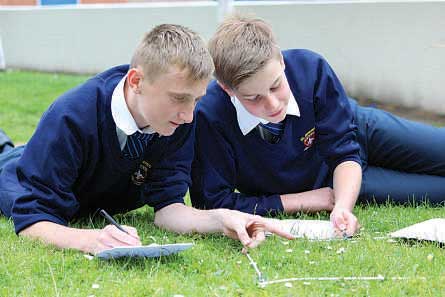
St. Joseph’s Catholic High School

*Business & Enterprise College*

*Living, Loving & Learning Through Christ*



Business Manager

St Joseph’s Catholic High School - serving the community

• Judged ‘Good’ in their recent Ofsted

• Improved GCSE results

• Improved A\* As

• Excellent Pastoral Care

Harrington Road, Workington CA14 3EE. 01900 873290

www.st-josephs.cumbria.sch.u

**St Joseph’s Catholic High School**

***Business & Enterprise College***

**Harrington Road, Workington, Cumbria CA14 3EE**

**Western Lake District, Cumbria**

**01900 873290**

**NOR 697 - 11-16**

**Head teacher Miss J Kennedy.**

**Business Manager required from May 2018**

**OS 17 £45,822 to £47,760 full time, full year contract.**

This is an exciting opportunity for a School Business Manager to join our Senior Leadership team, providing strategic vision and operational deliverance on all matters relating to Budget, Finance, Human Resources, Business Development, Health and Safety and Facilities Management.

Ideally candidates will be educated to degree level and have a relevant qualification and experience in Finance and or Human Resource Management. Candidates should be able to demonstrate experience of successful leadership and management, preferably within an educational setting.

Candidates require excellent interpersonal and skills to communicate at all levels both within the organisation and external companies/partners. You will have high levels of negotiation and persuasive skills with diplomacy and confidentiality. Working in a school demands flexibility and a positive attitude in order to respond to the daily demands of students and staff. As part of the SLT you will be required to carry out supervisory duties.

Ideally applicants will be practising Catholics or if not must be prepared to uphold the Catholic ethos of the school.

For an informal discussion / application pack please telephone Sybil Worsley, Business Manager on 01900 873290 ext 204 or email [sw@st-josephs.cumbria.sch.uk](mailto:sw@st-josephs.cumbria.sch.uk)

Closing date noon 9th February 2018 interviews Friday 23rd February 2018

**The school is committed to safe recruitment procedures. Applicants are subject to an enhanced DBS.** This is not an equal opportunities school.

**Further information about the school can be found on the TES website.**

January 2018

Dear Candidates,

Thank you for expressing an interest in our school. We hope you find the information that we have provided useful.

We woud be very pleased to arrange visits from prospective candidates or respond to calls if you require more information.

We look forwrad to hearing from you in due course.

Best wishes,

Jacky Kennedy

Headteacher

Further information:

This is an exciting time to join the school, we have a new Head teacher, a new structure for leadership and the pastoral life of the school. We have lots of ideas that we need to develop and the new Business Manager will pay a huge part in making the vision the reality.

We have an excellent team of staff who all support each other. It is a nice community in which to work.

The position of Business Manager has become vacant due to the impending retirement of our current Business Manager. Ideally we would like the successful candidate to start the new post in May/June, but we understand that this may not be possible and we are willing to wait until September for the right person.

St Joseph’s School is a Voluntary Aided school and part of the Lancaster Diocese. The school and land is owned by the Diocese but we receive Government funding though the County Council for the running of the school.

All money for the repair of our buildings comes through the DFE, to the Local Authority/Diocese and then into schools. The LCVAP money that is available to Church schools is bid for and allocated through the Diocese.

Our Business Manager started at St Joseph’s in 1999 on a very part time basis. At that time the school’s finances were run from the County Council, we had 420 pupils on roll, all contracts were bought in, and the school opened from 8.00 to 4.30 Monday to Friday. We employed 28 teachers and 4 support staff, most of whom were part time. The Senior Leadership team consisted of the Head teacher and Deputy.

St Joseph’s, today is an 11-16 school with 690 pupils on roll (our capacity is 750). St Benedict’s Catholic High School incorporates the West Cumbria Catholic sixth form for our students.

The site is open from 7.00pm to 10.00 am, Monday to Friday and on Saturdays and Sundays. We are very much a school at the heart of the community. In 2017 we carried out a staff restructure. The Senior team now includes the Head teacher; Senior Deputy Associate Head teacher (temp), three Assistant Head teachers, the Business Manager and Senior Administrator. In addition to this, we have an Extended Leadership team with the Directors of Maths and English, the Heads of departments of RE and Science and three faculty leaders. We have 31 teachers FTE and 64 support staff, many of whom are part time. The Business Manager attends all the SLT meetings on a weekly basis and Finance Governors meetings as well as attending Governors meetings when required. There are certain school functions that the Business Manager must attend throughout the year and this will involve some evening work.

We have worked hard over the years to ensure that the school and services are used by the wider community. This generates income to help the school budget. The current post holder has transformed the community. Most of the contracts have been taken in house for reasons of efficiency and best value. This includes becoming a cheque book school, Catering, Cleaners, Learning Support, Cover supervisors, Payroll and Human Resources. We have found this to be very beneficial to the school. The Staff involved feel a sense of belonging, we have full control and significant efficiencies have been established on the business side of the school.

We have an excellent team of staff managing departments on a day to day basis and excellent support for Finance, Payroll and Administration.

**Strategy;**

The Business Manager plays a role in the strategic direction of the school. This includes;

* Curriculum forward planning and staffing to meet the needs from any planned changes and enable careful long term financial planning.
* Marketing of the school and the delivery of innovative ways to ensure the stability and growth of the school, against the fierce competition in West Cumbria for school places.
* Buildings development planning for the future needs of the curriculum.
* Bidding for money from various sources to enable areas of school development from other funding streams including LCVAP.
* Helping to shape the direction for IT needs of the school for the future.

**Finance:**

The school receives a budget of approximately 3.5 million which is made up of the S122 allocation, SEN, Pupil Premium, looked after Children, Catch Up funding, insurance. In addition to this we generate an income of about £400,000 which is made up of lettings, Fees and Charges and Catering incomes. After many years of a surplus budget, we have a planned deficit this year but we will return to a small surplus in 2018-2019. The Government’s future changes to the funding formulas have meant that it is difficult to predict for the future. Our pupil numbers continue to rise so it is likely that we will be able remain in a surplus budget

The day- to -day finance is controlled by a very able Financial Administrator. The Business Manager audits procedures from time to time. Reports are provided by the Finance Administrator for the Business Manager to check and agree and add additional notes when necessary. These reports are submitted to the Governors and the Local Authority at set times during the year. We contract to an Accountant to help with the quarterly returns and year end accounts.

The Business Manager receives the proposed budget from the County Council on an annual basis The information is checked for accuracy; correct for pupil numbers, SEN, Looked after Children. The budget and the revised budget is set by the Business Manager in conjunction with the Head teacher. A lot of the information for this planning is provided by the Finance Administrator.

The Business Manager reviews and completes the information with the Finance Governors sub -committee for the annual FMSIS qualification.

The Business Manager reports to Governors at least once a year on St Joseph’s spend, which is benchmarked against other schools of a similar size and demographics.

**Human Resources:**

This area of work accounts for about 60% of the overall workload of the job. Whilst we buy in the services of HR from the County Council this only covers advice and guidance on employee relations matters including, disciplinary, long term sickness absence, capability (in its latter stages), restructuring process; job evaluation, advice on employment law.

All the other work in connection with HR which includes:

* Reviewing each job as it becomes vacant
* Preparing all the information for the recruitment
* Reviewing Job Descriptions. Person specifications, writing them if required, writing letters of appointment, preparing contracts, notifying payroll, induction
* Ensuring the absence policy is followed, work in connection with absence including return to work interviews.
* Staff planning and budgeting.
* Overview of payroll.

**Estate Management:**

The school is made up of the original building built in 1929, a four storey block built in the 60s and a two storey block built in the 70s. A new Business Centre was built in 2004 with funding through Specialist School’s Trust. We have a lease on Banklands, a building situated near to the main school, which belongs to the Diocese. The main issue we have is lack of space on the site to redevelop further. This would involve demolition and then redevelopment. The successful applicant will play a large part in working with the Head teacher, Governors with consultants to draw up a proposed and costed buildings development plan. Funding will then need to be identified.

Over the years all the buildings have been refurbished, redesigned or new build. The latest project was our 1.8 million Sports Hall, opened last September together with our new Pastoral Centre and St Joseph’s room.

The main areas of responsibility are;

* Ensuring the daily maintenance and planned maintenance is carried out internally
* Providing a buildings development plan for the Governors
* Ensuring all annual twice yearly statutory inspections are carried out and recorded.
* Ensuring all heavy equipment inspections are carried out and recorded
* Renewal of contracts
* Writing bids for the Diocese and any other funding streams.
* Attendance at annual Governor inspections of buildings.

As a member of SLT there are duties that you will be expected to carry out including breaks, lunchtime and on call duty.

**Spiritual Life of the school:**

It is preferred that this post is filled by a practising Catholic. However, if you are not a practising Catholic as a member of the Senior Leadership team you will be expected to uphold the Catholic Ethos.

We have just introduced ‘The Way’ to our students and staff. This is a prayer and assembly programme for the spiritual life journey of St Joseph’s school so the whole school know where themes, scriptures needed for daily acts of worship and assemblies. Whilst this post holder will not be required to play a daily part in this programme, awareness and understanding as part of SLT is required.

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| St Joseph’s Catholic High School Business and Enterprise College Job Description |
| Title : Senior Business Manager |
| Salary Scale: OS17 £45,822 to £47,760 |
| Supported by and reporting to; Head teacher |
| Responsible for : Line management of Finance Administrator, Catering Manager, IT Manager, Sports Development Officer, Librarian, Midday Supervisors. |
| Principle responsibilities: To contribute to the strategic direction of the school and provide professional leadership and be responsible for key resource development in the following areas:   * Financial management * Audit * Contract management and procurement * Human Resources * Estate Management * Information Management * Health and Safety * Marketing * Business Development including writing bids * Community Sports development |

**Core Duties**

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| --- | --- |
| **Financial Management** |  |
|  | In collaboration with the Headteacher, agree, prepare, report and evaluate three year budgets in line with the School Improvement plan. |
|  | To prepare the documentation for FMSIS and submit to the County council on an annual basis.  To monitor and carry out internal audits around the work of the Finance Officer to ensure that school procedures are being followed in line with the financial management regulations. |
|  | To work with the Finance Officer and Schools Accountant Consultant on setting up procedures for recording and monitoring of budgets. |
|  | To ensure that the Scheme of Delegation is reviewed and update by the appropriate Governor committee on an annual basis. |
|  | To monitor the half termly management accounts prepared by the fiancé officer and report to the appropriate Governors committee. |
|  | To monitor the asset register and ensure it is updated on an annual basis. |
|  | To communicate to the Finance Officer all relevant information on salaries for payroll , check for accuracy of payroll, and all monitor all direct debits in connection with this. |
|  | To provide advice and staff training for budget holders on procurement and the procedures thereof. |
| **Contract Management** | Rationalise the procurement of goods and supplies to achieve cost effectiveness and value for money. |
|  | Negotiate, manage, monitor tenders, contracts, service level agreements, licenses and registrations with regular review to ensure value for money, including:  HR and Health and Safety  Grounds Maintenance  Site Security and Fire  Utilities and telephone  Legal advisory service  Insurance (this is done in conjunction with the Diocese),  Staff sickness insurance |
|  | To monitor and evaluate in house contracts to ensure that you are getting quality provision and best value. |
| **Business Development** | To look for innovative ways to develop services within the wider community and increase the use of the facilities to provide income generation for the school. |
|  | To oversee the work of the Admin officer in charge of lettings and ensure that there is a development plan in place. |
|  | To work with the Catering Manager on the monitoring and development of the outside Catering business and any other contracts the school may have. |
|  | To draw up a marketing development plan and work with the Head teacher on ways of promoting the school to ensure that it is the most popular school in the area. |
| **Buildings and development** | To work with the Governors and Head teacher in providing a strategic buildings development plan linked to the future Curriculum plan. |
|  | To work as project manager on projects liaising with the professional’s involved . |
|  | To carry out a buildings maintenance inspections with Governors and draw up an annual building maintenance plan. |
|  | To agree with Governors and prepare a bid for LCVAP funding for an identified new building/refurbishment or large maintenance project.  To look for other funding opportunities for the above. |
|  | To agree with the Site Team maintenance plans. |
| **Human Resources** | To work with the Head teacher and Curriculum AHT in drawing up a curriculum plan which has staffing requirements planned for three years to feed into the 3 year budget plan. |
|  | To assist the Head teacher on any future restructuring and the reviewing of the existing structure. On an annual basis. |
|  | To carry out all the work with regard to recruitment and selection of staff from when the vacancy arises to appointment |
|  | To advise the Head teacher on HR issues using the services of our HR advisors when necessary. |
|  | To work with the Staff through the staff absence , Welfare and any other related issues ensuring all procedures and policies are adhered to. |
|  | To ensure that the schools policies, grades and pay for support staff fall within the Ofsteds and County Council’s guidelines. |
| **Health and Safety** | To oversee all Health and Safety in school on a day to day basis ensuring that all policies and procedures are adhered to. |
|  | To carry out monitoring exercises on a termly basis with the Governors. |
|  | To prepare for and attend the annual Health and Safety audit carried out by the schools consultants. |
|  | Provide staff training and record all Health and Safety training. |
|  | To take on the role of External Visits Coordinator and ensure that all the policy and procedures are adhered to. |
|  | Keep a register of all statutory testing and annual inspections. |
|  | To ensure that the single Central Record meets the requirements of the law and is kept up to date at all times. |
| **Information Technology** | Work with , the IT network team on the preparation of a strategic 3 year plan which will be fully costed, for discussion by SLT and Governors. |
|  | To lead on Data protection and Freedom of Information issues at St Joseph’s. |
| **Other** | To contribute to and support the Catholic Ethos of the school |
|  | To attend Governors meetings when required and other school functions held during the year. |
|  | To represent the Primary Cluster on the buildings committee on an annual basis. |
|  | Any other duty as deemed necessary by the Head teacher. |

Revised January 2018

# Person Specification- Business Manager St Joseph’s Catholic High School

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Assessment** |
| **Qualifications** | | | |
| Strong general qualifications to level 4 standard or above | **✓** |  | **Application** |
| First degree or equivalent |  | **✓** | **Application** |
| Degree or Diploma in Human Resource Management |  | **✓** | **Application** |
| Certificate or Diploma in School Business Management |  | **✓** | **Application** |
| Professional accountancy qualification |  | **✓** | **Application** |
| **Experience** | | | |
| At least 3 years’ experience of working in a similar role, or supporting someone working in a similar role in the education sector | **✓** |  | **Application / Reference** |
| Evidence of taking a strategic lead and contributing to the strategic direction of an organisation. | **✓** |  | **Application/**  **Interview** |
| Evidence of financial management experience including budgeting, forecasting, reporting and cash-flow | **✓** |  | **Application / Interview** |
| Experience of rigorous procurement processes and understanding of best value | **✓** |  | **Application / Interview** |
| Sound and current knowledge and understanding of relevant legislation and guidance | **✓** |  | **Application / Interview** |
| Evidence of ability to generate and sustain positive working relationships with external providers | **✓** |  | **Interview /**  **Reference** |
| Evidence of successful leadership and management of others | **✓** |  | **Interview /**  **Reference** |
| Experience of working in all aspects of Human Resources |  | **✓** | **Application** |
| Experience of all Building related matters and running projects |  | **✓** | **Application / Interview** |
| Experience of successful income generation |  | **✓** | **Application / Interview** |
| **Knowledge, Understanding and Skills** | | | |
| Good knowledge of the context in which schools operate and of their accountability | **✓** |  | **Application/ Interview** |
| Excellent planning and organisation skills | **✓** |  | **Application/ Interview** |
| Strong numeracy, communication and ICT skills, including effective use of spreadsheets | **✓** |  | **Application/ Interview** |
| Understanding of safeguarding requirements and how to promote and protect the welfare of children | **✓** |  | **Interview /**  **Reference** |
| Knowledge and understanding of facilities management |  | **✓** | **Interview /**  **Reference** |
| Knowledge and understanding of health and safety compliance |  | **✓** | **Interview /**  **Reference** |
| Knowledge and understanding of ICT system management, including data protection (GDPR) |  | **✓** | **Interview /**  **Reference** |
| **Personal Qualities** | | | |
| Practicing Catholic or a commitment to the Catholic nature of the school |  | **✓** |  |
| Ability to build and maintain quality relationships through effective communication, professional integrity and creative, innovative and dynamic leadership | **✓** |  | **Interview** |
| Capable of working under pressure and to deadlines | **✓** |  | **Interview /**  **Reference** |
| Able to analyse problems, seek innovative and cost-effective solutions, and implement decisions made | **✓** |  | **Interview /**  **Reference** |
| Able to inspire trust and confidence across the whole school community | **✓** |  | **Interview /**  **Reference** |
| Able to successfully lead change and inspire others | **✓** |  | **Interview /**  **Reference** |
| Able to work effectively with a range of people, dealing with them sensibly and resolving conflict | **✓** |  | **Interview /**  **Reference** |
| Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience | **✓** |  | **Interview /**  **Reference** |
| Self aware with a good knowledge of own strengths and areas for developments | **✓** |  | **Interview /**  **Reference** |
| A good sense of humour | **✓** |  | **Interview** |
| High levels of integrity, compassion and trust | **✓** |  | **Interview /**  **Reference** |

# Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph’s. All applicants are expected to be supportive of this central aim.

**Closing Date**

The closing date for applications is noon on Friday 9th February. Interviews will be held on Friday 23rd February 2018.

Our School Mission Statement

AT ST. JOSEPH’S CATHOLIC HIGH SCHOOL

WE WILL CHALLENGE YOU TO AIM HIGH, WE EXPECT YOU TO SUCCEED

LIVING LOVING LEARNING

All members of the school community – pupils, staff, governors and parents – will be united in sharing a common purpose: to achieve their personal best, to pursue lifelong learning, to develop and model respect for themselves and others and lay a significant role in the life of the local community; and they will be able to articulate this common purpose and support each other to achieve these goals.

LIVING LOVING LEARNING

Our School will be characterised by positive, appropriate, productive and warm relationships all of which are at the heart of our faith. We will encourage all members of the community to reflect on and develop their relationships with each other to promote tolerance and understanding.

LIVING LOVING LEARNING

All members of the school community will strive to achieve excellence – their personal best in all areas of school life; academically, in extra-curricular activities and through their embodiment of positive attitudes and qualities.

*Living, Loving and Learning through Christ*