

St Bede's Catholic College



Recruitment pack for the post of:

Business Manager

37 hours per week, permanent, all year round,
Start date to be agreed.

Pay scale BG16 SCP 48-51 £60,208 - £65,151

Closing date: Noon on Wednesday 4th February 2026



0117 377 2200



www.stbedescc.org



Long Cross, Lawrence Weston, Bristol, BS11 0SU

St. Bede's Catholic College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

T: 0117 377 2200 E: contact@stbcc.org W: www.stbedescc.org

Principal: Mr R. J. King, M.Ed



Dear applicant

St Bede's Catholic College is a great place of learning with a unique culture and climate. Visitors comment on a calm and industrious place where children are stimulated and challenged to develop their talents and encouraged to strive for excellence. Achievement and effort are valued and celebrated. Within and outside the classroom numerous opportunities exist for young people to unlock their talents and develop self-worth, esteem, confidence, resilience and independence.



Children are enthusiastic about life in college and embrace the many opportunities to grow in faith, developing religious understanding and a sense of service. Spiritual and moral development lies at the heart of our work and is a major strength within this vibrant faith community, where every child is valued.

Young people are encouraged to strive for excellence in every aspect of their work. We hold high expectations of ourselves and all those who work within our community and these translate to the children in our care. They are enabled from the early stages to be active, enquiring and critical open-minded thinkers; to be ambitious for themselves and broaden their horizons.

The college has a long-standing tradition of scholarship and academic success. The value of hard work is never underestimated; this, coupled with inspirational and passionate teaching, enables everyone to fulfil their potential and walk tall with confidence.

As important as they are, education at St Bede's is about much more than examination results as you will discover when you visit this vibrant community where quality is all pervading.

Yours faithfully

A handwritten signature in black ink, appearing to read "R. J. King".

Mr R King

Principal



The St Bede's Way

The St Bede's Way is a practical guide to the culture at St Bede's. It is the way we aspire to do things, the expectations we have of each other and the support we provide to help us all succeed. It is the aim of all our community, both adults and students.

St Bede's has one simple message: **Work Hard. Be Kind. Do The Right Thing.**

Where Excellence meets Purpose

At St. Bede's Catholic College, we believe that our colleagues are the heartbeat of our institution. We are not just a school; we are a community committed to fostering an environment where every member thrives. As you consider joining our team, here's what we promise to provide you:

Inspiring Mission and Values:

Be part of a community driven by a rich heritage and a commitment to excellence in education. Our Catholic values permeate everything we do, creating a purpose-driven work environment.

Collaborative and Inclusive Culture:

Embrace a culture of collaboration, where your unique skills and perspectives are valued. We are committed to creating an inclusive atmosphere that celebrates diversity and encourages open dialogue.

Professional Growth and Development:

Your growth matters to us. Access ongoing professional development opportunities, workshops, and mentorship programs to ensure you stay at the forefront of your field and achieve your career goals

Work-Life Balance:

We understand the importance of a balanced life. Enjoy a supportive work environment that values your well-being, providing flexibility and resources to help you maintain a healthy work-life balance.

State-of-the-Art Facilities:

Work in a modern and well-equipped campus that fosters a positive learning environment. Our facilities are designed to inspire creativity and innovation in both students and staff.

Community Engagement:

Engage with the local community and make a difference beyond the classroom. Join initiatives that connect our school with the broader community, reinforcing our commitment to social responsibility.

Student-Centric Approach:

Experience the joy of shaping young minds. Our student-centric approach prioritises their holistic development, providing you with the satisfaction of contributing to their growth and success

Join St. Bede's Catholic College and be part of a community where your skills are appreciated, your growth is nurtured, and your contributions make a lasting impact on the lives of students.

ADVERT – SCHOOL BUSINESS MANAGER

JOB OVERVIEW

We are seeking to appoint a highly motivated, strategic and experienced School Business Manager to play a key leadership role in the effective operation of St Bede's Catholic College, a successful secondary single academy.

This is an exciting opportunity for a proactive and forward-thinking professional who will work closely with the Principal, Senior Leadership Team and governors to ensure the efficient management of the school's financial, staffing, premises and operational functions. The successful candidate will contribute to the strategic direction of the College while ensuring that day-to-day business operations run smoothly and effectively.

You will need to be well organised, resilient and adaptable, with excellent communication skills and the ability to build strong working relationships with staff, governors, trustees, parents and external partners. You will play a vital role in supporting our mission to provide outstanding education within a caring, inclusive Catholic community.

St Bede's has a diverse community of students and we would be pleased to receive interest from applicants of all backgrounds.

WHY CHOOSE US

St Bede's has a superb reputation locally, within the Diocese and nationally. We are recognised by the Diocese as an Outstanding Catholic school and hold the SEND Inclusion award that recognises our high-quality education for students in SEND. In addition, we hold a Beacon status for Holocaust Education, the Geography Quality Mark and an award from the Incorporated Society of Musicians in recognition of excellence in Music. We have also been recognised for 'Leadership through moral purpose', 'engaging with evidence and research' and for our outstanding results by SSAT. The College has also been awarded the Leading Parent Partnership award in recognition of our work with parents and re-accredited as Investor in People.

WHAT WE OFFER

- A school fully dedicated to enabling every child to reach their full potential
- Collaborative working to support effective workload management and wellbeing
- A dedicated and friendly team of professionals who are committed to excellence
- Excellent CPD and professional development opportunities
- Onsite parking
- Local Government Pension Scheme
- Membership of the DfE Staff Wellbeing Charter
- Free employee assistance programme
- Cycle to work scheme
- Free use of the college gym

THE IDEAL PERSON FOR THIS POST WILL BE SOMEONE WHO CAN:

- Lead and manage the academy's financial operations, including budgeting, forecasting, monitoring and reporting to the Trust Board
- Support the senior leadership team and governors with strategic planning, risk management and resource allocation
- Ensure compliance with statutory, financial and regulatory requirements, including ESFA expectations
- Build strong relationships with trustees, external partners and contractors
- Contribute to the overall leadership, Catholic ethos and mission of the College

If you have the desire and potential to be outstanding and would like to join this exciting place of learning, we would be delighted to hear from you. Please complete the application form and submit this with a letter outlining your experience and suitability for this role. Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance.

Offers of employment are subject to Enhanced Disclosure and Barring Service clearance, excellent references and medical clearance

Job Description

Job Title: Business Manager

Managed By: Principal

Responsible for: All Finance and Reprographics staff

Remuneration: BG16 (SCP 48-51)

Hours: 37 hours per week, all year round; Monday to Thursday 08.30 – 16.30, Friday 08.30 – 16.00

Annual leave: entitlement is 25-30 days plus bank holidays, depending on length of service. Up to 8 days can be taken during term time, not more than 5 days in any one absence. Annual leave days must be used for periods of school closure e.g. during Christmas period.

Purpose of Job

- Act as a member of the senior leadership team, contributing to the college's strategic direction and improvement planning
- Support long term planning to ensure financial sustainability and value for money
- Responsible for the management and delivery of all support services within the College.
- Provide strategic advice to the Principal and Governors on financial management, administration, personnel, contracts, health and safety and premises improvement.
- Provide professional Leadership and Management of support staff in partnership with other leaders to enhance effectiveness and efficiency and ultimately improve standards achieved by the pupils.
- Promote the highest standards of business ethos within the administration function of the college.
- Ensure the college complies with all legal requirements in relation to its financial obligations as a business.
- Line management of finance and reprographics support staff.
- Develop financial administrative systems in college.

Key Job Outcomes

1. Financial Management

- Plan and implement the College's financial strategy and ensure efficient financial operations
- Ensure annual financial statements are produced in line with Companies and Charity Commission Regulations including Academy's accounting policies, policy statements of income and expenditure and balance sheets in such form and frequency as the Secretary of State may from time to time reasonably direct.
- Ensure annual accounts are prepared by the Auditor and ensure these meet good auditing requirements.
- Ensure the College's budget is drafted, managed, monitored and reviewed against local and national benchmarks and adjust strategic objectives accordingly.
- Properly account for funds received in the college.
- Ensure all proper financial practices and operations are fully in place and up to date.
- Complete VAT returns.
- Inform the compiling of FRS17 pension returns
- Report to the Principal and Finance Governors on the College's strategic operations, in particular the financial consequences of decisions and options available to them.
- Generate proposals for the more effective use of the College's financial resources and investment.
- Maximise income generated for the College by attracting external funding and resources.
- Complete statutory returns to the DfE, EFA, CES and other external agencies related to the Academy.
- Advise the Principal in the event of any suspected fraudulent activity.
- Monitor service use and the effectiveness and implementation of Agreements.
- Advise the Principal on investments appropriate for the College, taking account of risk in order to maximise return.
- Ensure the College has adequate insurance cover to support its activities to comply with statutory requirements.
- Carry out comparative exercise on key indicators.
- Complete grant applications to secure revenue.
- Review and revise finance policies.

2. Administration and Contracts

- Make appropriate recommendations for purchases, communications and systems in relation to administration ICT.
- Provide strategic proposals to the Principal on the procurement of goods and services. Ensure these services are reviewed and renewed to reflect the College's changing needs.
- Review and revise non curricular College policies and procedures.
- Develop process measures that are affordable and that will inform value for money decisions.
- Establish and use effective methods to review and improve administrative systems.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, EFA, Teacher Pensions, LGPS and other agencies and stakeholders within statutory guidelines.
- Overview of college data management in line with GDPR including personal data requests

3. Personnel Management

- Oversee the payroll services for all staff including the management of pension schemes and associated services.
- Support with the recruitment of finance and reprographics staff.
- Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support when necessary.
- Support with disciplinary, grievance and capability issues for support staff.
- Seek and make use of specialist expertise when necessary.

General Accountabilities

- A. As far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the College's Health, Safety and Welfare policy.
- B. Work in compliance with the College policies and procedures including commitment to Equal Opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation and the high expectations of the college for all employees
- D. Attend meetings as appropriate and relevant.
- E. Demonstrate commitment to ongoing personal development.
- F. Understand and promote the Gospel values and the principles of the Catholic faith, support the Catholic ethos of St Bede's as a Catholic college.
- G. All employees participate in an annual review of performance and agree targets for further development.
- H. Any other reasonable requests from the Principal.

- I. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.

Post Review: These responsibilities will be reviewed annually and will change in order to meet the needs of a developing and expanding college.

This job description sets out only the key outcomes required. It does not specify in detail the activities required to achieve these and will change in order to meet the needs of the college.

Business Manager

Person Specification

CATEGORY	CRITERIA
QUALIFICATIONS	<p>ESSENTIAL</p> <ul style="list-style-type: none"> ▪ A degree or professional qualification, such as Business Management ▪ Commitment to continuous professional development <p>DESIRABLE</p> <p>Recognised qualification in School Business Management (DBSM) or equivalent</p>
EXPERIENCE	<p>ESSENTIAL</p> <ul style="list-style-type: none"> ▪ Significant experience of leading the strategic financial planning for a school, academy or other organisation ▪ Experience of budget setting and budgetary control ▪ Experience of monitoring a range of contracts such as Catering, Facilities Management to ensure value for money and Key Performance Indicator requirements are met. ▪ Evidence of successful management and leadership of diverse teams ▪ Experience of working at a senior level which gives competency in delivering <ul style="list-style-type: none"> ○ Human Resources ○ Site and Facilities ○ Health and Safety ○ Contract Management ○ Change Management ○ Project Management ▪ Experience of working with school governance, sponsors, trustees or a board of directors ▪ Experience of working with a range of external partners ▪ Evidence of integrity and professionalism in all areas of responsibility <p>DESIRABLE</p> <ul style="list-style-type: none"> ▪ Previous experience as a Senior Manager in a similar role or part of a role in another school or educational establishment. ▪ Experience of delivering training. ▪ Experience of bid writing, gaining sponsorship and developing income generation opportunities. ▪ Experience of working with young people in either a paid or voluntary capacity
SPECIALIST KNOWLEDGE	<p>DESIRABLE</p> <ul style="list-style-type: none"> ▪ A working knowledge of legislation relevant to the key areas of management outlined above under work related experience e.g. Employment Law, Financial Policies and Legislation, Health and Safety at Work Act etc ▪ An understanding of the Secondary School context to include relevant strategies and initiatives ▪ A knowledge of Keeping Children Safe in Education, annual guidance and legislation ▪ A working knowledge of facilities management
SKILLS	<p>ESSENTIAL</p> <ul style="list-style-type: none"> ▪ Ability to work effectively within a team environment ▪ Willingness to constructively reflect on your own practice and that of others in order to continually improve own and team performance ▪ Excellent literacy, numeracy and ICT skills ▪ Ability to steer a service/organisation through significant change

	<ul style="list-style-type: none"> ▪ Abilities to work strategically and to seek and implement creative solutions for complex problems and to develop and implement action plans / programmes to deliver these solutions ▪ A track record of leading successful delivery of large or complex projects across a business or organisation ▪ Strong skills in financial analysis and risk management ▪ Excellent leadership skills and the ability to inspire and challenge direct reports and colleagues ▪ The ability to manage the performance of a diverse range of staff ▪ High effective administrative and organisational skills, with attention to detail ▪ Ability to think both strategically and creatively and to prioritise ▪ Resilience, the ability to work under pressure and be able to meet deadlines, often without guidance from the Head or Governors, to deliver agreed objectives ▪ Outstanding communication skills ▪ Excellent presentation skills and the ability to adapt complex information for the appropriate audience ▪ Excellent communication skills (including written, oral and presentation skills) ▪ Excellent interpersonal skills ▪ Ability to appropriately negotiate highly confidential information and situations sensitively and compassionately <p>DESIRABLE</p> <ul style="list-style-type: none"> ▪ Developed negotiating skills ▪ Good knowledge of Bromcom (MIS), Civica (finance package), Edupay and Orovia (budget planning package)
--	--

How to Apply

Please complete the application form, available electronically via Eteach or as a word document on the college website, and submit this with a letter outlining your experience and suitability for this role to Claire Walker, PA to the Principal by emailing walker.c@stbcc.org by noon on Wednesday 4th February 2026

No other application forms or curriculum vitae will be accepted.

We are an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check, satisfactory references, online screening, qualification verification and evidence of your right to work in the UK.

Our safer recruiting and safeguarding policies are available on our website: www.stbedescc.org