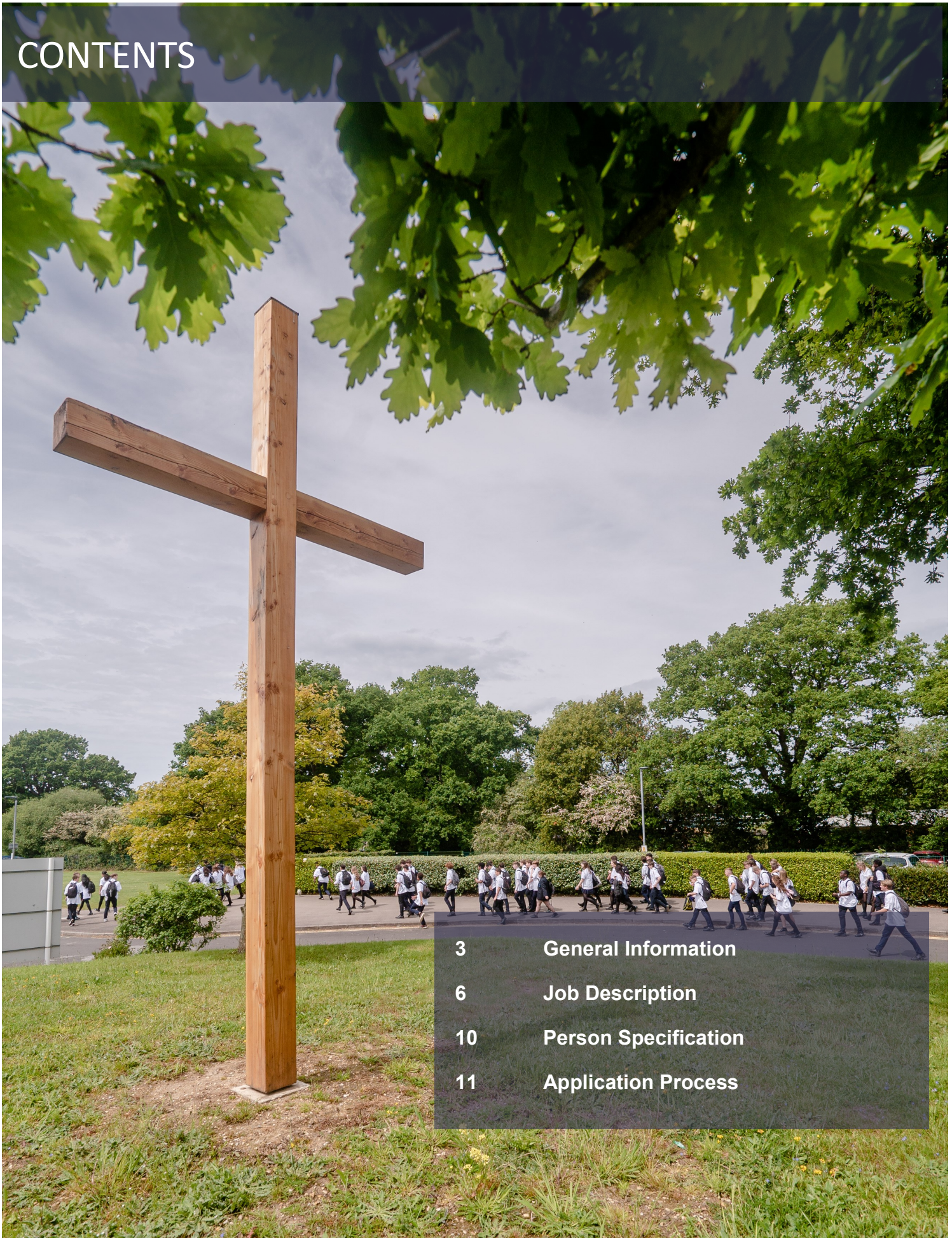
# **School Business Manager**

## **APPLICATION PACK**



**Edith  
Stein**  
Catholic  
Academy  
Trust

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# GENERAL INFORMATION

## School Business Manager

Full time, permanent  
1 April 2025 or as soon as possible after  
Grade I (£63,850 - £71,609)

Dear Prospective Candidate

Thank you for your interest in the role of Business Manager at Oaklands Catholic School and Sixth Form College, a school within the Edith Stein Catholic Academy Trust (ESCAT).

The current postholder is retiring after eleven years of outstanding service. The Governors are seeking to appoint an appropriately experienced, relevantly qualified, hard working, committed and enthusiastic individual to join a highly motivated, innovative and forward thinking school.



The successful applicant will bring creative flare and imagination to the position. This is a strategic leadership position and the post holder will be a member of the Senior Leadership Team with a key role in the development of the school. You will be responsible for the leadership of all aspects of school business including monitoring of budgets, the use and development of school facilities, management of non-teaching personnel, health and safety and staffing, procedure and systems evaluation and design.

Providing a broad and strategic vision and calm and authoritative leadership, the successful applicant will possess a relevant professional qualification (or equivalent experience) suitable for the post with demonstrable success in leading multi-disciplinary teams.

In return we offer an excellent salary and benefits package, the prospect of working for a school with an inspirational ethos which is committed to educational excellence, the skills and resources to share best practice, plus a supportive and dedicated staff and senior team.

Oaklands is the only secondary school in ESCAT. It has nearly 1,300 students on roll, including a Sixth Form College of 200 students. It is a well established Comprehensive School, which is well supported by parents and highly respected in the community.

Oaklands offers a full range of GCSE and A Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

The school stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum. In recent years the school has won a number of successful Condition Improvement Fund bids to improve the school's facilities.

Within the Support Staff there are a number of developed teams who take responsibility for aspects of school life, including catering, HR and payroll, business support, IT, site and facilities management and finance.

More information can be found about Oaklands by visiting our website [Homepage - Oaklands Catholic School and Sixth Form College](#).



## The Ideal Candidate

We are looking for someone who is commercially astute, yet innovative. The appointed candidate will understand the challenges of working in the public sector, ideally schools, local authorities or the health sector. The exact background and work history is less important than high level interpersonal skills and credibility.

The values, beliefs and mission of Oaklands are unique and define our distinctive Catholic ethos. The appointed candidate does not have to be a Catholic, but they will need to be comfortable with our values and working in our sector.

The post holder will keep ahead of funding, compliance and legislative matters providing robust, longer term strategic and budget planning that ensures the Governors and ultimately the Trust Board are fully informed of the school's financial position.

The successful candidate will work closely with the Headteacher, and when required members of the Trust Executive Team. They will attend Local Governing Body meetings, committees, and be expected to produce high-quality reports.

The scope to make an impact and to shape a great role are excellent and I hope that this opportunity excites you and that you will consider applying.

**The successful candidate must have relevant and up-to-date knowledge in relation to working with and protecting children and young people. All staff at Oaklands are expected to display a commitment to the protection and safeguarding of children and young people.**

We would be delighted to speak with you in more detail ahead of your application, so please do not hesitate to arrange a visit by contacting Matt Quinn, Headteacher at Oaklands.

Yours sincerely



**Elizabeth Cluett**  
Chair of Governors



**Marc Evans**  
Chair of Edith Stein Catholic Academy Trust

# JOB DESCRIPTION

## Business Manager

### Main Purpose

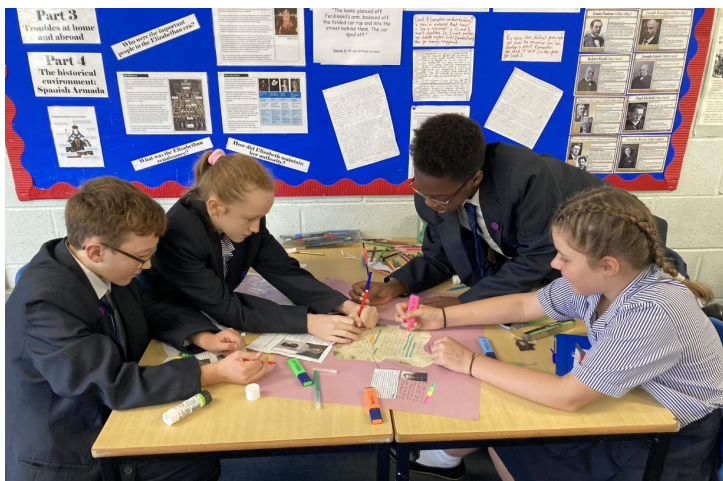
1. Lead on finance, health and safety, site management, HR and safeguarding.
2. Ensure effective systems and procedures in all aspects of school administration.
3. Provide month end finance documentation.
4. Plan and prepare budget forecast.
5. Promote the school and secure funding from various sources.
6. Be a positive and enthusiastic individual who demonstrates commitment, is a strategic thinker and has effective financial management skills.

### Leadership and Strategy

1. Support the Catholic ethos of the school.
2. Line manage Support Staff Managers.
3. Be responsible for line managing Support Staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
4. Hold weekly meetings with Support Staff Managers to ensure they are aware of key policies, strategic direction and day-to-day activity.



5. 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 and the aim of the Trust.
6. Author the relevant sections within the School Development Plan to meet strategic objectives.
7. 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.
8. Work with others to implement a marketing plan for the school.
9. Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
10. As a member of the Senior Leadership Team, attend all leadership team meetings and report to Governors where appropriate.
11. Work with the Headteacher on formulating and monitoring agendas for Local Governing Body meetings.
12. Attend Local Governing Body meetings and reporting on elements relevant to the post.
13. Author school policies and procedures relevant to the post.



## Financial Management and Fundraising

1. In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
2. Submit the budget to the Local Governing Body.
3. Monitor the budget all year round, advising the Headteacher and Local Governing Body where revisions or changes are needed.
4. 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.
5. Comply with financial reporting requirements and submit statutory returns.
6. 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.
7. Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
8. Find and apply for grants.
9. Work closely with the Oaklands' Friends and Parents Association.
10. Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
11. Manage the school's Lettings offer.
12. Ensure the effective and efficient operation of the Finance Department, delegating tasks to finance/ office staff where appropriate.

# JOB DESCRIPTION (continued)

## Human Resources

1. Manage the school's payroll provision, working closely with the Trust Payroll Manager or provider.
2. Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and Diocesan procedures.
3. Ensure that the school uses the HR provision provided by the Trust.
4. Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

## Premises and Health and Safety

1. Ensure that the school meets the DfE standards for managing school premises in an efficient and legally compliant way, taking into account statutory requirements and best practice recommendations.
2. Be responsible for overseeing the quality and cost-effectiveness of the catering provision across the school and the operation of relevant hospitality services.
3. Be responsible for managing the school budget for site (and work closely with the Site Team to ensure effective use of this, delegating aspects of this budget to the Premises and Health and Safety Manager as appropriate).
4. In liaison with other staff, supervise the effective maintenance and development of the school premises, including buildings, minibuses, fixtures, fittings and furniture, ensuring best value and compliance at all times.
5. Be responsible for maintaining an accurate asset register and establishing systems for the monitoring of this.
6. Intervene and address any issues related to health and safety.
7. Oversee the Premises and Health and Safety Manager in ensuring the school's compliance with health and safety regulations, and effective processes and procedures to ensure the safety of all in the school. This will include advising staff and organising health and safety training for staff as needed.

## Compliance

1. Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
2. Track all school policies and ensure they are updated in accordance with the policy review schedule.
3. Monitor and update the school risk register.

## Administration

1. Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
2. Provide administrative support for the Headteacher and Local Governing Body.
3. Support the Data Protection Officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.





# PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>		
Degree or equivalent related professional qualification eg ADSBM related to school financial and business leadership		✓
A recognised accountancy qualification or working towards the same e.g. ICAEW, ACCA, CIPFA, CIMA	✓	
Chartered Accountant		✓
<b>Experience, Skills and Knowledge</b>		
Experience of working within a Catholic school at an appropriate level		✓
Relevant experience of working within the public sector for example, schools, local authority, health service	✓	
Able to strategically influence financial planning and decision making within an organisation	✓	
Experience in leading and managing others using strategies that would resonate with the values of Oaklands Catholic School	✓	
Ability to present ideas and strategies to a variety of audiences including governors and external agencies	✓	
Experience of developing and implementing systems and policies, including advising senior leaders	✓	
Understanding of company and charity finances including governance, accounting and reporting requirement		✓
Strong decision-making skills with the ability to make decision and recommendations based on the analysis of options	✓	
Managing and setting budgets, financial reporting, procurement and fixed asset accounting	✓	
Able to deliver value for money initiatives	✓	
<b>Personal Qualities</b>		
Highly developed interpersonal and communication skills including influencing skills	✓	
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓	
Ability to respond to changing priorities and demands	✓	
Ability to work under pressure and to meet deadlines and ensure completion of projects and tasks	✓	
Be determined and resilient in the face of challenge	✓	
Creative thinker	✓	
Team player, personable, emotionally intelligent with a good sense of humour	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Flexible in terms of working patterns and evolution of the role	✓	

# APPLICATION PROCESS

A completed CES application form can be downloaded from the school website:

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

Completed applications should be sent by email to: **[s.mann@oaklandscatholicschool.org](mailto:s.mann@oaklandscatholicschool.org)**

or by post (marked 'Application' in the top left hand corner) to:

Mrs Sarah Mann  
PA to the Headteacher  
Oaklands Catholic School  
Stakes Hill Road  
Waterlooville  
Hampshire  
PO7 7BW

Please note that incomplete applications will not be accepted.

## **Closing date:**

Monday 25th November 2024, 12.00noon

## **Interviews:**

Week beginning Monday 2nd December 2024

Please note on Page 11 of the application from you are required to complete a supporting statement.

**The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer.**

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate.

As part of the selection process all candidates will be required to engage in the following:

- In-tray exercise
- Presentations
- Panel interviews
- Meeting with key staff
- Meeting with staff and Governors/Trustees

Preparation work in advance of the interview will be required, and details will be provided after shortlisting.

Early applications are welcome - the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role.

*In accordance with Keeping Children Safe in Education, in our shortlisting process, we carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.*

Please visit our school website for more information about Oaklands and other recruitment documentation:  
[www.oaklandscatholicschool.org](http://www.oaklandscatholicschool.org)

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Annual report and financial statements
- Governor Strategy
- Oaklands Catholic School Main Prospectus
- Information on Appointment of Teachers in Catholic Schools
- CES Support staff Contract
- Equality Act 2010 information



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Stakes Hill Road  
Waterlooville  
Hants  
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