**School Business Manager**

**Application Pack**

*December 2017*



**Introduction**

Thank you for expressing an interest in applying for this important role in our school. I hope you can see that St Paul’s is a modern, innovative and energetic community where all of us are fully committed to learning. As leaders at St Paul’s we have a responsibility to model this by learning and always looking to develop, individually and collectively, as an outstanding school.

St Paul’s is at an important and exciting time in its development and we are eager to ﬁnd the right person to join our team. The school was graded as outstanding in 2007 and has continued to ﬂourish during this time with results consistently in the top fifteen percent nationally at A level and GCSE.

We believe that we are challenged to make the most of every young person’s God-given potential in all aspects of their lives and we deﬁnitely give all the students a very broad and varied experience of life at St Paul’s.

We currently lead the Inspire Teaching School Alliance, one of just under 600 nationally, that leads developments in teacher training, school improvement and educational innovation. We also lead the Sussex Maths Hub, one of 35 nationally, we are committed to developing Maths in the South East as well as linking to schools internationally including in Shanghai.

Another area we are committed to supporting is the development of a Bosco Catholic Education Trust which is encompasses all of the primary and secondary schools in Sussex within a Catholic Multi-Academy trust.

The role of School Business Manager is a key role at the heart of the success of our school. I am conﬁdent the next person taking up the role will bring new skills and experiences to the team and shape the role for the future in the next chapter.

I would welcome the opportunity to share the reasons we are so proud of all that we do at St Paul’s and warmly invite you to visit the school and look forward to receiving an application.

Rob Carter

Headteacher

**SCHOOL BUSINESS MANAGER JOB DESCRIPTION – DECEMBER 2017**

***Please note: This job description is negotiable for the right candidate***

**HAY GRADE A (SCP 1-5) - £44,294-£48,462**

**Post Accountable to**: Headteacher.

**Post Responsible for**: Leading and managing the College Finance and supporting wider support services.

**Grievance Ofﬁcer**: Chair of Governors.

**Section 2 Terms & Conditions**

**Hours of Duty**: Full-time: i.e. 37 hours per week over a ﬁve day week, all year round. (NB: hours of duty may have to be varied from time to time to meet the needs of the school, including occasional evening and weekend work).

**Overtime**: This post is not eligible for overtime payment, but there is an expectation that reasonable additional hours will be worked as needed.

**Annual Leave**: 30 days per year in addition to bank holidays.

**Driving Licence**: The post holder will be required to have a full and current driving licence and should be willing to undertake a minibus driving test to qualify to drive the school minibuses.

**Conﬁdentiality**: The post holder is required to respect the conﬁdentiality of all matters relating to the school, students and staff.

**Probationary Period**: The post is subject to the satisfactory completion of a six-month probationary period.

**Section 3 - Key Tasks**

• Lead and manage the College Support Services, including line management of the following teams:

* + 1. Finance and School Office
		2. HR/ Personnel;
		3. Facilities (including Health and Safety and environmental issues);
		4. Reporting to and support for Governors, in particular the Resources Committee;
		5. Educational Visits Co-ordinator;
		6. Leading the development of community links, including with local businesses;
		7. Business development, including income generation;
		8. Supporting students directly, including through involvement in coaching, educational visits, careers, Young Enterprise, Young Chamber.

**Section 4 – Principle Accountabilities**

 **Leadership of Support Services**

* To lead College support services and line-manage team leaders, including performance management, to develop and maintain an outstanding environment for learning that enablesour students to be happy and safe at school, learn well and achieve their potential;
* To ensure all support service activities are aligned with our College Improvement Plan andprovide value for money, including ensuring that all support staff are aware of the prioritiesand provide outstanding customer service, and that suitable systems and processes are in place;
* To take responsibility for non-teaching activities to free the headteacher, leadership team andteachers to spend as much time as possible concentrating on teaching and learning;

To ensure that the appropriate reports are prepared for Governors, the local authority, the DfE, EFA and other outside bodies as required, enabling the College to discharge its legal responsibilities;

* To attend meetings of the Governors as required;
* To initiate and prepare effective Business Plans having due regard to the management of risk for all activities of the College;
* To lead the negotiation, monitoring and evaluation of all aspects of the College’s contracts with external providers.

**Finance**

* To lead College ﬁnances, including taking responsibility for the management of School Budget Share, School Fund, the Governors No. 1 account and the Governors e-Learning account, and line-manage the ﬁnance manager;
* To lead the preparation of appropriate ﬁnancial systems and routines for operating as an Academy.
* To support the activities of the Inspire Teaching School Alliance and Maths Hub, in particular the management of ﬁnancial activities including cash-ﬂows and returns.
* To apply and achieve the principles of best value in the procurement of works, services and supplies in order to continuously improve the efﬁcient and effective use of limited resources;
* To anticipate, plan and prepare ﬁnancial reports and returns for Governors, LEA, DfE, EFA and Diocese in accordance with the appropriate timescales;
* To work with the Headteacher to prepare the College’s annual budget and premises development plans;
* To monitor, review and report to the Headteacher and Governors on ﬁnancial performance against budget;
* To research, generate and sustain income through entrepreneurial activity in such a way that the College can continue to develop as an innovative and creative organisation;
* To maximise the use and income generating potential of the site through effective marketing of College assets and facilities and the negotiation of contracts with external users, in accordance with policies set by the Governing Body;
* To explore the opportunities for additional funding through grants and sponsorship and produce documentation to support bids;
* To maximise ‘Gift Aid’ opportunities.
* To complete the monthly data exchange with the LA and reconcile as needed.
* To complete monthly summary claims for non-teaching Midday Meal supervision.
* To complete half-termly summary claims for enrichment leaders.

**HR/ Personnel**

* To lead College HR and personnel activities and manage the team leader;
* To advise Headteacher, Governors and Managers within the College on HR issues, including the statutory requirements related to staff welfare, pay, sickness, discipline, leave and other conditions of service, so ensuring a high quality of human resource management;
* To develop and maintain an effective record of staff contracts, pay, job descriptions, performance management procedures and job evaluations;
* To provide a ﬁrst response to staff on HR and Personnel queries, and liaise with WSCC on the resolution of any issues.
* To lead the recruitment of support staff including ensuring safeguarding requirements are met.

**Facilities**

* To work with the Facilities Manager to ensure that the site is secured, maintained and developed to the highest possible standard and within the agreed budget;
* To work with the Headteacher and Governors on the long-term development of the buildings and grounds in ways that promote effective learning and the health, safety and happiness of students, staff and visitors;
* To work directly with the Headteacher and others in negotiating and preparing grant applications for the further development of the site, premises and facilities;
* To work directly with the Headteacher and Governors in negotiating contracts with architects, building contractors and other parties and in monitoring the efﬁcient execution of those contracts;
* To raise awareness of health and safety responsibilities and apply legal requirements, policies and procedures; ensure regular inspections of the College premises and analyse and take action to minimise health and safety risks and prevent accidents;
* To investigate, advise and provide guidance to ensure compliance with all statutory requirements;
* To ensure that high level risks have been identiﬁed and that appropriate policies and training are implemented. Review and ensure that internal controls and risk reduction measures are in place and records are kept up-to-date;
* To participate in the continuing revision and effective maintenance of the College Emergency Plan to ensure operational continuity;
* To ensure that adequate risk assessments are undertaken for all off-site activities, that appropriate action is taken to minimise risks and to ensure that all the necessary approvals from the Governing Body and others are obtained;

**Ofﬁce Services and Learning Resource Centre (LRC)**

* To lead College ofﬁce systems and the LRC;
* To provide ofﬁce services to teachers to enable them to concentrate on teaching and learning, including managing admissions, attendance, letters home, reprographics;
* To provide reception and ﬁrst-contact telephone support for parents, visitors and all enquiries to the College;
* To support our lettings activities and external functions;
* To manage bookings of college facilities including mini-buses for internal and external users;
* To provide information and literacy services to students and staff via the LRC, including provision of books and journals, electronic resources, careers information, Accelerated Reader scheme;

**ICT Systems and e-Learning**

* To lead College ICT systems and e-Learning support;
* To provide and develop network services to support the growing use of technology for learning;
* To lead the College e-learning scheme and the provision of devices to all students in KS3 and 4, and suitable services for the 6thform;
* To develop e-learning and web-based services (including the College Gateway) to support learning, improve operational efﬁciency and safeguard students;
* To provide helpdesk support for students, staff and parents;
* To provide training and induction in the use of devices, systems and software for students, staff and parents;

**Section 5 Person Speciﬁcation**

**Experience and Knowledge**

* At least 5 years experience at a senior level in a professional administrative and/or ﬁnance, and/or human resources role, preferably experience of Academy or school ﬁnances.
* Excellent business management skills.
* Excellent numerical, report-writing and organisational skills.
* High level ICT skills including Word, Excel, Outlook and management information systems.
* Able to understand and quickly absorb complex data and written material.
* Willing to participate in development and training opportunities.
* Previous experience of working in a school environment would be useful but not essential.

**Competencies and Personal qualities**

* Highly developed leadership and people management skills.

* Strong interpersonal skills to quickly establish personal credibility and to engender trust with Governors, staff and others.
* Effective communicator, able to inﬂuence and persuade at all levels, but also able to listen and learn.
* Able to work and maintain focus under pressure and to tight deadlines.
* Self-motivated and self-starter.
* Thorough and a ﬁnisher.
* Able to exercise discretion and conﬁdentiality.
* Able to relate well to children and adults.
* Have a strong work ethic and sense of humour.

Having previous experience of working in a school environment would be useful but is not essential.

**Section 6 General**

* St Paul's Catholic College 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 applicant will be required to undertake an Enhanced DBS check.
* The post-holder should be aware of and comply with and assist with the development of policies and procedures relating to child-protection, conﬁdentiality and data protection, and report any concerns to an appropriate person.
* The post-holder should be aware of and support difference and ensure equal opportunities for all.
* The post-holder is expected to support and contribute to the overall ethos, aims and work of the College.

**Recruitment Timeline**

* 4th December 2017 - national advertisement of the role
* 5 January 2018
* Interview TBC
* Proposed start date subject to availability of candidate
* Salary – HAY GRADE A SCP 1-5: £44,294-£48,462

Application is by letter of no more than two pages in total.

Please also complete the appropriate Catholic Education Service Application Forms to be found on the school website – [www.stpaulsccatholiccolege.co.uk](http://www.stpaulsccatholiccolege.co.uk)

We would welcome any candidates wishing to visit the school prior to application.