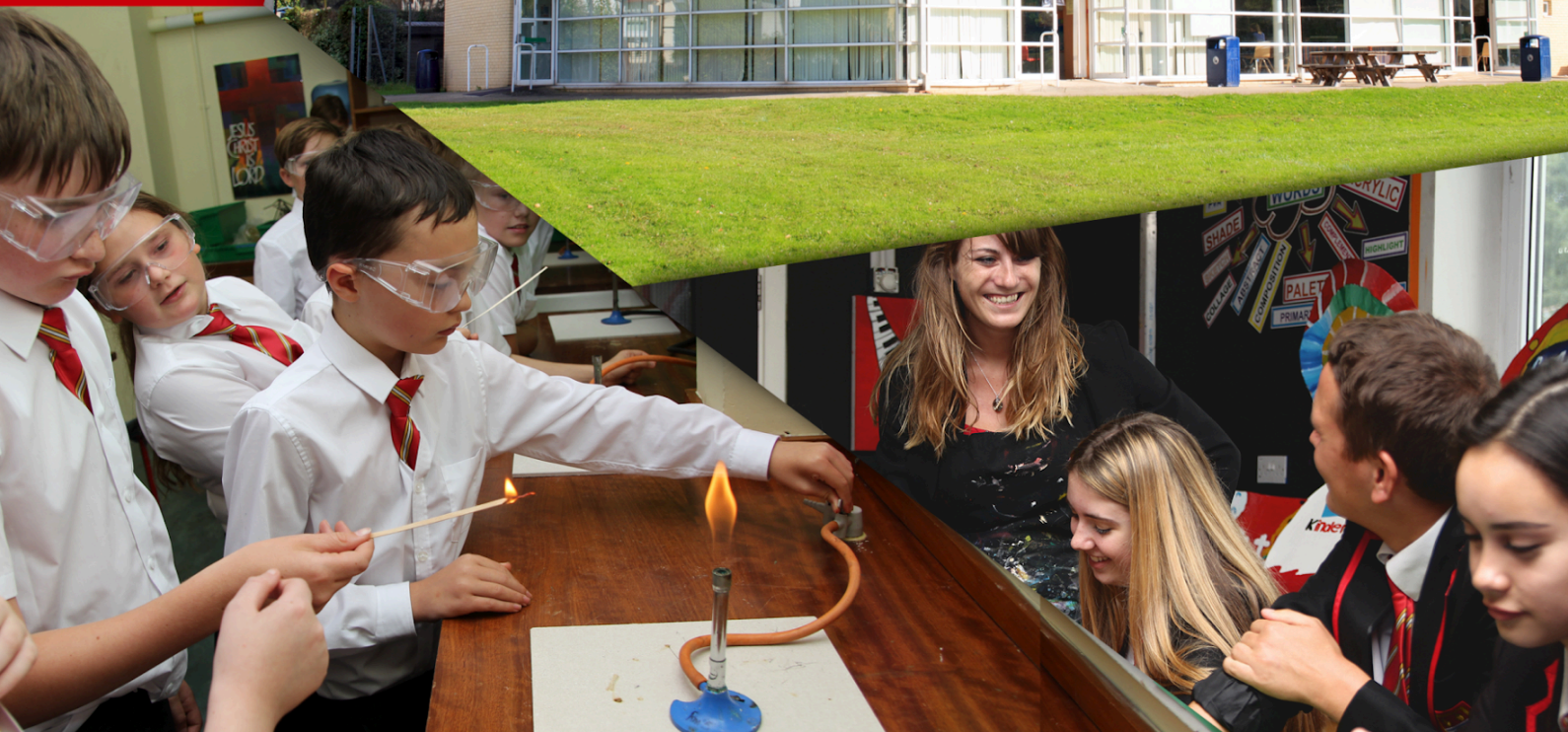




# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

***Job information pack***



# Welcome to St Cuthbert Mayne School

*'Educating for life in all its fullness'*

## Welcome from the Headteacher

Thank you for your interest in the advertised post of Business Manager at St Cuthbert Mayne School. This is a permanent, full time contract starting in February 2025 or as soon after.

We are seeking to appoint an exceptional School Business Manager to join our Senior Leadership Team at St Cuthbert Mayne School.

We are looking for a School Business Manager who will share in our educational vision - Educating for life in all its fullness, so that all students can succeed both now and in the future.

They will have a range of business leadership skills and experiences in areas such as financial planning, health and safety compliance, sites and building management, human resources, IT and GDPR. They will be highly motivated and have excellent IT skills.

Our Business Manager will lead a number of teams across the school so it is essential that they have great interpersonal skills and personal qualities that fit with the values and ethos of our school.

If you believe you have the skills, experience and personal qualities to make a difference to the lives of our students then we want to hear from you. If you would like to discuss the role or visit the school before application please contact our Human Resources Officer - [recruitment@stcm.torbay.sch.uk](mailto:recruitment@stcm.torbay.sch.uk)

## About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future.

This will be a challenging and rewarding post. The school is committed to developing all its staff through regular professional development opportunities through the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about

transforming the lives of our students and believe you have the skills and experience to make a difference then we want to hear from you.

### **About this post - School Business Manager**

**Actual Salary** - Grade P56 - P59 (Actual wage £ 70,513 - £74,806)

**Contract** - Permanent

**Hours** - 37.5 hours per week

**Weeks:** 52 weeks per year

**Holiday Entitlement:**

**Start** - February 2025 or as soon after

### **Application Process**

Please complete and submit an application form. If you have not heard from us within two weeks of your application, then you have not been successful.

You are asked to complete and include the following:

1. Application form - This can be found on our website at: <https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>
2. Letter of application/supporting statement no longer than 2 sides of A4 to be included with the application form. (Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard).

Submit your application to Human Resources : [recruitment@stcm.torbay.sch.uk](mailto:recruitment@stcm.torbay.sch.uk)

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form. Please complete all sections of the form in full.

**Closing date:** 10.00 am on Wednesday 15th January

**Interview date:** Friday 24th January

**Start Date:** February 2025 or as soon after

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.

## Job Description

### School Business Manager

**Accountable to:** The Headteacher and Governing Body

**Accountable to (day to day):** The Headteacher

**Working Hours:** 37.5 hours per week, 52 weeks per year

**Working Days:** Monday - Friday 8.00am - 4.00pm

**Holiday:** 26.5 day per year which are agreed with the Headteacher to meet the needs of the school

**Scale:** P56 - P59

**Actual Salary:** £70,513 - £74,806

#### The key purpose of the job:

1. To lead on the financial management of the school
2. To lead on the health & safety management of the school
3. To lead on the sites and buildings management of the school
4. To lead on the IT management of the school
5. To lead on the Human resources management of the school
6. To lead on the GDPR management of the school
7. To lead on the catering management of the school

#### Finance responsibilities

- To take a strategic lead on the financial management of the school reporting directly to the Headteacher
- To understand the local, national, political and economic trends in relation to education finance and pupil numbers and manage the School's response where they affect financial issues
- Maintain a strategic financial plan and 3-year budget that will be driven by school improvement priorities.
- Maintain an accurate salary database
- Regularly monitor and report on the financial performance of the school against the planned budget to the Headteacher and Governing Body
- Identify and inform the Headteacher of any causes of significant variance, and take prompt corrective action
- To ensure the school meets the requirements of the School Financial Value Standard to achieve a good level of financial health and resource management.
- Manage and submit the School Financial Value Standard (SFVS) on an annual basis, to include skills matrix for resources governors' and finance staff
- Develop and manage systems for budgetary and financial planning and control, including financial monitoring, benchmarking, internal and external auditing, cash

management, investment, credit control and contract management, in order to optimise best value and maximise efficiency

- Audit and quality assure the schools internal financial systems and processes
- Work in partnership with the Local Authority to ensure that Financial Returns are made in a timely manner
- Act as the School's bank system administrator to manage all aspects of banking on behalf of the School, ensuring that the relevant records are kept up to date
- Seek and make use of specialist financial expertise where necessary
- Advise the Headteacher immediately if fraudulent activities are suspected or uncovered
- Actively investigate and develop new ideas and approaches to generating additional income through business ventures, lettings and fundraising initiatives including sponsorship, seeking out funding opportunities to generate revenue for the School
- Manage all aspects of RPA and insurance policies and contracts for the School, ensuring the best value for money while meeting the needs of the business in full
- Managing the procurement of services for the School, including all service level agreements, keeping the Headteacher informed of all developments
- Ensure the school achieves the best value for money on utility services
- Prepare well for, and contribute to, all audit and inspections as carried out by internal or external parties
- Meet with the Link Governors with the responsibility for Finance and GDPR on a termly basis and prepare any reports and/or information as required.
- Attend Resources Committee Meetings on a termly basis and Full Governing Body Meetings as required (including the meeting where the school budget is approved)
- Update all finance related policies on an annual basis (or more frequently if changes are required)
- Work with school uniform suppliers to ensure that the school is compliant with government legislation
- Work within recommended guidelines in financial, personnel and administration practices, paying particular attention to the School's Financial Handbook, promoting good working relationships
- Line Management of the School Finance Officer and Finance Assistant

## **Health & Safety Responsibilities**

- Act as the schools Health & Safety Lead, ensuring and promoting a safe working and learning environment in accordance with relevant health and safety legislation
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times and is reviewed at regular intervals or as situations change
- Enable regular consultation with staff on health and safety issues
- Initiate health and safety audits of school activities to ensure that the various health and safety policies are implemented, and recommendations made for improvements where necessary
- Monitor and evaluate the implementation of the health and safety action plan to ensure the school is fully compliant with health and safety legislation
- Ensure the effective implementation and quality assurance of the whole school health & safety Organisational Management Plan

- Ensure the effective use of online systems for health and safety including the Local Authority Assure system to record accidents, incident investigations and report.
- Analyse and provide a statistical interpretation and commentary on health and safety incidents, accidents, ill health and dangerous occurrences
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors, and where appropriate the Health & Safety Executive
- Implement the health and safety action plan to ensure the school is fully compliant with health and safety legislation
- Work in partnership with Torbay Council Health and Safety Team and feed back to the Headteacher on a regular basis
- Act as the school's Fire Officer, ensuring a safe environment in accordance with relevant fire safety legislation and procedures
- Ensure effective emergency evacuation and lockdown procedures are in place and understood by all members of staff and students
- Provide an evaluation on all emergency evacuations and lockdowns
- Ensure the school has an up to date Critical Incident Plan and review this on a regular basis
- Coordinate and chair termly Health and Safety Committee Meetings
- Prepare and share accurate information on a termly basis for Governors
- Set up and attend termly meetings with the School's Health and Safety Link Governor
- Provide regular feedback to the Headteacher and/or Senior Leadership Team on all health and safety and sites and buildings matters
- Ensure the school has the necessary risk assessments in place
- Conduct risk assessments for the site, buildings, and equipment as necessary
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Coordinate the school's approach to the safe placement and management of hazardous materials and processes
- Ensure the maximum level of security, consistent with the ethos of the school
- Manage asbestos through the Asbestos Management Plan and in accordance with current legislation and guidance
- Provide health and safety advice and assistance to managers and any other staff as required
- Signpost visitors, managers and staff to relevant health and safety legislation, guidance and Approved Codes of Practice (ACoP) as may apply to the business and service delivery needs
- Ensure effective communication between staff, contractors and others as appropriate
- To ensure that all staff have relevant health and safety training
- Update all relevant policies annually, or whenever new law or regulatory changes come about (if more frequently than annually)

### **Sites & Buildings Responsibilities**

- Lead on all sites and buildings matters within the school
- Work in partnership with the Exeter and Plymouth Dioceses in relation to building programmes
- Act as the manager with oversight of the capital development of the buildings and grounds from a financial perspective; including any new building programmes

- Ensure that the Site Team keep the School clean, tidy and well maintained to the satisfaction of the Headteacher so that students and staff have the best possible environment to teach and learn in
- Manage the facilities budget, and coordinate purchases of equipment and other materials.
- Quality assure the work of vendors and contractors to ensure that all tasks are performed correctly, efficiently, and effectively
- Manage and review service contracts
- Ensure that regular facilities inspections are completed and documented
- Prepare well for, and contribute to, all audit and inspections as carried out by internal or external parties
- Acts as a point of liaison between external contractors and the school
- Liaise with the Site Team to ensure the school is open and staffed by the Site Team for all agreed lettings
- Ensure systems are in place for emergencies including emergency repairs
- Liaise with the Site Team to ensure the set up of school events, e.g. Parents' and Open Evenings
- Work with the Site Team to ensure appropriate levels of stock are maintained of cleaning consumables and equipment
- Work with the Site Team to coordinate regular painting of the school in rotation to ensure the buildings are maintained to the highest standard
- Arrange for contractors to carry out both planned and reactive maintenance as required
- Coordinate services to attend emergency callouts as required, liaising with police, security and surveillance contractors
- Ensure regular minibus checks are carried out and arrange maintenance as required
- Liaise with the Site Team to understand the management of school alarm systems and processes
- Update all relevant policies annually, or whenever new law or regulatory changes come about (if more frequently than annually)

### **IT Responsibilities**

- Development of the whole school IT strategy for the school
- Oversight of the implementation of the whole school IT strategy
- Quality assure the performance and delivery of the IT strategy and services of the school

### **Human Resources Responsibilities**

- Oversight of the performance of the Schools HR administrative functions
- Monitor and evaluate the performance of the HR Service Level Agreement with the Local Authority

### **GDPR/Data Protection Responsibilities**

- Act as the point of contact for all GDPR related matters, referring concerns to, and liaising with, the Data Protection Officer commissioned to work on behalf of the

## School

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- Support the SLT to identify and manage all risk to the school, whether operational, financial or reputational, and maintain an effective risk register in order to do so
- Ensure legal compliance at all times, e.g. when dealing with sensitive information such as payroll
- Ensure that all subject access requests are responded to in a lawful and professional manner by the GDPR administrator
- Provide the Headteacher and/or SLT with a fortnightly report on all GDPR related matters
- Coordinate and delegate any operational tasks to the GDPR administrator
- Attend forums and/or training as necessary
- Work together with the DPO to ensure that policy review, development, innovation and implementation ensuring statutory requirements are met

## Catering Responsibilities

- Ensure the School provides a highly effective Catering Service to students and staff
- Monitor and evaluate all aspects of the performance of the Catering Team in partnership with the Catering Manager
- Provide reports to the Headteacher and Governors on the performance of the Catering Service.

## Line Management Responsibilities

- Act as the line manager for the following staff, to ensure effective working practices to meet the changing needs of the school:
  - Finance Officer
  - Catering Manager
  - Senior Caretaker
  - HR Officer
  - Reprographics Administrator
  - Meal Time Assistants
  - IT/ Network Manager
- Ensure staff work efficiently and effectively to prioritise workload
- Ensure the above staff understand their roles and perform to their full capacity
- Manage staff absence, arrange cover and authorise planned absences as required
- Ensure effective communication between staff, visitors and others as appropriate
- Conduct annual appraisal meetings and appraisal review meetings

## Wider responsibilities

- To promote the ethos and values of the school at all times
- To follow the policies and practices of the school at all times
- To conduct oneself in a manner befitting a member of education staff at all times, ensuring behaviours that display positivity to others



- Undertake any necessary professional development as identified to ensure effectiveness in the role
- To safeguard students and promote the health, welfare and emotional well-being of all students and staff
- Undertake any duties commensurate with the role as directed by the Headteacher
- Promote equality of opportunity for all students and staff

**Review:**

This job description will be reviewed annually. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

## Person Specification

Qualifications	Essential or Desirable
A recognised degree or equivalent in business management	E
A recognised finance qualification or equivalent	E
A-Level/Level 3 qualifications relevant to the role	E
GCSE/Level 2 qualifications at a grade C or above in English and Maths	E
Experience	Essential or Desirable
Experience of successful leadership and management	E
Experience of strategic financial planning	E
Experience of managing budgets and financial reporting	E
Experience of managing health and safety	E
Experience of managing sites and buildings	E
Experience of managing IT systems and strategy	E
Experience of managing HR systems and processes	E
Experience of using a range of business reporting tools	E
Experience of writing bids to secure funding in the public sector	E
Experience of reporting performance to a range of stakeholders	E
Experience of leading appraisal and performance management	D
Experience of ensuring compliance with the GDPR	D
Experience of working in partnership with external agencies	D
Experience of project management	D
Experience of management and coordination of staff timetables, including annual leave	D
Experience of developing and managing risk management processes	D
Experience of working as a School Business Manager	D
Knowledge/Understanding	Essential or Desirable
Knowledge and understanding of Health and Safety legislation	E
Knowledge and understanding of strong financial management	E

Knowledge of HR and employment law	E
Knowledge and understanding of GDPR	E
Knowledge and understanding of funding streams	E
Good financial IT system knowledge	E
Knowledge of education-specific legislation, regulations and guidelines	D
Knowledge and understanding of Keeping Children Safe in Education guidance	D
<b>Personal Qualities</b>	<b>Essential or Desirable</b>
Ability to be a team player and build positive working relationships	E
Strategic thinking and effective management skills	E
Analytical thinking	E
Ability to effectively negotiate challenge and influence situations	E
Continued commitment to safeguarding and equality	E
Commitment to maintaining confidentiality at all times	E
Ability to work under pressure and prioritise effectively	E
Commitment to promoting the ethos of the school	E
A problem solver	E
Good customer service skills	E
Self motivated and organised, with the ability to meet deadlines	E
Good communicator with effective presentation skills	E
Competent user of computer systems, including spreadsheets	E
Flexible to adapt to changing priorities	E
Willingness to adopt a 'hands on' approach where required	E
Ability to work effectively with colleagues	E
Resilience and reliability under pressure	E