

ST MARY'S CATHOLIC PRIMARY SCHOOL



A Hidden Gem in the Heart of Brook Green



School Business Manager Recruitment Pack

St Mary's Catholic Primary School
Masbro Rd
W14 0LT
Phone: 020 7603 7717
Email: admin@stmarysrc.lbhf.sch.uk



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Welcome

Allow me to extend a warm welcome from all governors, staff and children of St Mary's Catholic Primary School. With around 180 pupils on our roll, we are a small primary school based near Brook Green in West Kensington. Over many years, through the dedication of teachers and staff, we have developed an ethos where every single one of our children matters and is inspired to fulfil their potential.

It is our belief that children from St Mary's Catholic Primary School should be able to grow up and be successful within their own city. We want our children to aspire to be the lawyers, doctors and professionals that work in our city every day and to give them experiences to inspire their self-belief. The key to ensuring our children succeed both while pupils at the school and in the future is having a caring, stimulating and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow into happy, caring members of the community. The community we serve has changed enormously in recent years and this is reflected in the diverse range of cultures and backgrounds our children represent. This diversity produces a rewarding set of challenges and it is regularly commented by visitors that our school has a warm inviting atmosphere. Our children display excellent behaviour in the classroom enabling them to maximise their learning.

Our most recent Ofsted Inspection captured where we are as a school and highlighted how we live out our school mission every day and in everything we do. The proportion of our children eligible for pupil premium is well above average and our creative teachers continue to develop forward thinking ideas ensuring our children receive the highest standard of education. This hard work has seen results improve at the end of Key Stage and our challenge is to maintain and further improve these results so that more of our children enter Secondary school with the skills needed to succeed.

Everybody associated with St Mary's Catholic Primary School is extremely proud of what we achieve everyday together with our children and I hope that you will take the time to come and see our school and experience for yourself the warm and welcoming atmosphere that we have developed.

Good luck with your application.

Yours sincerely,
Miss Black
Headteacher



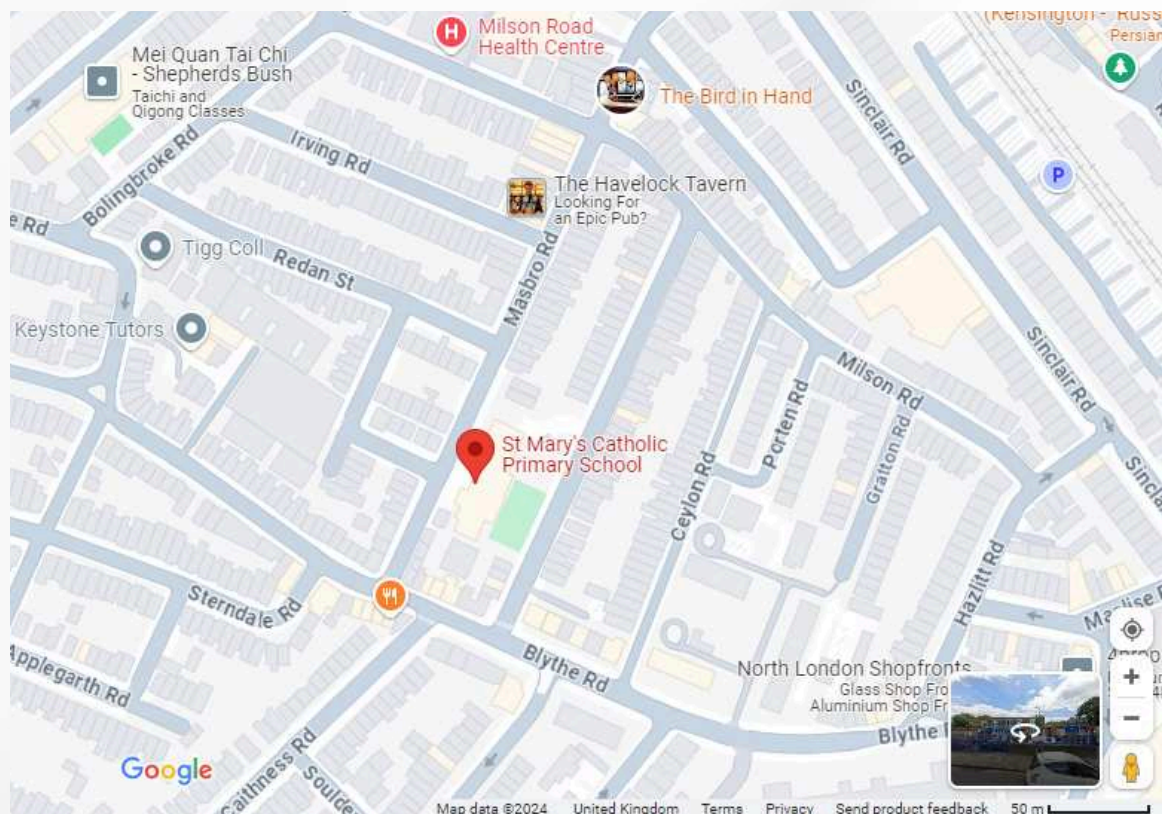
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Location

St Mary's Catholic Primary School, located on Masbro Road (W14 0LT), is near Brook Green in the vibrant borough of Hammersmith and Fulham. This beautiful school is nestled in an idyllic spot surrounded by green spaces and set within a dynamic, engaged local community. Brook Green Park, just a short walk away, is an inviting area with gorgeous greenery and a stylish café, making it a perfect destination for family outings or dog walks.

The area's green surroundings add to the charm of this accessible location, providing a peaceful atmosphere. Brook Green's excellent transport links by foot, car, bus, tube, and overground make it incredibly easy to access both the local area and Central London. St Mary's benefits from this proximity to the heart of the city, offering a unique blend of tranquility and city life for families and students alike.



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Key School Data

Type of school Primary	Primary
Age range	3-11
Location	London Borough of Hammersmith & Fulham West Kensington
Type of establishment	Voluntary Aided
Co-ed. or single	Co-ed
Budget	£1.2 million
Number of children	175
Average class size	22
Overall attendance	92.95%
Last Ofsted inspection	Good
Total Staff	31
Number of teachers	11
Number of TAs	12
% of children eligible for Pupil Premium	32%
% of children with SEND	18.28%
% of children with EAL	38.2%

2023-2024 Data

Results	School	National
FS GLD	66%	67%
Y1 Phonics	73%	79%
Y2 Phonics	93%	89%

KS1	School Expected +	National Expected +	School Exceeding	National Exceeding
Reading	75%	68%	25%	19%
Writing	75%	60%	18%	8%
Maths	75%	70%	25%	15%
SPAG	75%	n/a	n/a	n/a

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Y4 Multiplication check	School Mean average score	National mean average score		
	23	20.2		
KS2	School Expected +	National Expected +	School Exceeding	National Exceeding
Reading	94%	74%	23%	28%
Writing	82%	72%	29%	13%
Maths	88%	73%	23%	22%
SPAG	88%	72%	70%	28%
R,W,M	88%	61%	11%	7%



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Job Advert School Business Manager

St Mary's Catholic Primary School
Masbro Road, London W14 0LT
Tel: 020 7603 7717
Email: admin@stmarysrc.lbhf
Head Teacher: Miss Black

Due to the retirement of the current post holder, the Governors of this successful and popular school wish to appoint a highly motivated and enthusiastic School Business Manager. As a school we put learning and the care for each pupil at the heart of all our thinking and planning our pupils flourish and make outstanding progress. We are committed to developing pupils' spiritually, morally, socially and culturally. We see the School Business Manager as a key role within the school community and vital part of our ability to achieve our aims.

We offer:

- an exciting opportunity to be at the heart of the running of a successful school with hardworking, well behaved children with a love of learning;
- a diverse, cohesive and friendly community culture; and
- the opportunity to be key part of a dynamic, dedicated, friendly and supportive team

Our school business manager will:

- be highly motivated and enthusiastic and an excellent team player;
- have the ability to work under pressure, meet deadlines and balance the demands of a dynamic work environment [using their excellent administrative and financial skills];
- be approachable, with a good sense of humour and someone who will enjoy having an interface with parents and pupils and working collegiately with staff; and
- share the school's commitment to excellence with the whole child at the centre of everything we do.

St Mary's Catholic Primary School is a Voluntary Aided Catholic School for children aged 3 – 11 years.

For an application pack and job description please contact School office on 020 7603 7717 or by email address admin@stmarysrc.lbhf.sch.uk

St Mary's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and our staff share this commitment. An enhanced DBS disclosure is required for successful appointees in accordance with Safeguarding Children and Safer Recruitment in Educational legislation.



Job Description School Business Manager

St Mary's Catholic Primary School Job Description - School Business Manager

Management and Accountability

The School Business Manager is managed by and directly accountable to the Head Teacher and the Governors. The job description describes the main areas of responsibility.

Purpose of the Job

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in their duty to ensure that the school meets its educational aims.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
- The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/Health & Safety Management of the School.
- The School Business Manager promotes safeguarding and is both aware and compliant with Child Protection and Safer Recruitment policies and practice

Line Management of following staff:

- Administration Assistant(s)
- Site Manager
- cleaning contractor
- catering contractor
- Before and After School care staff
- School Meal Supervisors
- All third party providers attending school for curriculum activities and out of school clubs

Duties and Responsibilities

A. Financial

The School Business Manager will have day to day responsibility for the financial affairs of the School. S/he will advise on, and manage (working with the school Management Support Finance Officer), the School Budget set by the Governing Body, ensuring that





proper records are kept of all financial matters, with specific reference to financial efficiency and value for money.

Specifically:

1. Monitoring and responsibility for the finances of St Mary's Catholic Primary School.
2. Ensuring that the delegated budgets are prepared and monitored in accordance with the priorities as agreed by the Finance Committee of the Governing Body, including the preparation of financial reports as required and regular reporting, working alongside School Management Support Finance Officer, as appropriate to the Senior Management Team.
3. Advising on the school's banking arrangements taking account of interest rates of current, business reserve and capital reserve bank accounts, bank charges and liaising with relevant institutions.
4. Taking responsibility for cash flow between the main school current, business reserve and capital reserve accounts.
5. To operate the school's Financial Management System (FMS) in accordance with regulations laid down by the Council, the DCSF and the school's Finance Policy.
6. Work alongside the Head Teacher on the financial aspects of bids to the Diocese of Westminster, using the Diocesan Statlog Portal.
7. Ensuring that the school receive all refundable moneys it is due, specifically in terms of Standards Funds.
8. Supervise the purchase ordering process and to produce invoices for payment.
9. Providing projections and estimates of income and expenditure.
10. Preparing reports for, and reporting directly to the Governors' Finance and Staffing Committee.
11. Liaising closely with the School's Management Support Finance Officer, LA Finance. HR and the external Payroll Departments.
12. Preparing all payroll claims and reports twice monthly and reconciling reports monthly.
13. Supporting Co-ordinators within the school in budgeting and accounting systems.



14. Ensuring that efficient and secure routines are established and maintained for the collection, security, distribution and banking of cash..
15. Being responsible for the probity of all internal accounting systems and procedures and ensuring that these meet the requirements of the LA's financial procedures and that due regard of the division of accounting responsibilities between St Mary's Primary and School Management Support is observed.
16. Strategic responsibility for investigating and establishing long contracts which the school enters into with outside agencies. Specific responsibilities are to evaluate, plan for and implement arrangements arising from the delegation of funding for wider premises maintenance functions, central services and the school catering service.
17. Organise quotations for works as required. Regular market test all services for which the school receives delegated funds ensuring "value for money" is received.
18. Organise the work of appointed contractors, ensuring contract compliance. Resolve disputes with suppliers and contractors in the interest of the school.
19. To administer the financial systems, using the SIMs FMS software, including the processing and reconciliation of all orders, invoices, petty cash, income and expenses.
20. Management of IR35 legislation compliancy and record keeping for HMRC tax inspection purposes.

B. Personnel

1. Organisation of the recruitment, selection and appointment process for staff posts including attendance at interviews.
2. Co-ordinating the advertisements for, and appointment process of, all staff pertaining to St Mary's Catholic Primary School.
3. Liaising with HR on all matters relating to the conditions of service for all staff, including the creation and revision of job descriptions for evaluation and ensuring that the School complies with legislation relating to employment.
4. Arranging, and keeping records of all staff absence.
5. Ensuring that staff records on the SIMS system (excluding those related to teacher performance





management) are accurately maintained.

6. Ensuring that proper arrangements are made for the payment and reimbursement of staff.
7. Strategic responsibility for development of risk assessment policy such as EVOLVE platform.
8. Supervising, planning, monitoring and co-ordinating the work of support staff working in the areas of site care, cleaning, general administration and meals supervision in liaison with other managers.
9. Organising leave and cover arrangements for all staff.
10. Ensuring that arrangements are made for the in-service training and appraisal of non curriculum based staff, setting targets for development and reviewing achievement.
11. Manage all third party providers, ensuring that they meet safeguarding requirements and that all in school and after school lessons and clubs are being run adequately.
12. To maintain and update the Single Central Record (SCR) and ensure GDPR compliance.

C. Administration

1. Take overall responsibility for the school office, reception, clerical and relevant reprographic services to all areas of St Mary's Catholic Primary School.
2. Strategic responsibility for the School Information Management System (SIMS).
3. Managing the First Aid facilities and staff trained in First Aid
4. Support the Headteacher in ensuring the School's Health and Safety obligations are being met. Work with key managers to ensure relevant risk assessments are undertaken and control measures, where appropriate are implemented.
5. Oversee that statutory returns, such as Pupil Census, are completed accurately and to deadline. To complete the appropriate statistical returns for the Local Education Authority and the Diocese of Westminster as required.
6. Developing the schools SIMS computer administration system, advising on and establishing new hardware and software, including the extension of the network, and supporting senior managers of the school in its use.
7. Liaising with the Police and Security Companies with regard to the development of site security, specifically in terms of CCTV, access control etc.

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and ensuring that all temporary staff and regular visitors to the site are DBS checked.

8. Managing the school's lets ensuring that all lets are compliant and that agreements are in place and invoices are raised and paid.

9. Contributing as necessary to the organisation of all school functions and activities.

10. To organise and maintain the office administration systems and to supervise the clerical or administrative support staff accordingly.

11. To oversee the supervision and management of the website, including the safeguarding of the St Mary's pupils, and to delegate maintenance tasks to other staff members as required.

D. Premises and Facilities

1. Line management of the Site Manager.

2. Oversee the work of contractors, paying particular attention to compliance with Health and Safety.

3. Monitoring of the catering contract, to ensure best value and that the school meets Healthy Schools standards in terms of food for pupils.

4. Strategic responsibility for the development of a three year asset management plan for the school buildings, site and environs in collaboration with the Headteacher.

5. Strategic responsibility for the good maintenance and development of all aspects of services relating to the effective organisation of the school: e.g. telephones, lighting, electrical wiring, fixed assets.

6. Oversee the school's central log of service records or annual tests using the Statlog portal e.g. P.A.T testing, fire equipment, alarms and water systems (Legionella)..

7. To make arrangements for all refurbishment/development and maintenance works where these are to be funded from revenue/delegated capital budgets including drawing up of specifications, issuing of contracts, and contract compliance, in liaison with Barker Associates and the Head Teacher.

8. Act as one of the three main key holders for the school, liaising with the Keyholding Company..





E. Public Relations

- 1.To co-ordinate and produce any documentation or publicity material for the school as required.
- 2.To explore and develop initiatives to generate income and to take part in the school's general fundraising programme.
5. To organise hospitality, as necessary.

F. Other duties

- 1.Assisting Governing Body and Senior Leadership Team in creating and implementing of school policies





Person Specification School Business Manager

Purpose: To serve the mission and operate within the values of St Mary's Catholic Primary School, providing strategic support to the Headteacher, Senior Leadership Team and Governing Board on all aspects of school business management.

Responsible to: The Headteacher

Hours: This is a full time position working 36 hours per week for 41 weeks per annum (term time plus 2 weeks. These 2 weeks to be worked in line with the priorities of the school's requirements)

**Salary Scale PO2-3 £41,967-£48,063
(pro rata actual £38,362 -£44,243)**

Person specification:

	Essential	Desirable
Education & Training	Minimum 5 GCSE/O levels (inc English and Maths) Qualification or equivalent professional experience in a relevant discipline Finance and Budget management experience Leading business disciplines (e.g. HR, Procurement, Premises management) Willingness to attend further training Proficient in using IT applications such as Microsoft Office	Educated to Degree level or equivalent School Business Management Qualification Leadership and line management
Experience	Evidence of competency in using a finance IT system e.g.: FMS, SAGE or equivalent Experience of budgets and financial planning Able to work under pressure and meet deadlines Understanding of safeguarding requirements	Experience of working in a finance or business environment Knowledge of FMS, SIMS and Access Experience of HR, Health and Safety (including Risk Assessments), Data Protection, Premises management, procurement, contract/supplier management

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Abilities and skills	<p>Excellent oral and written communication skills</p> <p>Excellent organisational skills</p> <p>Ability to maintain confidentiality</p> <p>Working knowledge of internet applications</p> <p>Able to use own initiative</p> <p>Ability to work to a high level of accuracy and presentation</p> <p>Ability to relate well with children and adults</p> <p>Resilience and a positive outlook</p>	<p>Successfully working with school governors</p> <p>Ability to present and explain complex financial information to non-financial colleagues</p> <p>Experience of effective public sector procurement</p> <p>Experience of Income Generation and bid writing</p>
Personality	<p>Committed to upholding the Catholic ethos and values of the school</p> <p>Interest in all aspects of the life of a school</p> <p>Calm and confident approach</p> <p>Adaptability</p> <p>Friendly and approachable</p> <p>Sense of humour</p> <p>Personal integrity</p>	

Responsibilities:

Finance

- Prepare the school's annual budgets in consultation with the Headteacher and Governing Body
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
- To be responsible for the management of the School Fund ensuring accurate accounting and auditing as appropriate
- To monitor, evaluate and review the operation and reconciliation of all bank accounts
- To monitor, evaluate and review the ordering, processing and payment for all goods including the maintenance of financial records in accordance with current protocols and procedures
- Maximise income through lettings and other activities
- Manage the operation of all insurance matters for the school
- To contribute to statutory reporting on the use and impact of Pupil Premium and Sport Premium funding
- Presentation of reports and attendance at termly meetings of the Governors' Finance Committee

Human Resources

- To be responsible for the administration of monthly payroll returns, including recording of staff absences, additional payments / deductions and new appointments
- To support governors and senior leaders with the administration involved with recruiting new staff

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- To oversee the maintenance of staff records, including the DBS single central record, evidence of eligibility to work in the UK, and relevant qualifications
- To be responsible for the monitoring of staff absence

Premises

- Ensure the safe maintenance and security operation of all school premises
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc. are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- To maintain service records for annual tests eg PAT testing, fire equipment, alarms and water systems
- Plan, instigate and maintain records of fire practices and alarm tests
- Be aware of health and safety regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other users of school premises and facilities and seek advice as necessary

Other

- To uphold the school's policies and procedures with regard to safeguarding
- Carry out any other reasonable duties as may be reasonably required in accordance with the grade and general level of responsibility within the school
- This job description is not necessarily exhaustive or a comprehensive definition of the post and may be reviewed at any time in consultation with the post holder

