



*"Love one another as I have loved you"*



**ST BERNARD'S HIGH SCHOOL**

**Information Pack**

**School Business Manager**

# SCHOOL MISSION STATEMENT

St Bernard's is a school community  
that aims to live by Jesus' commandment,  
“Love one another as I have loved you.”



“You must not only teach content, but the values and customs of life. There are three things that you must pass on. A computer can teach content, but to understand how to love, to understand values and customs which create harmony in society, it takes a good teacher.” Pope Francis, ADDRESS OF HIS HOLINESS POPE FRANCIS TO MEMBERS OF THE ITALIAN UNION OF CATHOLIC SCHOOL TEACHERS, MANAGERS, EDUCATORS AND TRAINERS, 2015

Ours is a community where we continually work towards living out our Mission Statement, “Love one another as I have loved you,” in our school and in the parish communities to which we belong. This aspiration is supported by our strong and effective pastoral system, underpinned by Gospel values, which provides a strong base for students' academic and personal development. We are fortunate to enjoy a close, positive relationship with our families who support us in achieving these aims. The result is a very special ethos, with a combination of faith, focus and fun, as staff and students share in learning at St Bernard's together.

We are ambitious for every young person who enters the doors of St Bernard's. We aim to continue to drive the school towards outstanding so that our students fondly remember the broad, balanced, experiential education they received which prepared them for the demands of the 21st century both professionally and spiritually. Our challenging and relevant curriculum aims to provide our students with skills and knowledge that will sustain them long after they have left St Bernard's. We believe that inspired by faith, a belief in the power of education and its ability to make a difference alongside a commitment to empowering our young people that our students will thrive!

Our strategic aims are laid out in our school development plan which is overseen by our Trustees (governing body) who are responsible for holding to account the headteacher and senior leaders to see this vision fulfilled.

St Bernard's enjoys a committed and talented staff who share in this vision and know how vital it is for us to know the capabilities of all children and how we can best support them to meet and excel against challenging targets. Every child counts.



# HEADTEACHER MESSAGE

Dear Applicant,

Thank you for considering the position of School Business Manager at St Bernard's High School, a single Academy Trust. I am delighted that you have taken the time to consider this post.

The students at the school are delightful young people, who are generous in spirit and have well established behaviour for learning. We have committed Governors, a great parental body, and a talented, hardworking and well-motivated staff.

Do you have the energy and ability to provide inspirational leadership and to further develop an already successful school as it faces its next challenges?

Included in this pack are:

- Details of the advertised post
- Background information
- Job description
- Person specification

The Governors want to appoint an experienced leader who will share their vision of a school with Christ at its centre and who is determined to give our young people the very best education possible. The school is very well resourced and maintained.

Further information about the school can be found on our website: [www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk) including links to our Ofsted Report and the Application Form.

If you would like a tour of the school before applying, please contact Zoe Booker or Julie Weald, in Human Resources on 01702 343583 or [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk) to arrange a visit. I hope that you will apply for the post and that we will have the opportunity to meet.

St Bernard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to Disclosure and Barring Service disclosure.

Yours sincerely

**MRS H BARNES**  
**DEPUTY HEADTEACHER (PASTORAL, SAFEGUARDING & ETHOS)**  
**(Headteacher from 1 September 2025)**

# HEADTEACHER'S WELCOME

As the current Deputy Headteacher (Pastoral, Safeguarding & Ethos) and soon to be Headteacher of St. Bernard's High School from 1 September 2025, I am delighted to welcome you and thank you for showing interest in our school.

St Bernard's (as we often are known) has a wonderful history of providing an excellent Catholic education to young people in Southend and its surrounding areas. Whilst our school was founded by the Bernardine Sisters, there has been an educational provision on our site since 1875. In 1910, the sisters formally took over the site, the beginning of the school that we currently have today. We are a highly successful bilateral girls' school with a thriving mixed sixth form.

High expectations and educational standards alongside all-encompassing pastoral care make St Bernard's more than a school. We know our students and build connections with each and every one – we are a family! We recognise and seek to further develop, deepen and nurture the individual talents, abilities and possibilities of all the students that we serve. We prioritise getting to know our students' ambitions (and their families) as we understand our role in helping and guiding them towards their chosen paths enabling them to have fulfilling lives both professionally and personally.

We are proud of the achievements of our students and staff at both GCSE and A level. Whilst our performance measures at GCSE and A level would place us well above national averages and within the top 20% of schools in the country, we are never complacent and always want to push further forward.

St Bernard's is a very special place in which to learn and work. We fully understand the importance of providing our young people with a holistic Catholic education which cherishes the spiritual and supports the academic ability of all within our school community. We are committed to living our mission statement, "Love one another as I have loved you," as we enjoy and celebrate the strong relationships which have built and sustained our diverse community since we began.

I hope that you find the information that you need in this pack and consider making an application to be School Business Manager of this great school. I recommend it to you unreservedly!

Warm regards

**MRS H BARNES**  
**DEPUTY HEADTEACHER (PASTORAL, SAFEGUARDING & ETHOS)**  
**(Headteacher from 1 September 2025)**



# BACKGROUND INFORMATION

St Bernard's High School is an 11-18 comprehensive school with a 155 place Sixth Form. The school has an excellent reputation and recruits students from Essex, Outer London and London, as well as the local Southend community. The total number on roll in November 2024 was 1,022.

The school has worked tirelessly to further raise the achievement of its students. In 2024, Year 11 students at St Bernard's achieved a Progress 8 figure of +0.6, this score placed St Bernard's in the top 20% of schools in the country. In 2023 the school was judged by Ofsted to be 'good'.

Students' spiritual, moral, social and cultural education underpins all aspects of school life, is a notable strength of the school and results in high levels of cooperation between all members of the school community. This was recognised in both external inspections.

Students enjoy a rich and varied academic curriculum, both inside and outside the classroom, with all departments organising educational visits to enhance learning experiences and raise aspiration. The curriculum is lively and relevant. It is enriched by cross curricular opportunities within the Arts and STEM.

Teaching and learning is characterised by: innovation, full inclusion, challenge, collaboration and high quality feedback. We judge that teaching is a strength of the school, as is the sharing of good practice both within and between departments to continue to develop expertise and raise standards. Staff work hard to make sure all groups of students achieve their full potential.

In order that students are able to access the curriculum, and are ready to learn, pastoral care and the provision of additional support for students are priorities and greatly enhance our provision.

Leaders at all levels are highly ambitious for the school and have a shared commitment to achieving the very best outcomes for the students. All staff and governors discharge their statutory responsibilities with regard to all aspects of safeguarding.

Student leadership is a key element of life at the school. Students take on a wide range of leadership roles. This is a school which respects and celebrates diversity.

The school has a well-developed School Improvement Plan setting out our priorities as we journey to be fully outstanding in all areas.

We continually review the environment in which our school community learns and works. The school's plan sets out the programme to ensure the environment continues to be attractive, well maintained and supports the curriculum.



# SCHOOL BUSINESS MANAGER

<b>Required:</b>	<b>July or September 2025</b>
<b>Salary:</b>	<b>Point 38 – 41 (£47,754 – £50,788)</b>
<b>Location:</b>	<b>Southend on Sea, Essex</b>
<b>Contract Type:</b>	<b>Full Time or Part Time Considered</b>
<b>Contract Term:</b>	<b>Permanent</b>

This successful and oversubscribed school is seeking to appoint a highly motivated leader to join its Senior Leadership Team. The successful candidate will be responsible for the conduct of the financial, business and legal affairs of the school and act as Chief Financial Officer. Candidates should have a strong financial background with demonstrable experience in planning and delivering accurate budgets. They should be well organised and competent in the use of IT and financial packages.

We are:

- situated in Southend overlooking the Estuary; with excellent rail and transport links into London and Essex;
- a safe and happy school with very high standards; where young people thrive and enjoy their educational experiences both inside and beyond the classroom;
- a school which plays an active part within the local community;
- an exceptional and supportive school community.

## **The successful applicant will:**

- Have strong financial background, being able to plan and deliver accurate budgets and deliver monthly management information.
- Have proven management experience
- Have knowledge of company and charitable reporting so as to be able to follow and ensure compliance with the Academies Trust Handbook and Accounts Direction.
- Have knowledge of premises, cyber security and related matters to support the Facilities Manager in delivering projects on time and on budget.
- Be required to develop new funding streams.
- Be managing a small but efficient management team.

Please visit our website for further information: [www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk).

**Closing date for applications: Monday 2 June 2025, 9.00am**

**Shortlisting: Monday 2 June 2025**

**Interviews: Tuesday 10 June 2025**

The school is committed to safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. St Bernard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to Disclosure and Barring Service disclosure.

# VISIT / LOCATION

## Visits to the School available on request

Please contact Zoe Booker or Julie Weald, Human Resources, to arrange a visit: [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk) or 01702 343583.

## Closing date for applications

Monday 2 June 2025, 9.00am

## Shortlisting

Monday 2 June 2025

## Interview Days

Tuesday 10 June 2025

## Location

The school is situated just off the A13 within walking distance of Southend High Street and approximately 10 minutes' walk from Westcliff Station (C2C/Fenchurch Street Line) and Southend Victoria Station (Liverpool Street Line) with easy access to A127. Easy access from London on both train lines.



## Parking

Parking will be available on site for the successful candidate.

# JOB DESCRIPTION

<b>Title of Post:</b>	<b>School Business Manager</b>
Core Purpose:	<ul style="list-style-type: none"> <li>The School Business Manager will be responsible for the conduct of the financial, business and legal affairs of the school and for the smooth running of the Finance Team.</li> </ul>
Responsible to:	Headteacher
Liaison with:	Headteacher, Deputy Headteachers, Assistant Headteachers, Middle Leaders, teachers, any relevant support staff.
Working Time:	Full Time or Part Time
Annual Leave:	Full Time - 28 days plus 8 Bank Holidays
Salary Scale:	Point 38 – 41 (£47,754 – £50,788)
Disclosure level:	Enhanced
<b>Main Duties</b>	
Financial Management	<ul style="list-style-type: none"> <li>Advise on investment and financial policy and on the development of the School's Business Plan.</li> <li>Prepare the annual income and expenditure budget, which includes the subsequent 2 – 5 year figures.</li> <li>In consultation with the Headteacher, negotiate and prepare the annual departmental budgets.</li> <li>Monitor actual income and expenditure, in relation to the budget, and present regular management reports to stakeholders and Governors.</li> <li>Prepare year end schedules for audit at financial year end.</li> <li>Prepare for the internal audit and the TPS Audit.</li> <li>Supervise the Finance Team.</li> <li>Ensure the operation of effective and secure purchasing and procurement arrangements, which deliver value for money for the school.</li> <li>Support the Facilities Manager.</li> <li>In conjunction with the Finance Team, ensure the payment of all salaries and wages, including PAYE, superannuation and National Insurance.</li> <li>Ensure the timely completion of all financial and ESFA returns.</li> <li>Ensure compliance with financial procedures.</li> <li>Ensure the safe custody of all cash and bank balances.</li> <li>Identify and progress opportunities for additional funds for the school, including capital bids.</li> <li>Maximise income generation for the school, including lettings income.</li> <li>Prepare financial appraisals for new initiatives and projects, and advise on the financial implications.</li> </ul>
General Management Administration	<ul style="list-style-type: none"> <li>Membership of the SLT (Senior Leadership Team).</li> <li>Attend full Governing Body and appropriate Governors' Committee meetings.</li> <li>Support effective risk management across the school.</li> <li>Prepare and update appropriate policy documents.</li> <li>Design and maintain appropriate administrative systems.</li> <li>Line management of specific support staff.</li> <li>Administer the insurance requirements of the school and ensure that policies are renewed as required.</li> <li>As required, support the recruitment of support staff.</li> </ul>

# JOB DESCRIPTION (Continued)

Additional duties	<ul style="list-style-type: none"><li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li></ul>
Other specific duties	<ul style="list-style-type: none"><li>• To support the school in meeting its legal requirements for worship.</li><li>• To promote the school's corporate policies.</li><li>• To continue personal development as agreed.</li><li>• To actively engage in the staff review and development process.</li><li>• To undertake any other duty as specified by the School Teachers Pay and Conditions not mentioned in the above.</li><li>• Involvement with all aspects of risk management.</li></ul>

# PERSON SPECIFICATION

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Degree or appropriate financial qualifications</li></ul>	<ul style="list-style-type: none"><li>• Experience of a similar role within a school</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Recent and successful financial experience</li><li>• Recent and successful experience of managing a team</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Payment of salaries with knowledge of current legislation</li><li>• Be able to prepare and manage budgets and report to stakeholders and Governors</li><li>• Know about good financial control and able to exert appropriate levels of controls</li><li>• Have experience of procurement</li><li>• Understand risk and risk management</li></ul>	<ul style="list-style-type: none"><li>• Worked using the Academies Trust Handbook and Accounts Direction</li><li>• Experience of preparing and/or assessing risk assessments</li><li>• Some school experience</li></ul>
<b>Abilities</b>	<ul style="list-style-type: none"><li>• Excellent inter-personal, communication and presentation skills</li><li>• Highly motivated, solution focused and a creative thinker</li><li>• Work collaboratively and effectively as a member of a team with shared goals and objectives</li></ul>	

# ENHANCED DISCLOSURE

Thank you for your interest in this position at St Bernard's High School. The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. St Bernard's High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced Disclosure and Barring Service disclosure.

The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offender's Act and any offer of employment will be subject to an Enhanced Disclosure. You must declare any convictions, including pending convictions, cautions, reprimands and warnings.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

Please return your completed application form (available on our website [www.stbernardswestcliff.org.uk](http://www.stbernardswestcliff.org.uk)) to:

Mrs Zoe Booker / Mrs Julie Weald  
St Bernard's High School  
Milton Road  
Westcliff on Sea  
SS0 7JS

or

email it to [recruitment@stbernards.southend.sch.uk](mailto:recruitment@stbernards.southend.sch.uk)

# KEY FACTS AND STATISTICS

<b>Type of School</b>	Comprehensive Single Academy Trust (Group 6)
<b>Location</b>	Southend on Sea
<b>Age Range</b>	11-18
<b>Denomination</b>	Catholic
<b>Gender</b>	11-16 – Girls 16-18 – Mixed
<b>Number of Students</b>	1,025
<b>Number of Teaching Staff</b>	68
<b>School Awards Achieved</b>	Ofsted 'Good' CSI 'Outstanding'
<b>Pupil Premium</b>	16.8%
<b>% of students with English as an additional language</b>	18.2%
<b>GCSE Results in 2024</b>	Year 11 students at St Bernard's achieved a Progress 8 figure of +0.6, this placed St Bernard's in the top 20% of schools in the country. Underpinning this excellent outcome was an Attainment 8 figure of 56, with 87% of Year 11 students achieving a 4+ in English and Mathematics and 65% achieving 5+ in the same subjects, all well above the national average. At A Level, 44% of all grades were A*-B, with 84% of all A level grades at A*-C. The average grade per Level 3 qualification entry was C+. These figures continue to demonstrate the strong attainment and progress of our students.



## St Bernard's High School

Milton Road  
Westcliff on Sea  
Essex  
SS0 7JS

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