

ST MARY'S CATHOLIC HIGH SCHOOL, LEYLAND

Post of Assistant Business Manager

WELCOME



Thank you for considering St Mary's Catholic High School, Leyland.

We are a school community that continues to thrive and build on the successes of recent years. At St Mary's, we unashamedly set high standards and expect the very best of our pupils. In so doing, every child is given the opportunity to flourish and fulfil their God-given potential.

Our school has a calm and purposeful working environment, with a rich extra-curricular provision, allowing pupils the opportunity to excel. They are aided wonderfully by a staff body who are hard-working, caring and committed. In short, we are a community where all members are valued and respected.

The inspiration for all we do comes from our Catholic faith and is based on the Gospel values of love, honesty, respect and forgiveness. In so doing, we believe our Mission, which is to 'let your light shine', comes alive, allowing pupils to feel safe and have the confidence to develop their talents.

Our school mission extends, of course, to staff as well, and every opportunity is given to allow for professional development. The successful applicant will be working in a school that is both welcoming and supportive.

Applicants considering St Mary's are more than welcome to book an appointment and visit us at any time, we would be delighted for you to see the school in action.

Mr Philip Thompson

Headteacher



THE BUSINESS DEPARTMENT



Comprises of full and part time staff. Louise Martin, is the business manager. Debi Dickinson is full-time BSO and has responsibilities for checking attendance on a daily basis, the Unofficial School Fund, including educational visits. Katie Cookson and Anna Bejenka are both part time and focus mainly on financial matters relating to the school budget. Our latest recruit is Maddie Birch as part time receptionist.

Also in the business team is Marie Owens, PA to the Headteacher and cover manager, Shiobhan Cuerden, reprographics technician,

The successful candidate will join a very friendly, dedicated team whose main focus is customer service. The post is a newly created post and will be to work closely with the Business Manager learning all aspects of school business from financial management to environmental issues.

ABOUT YOU

Ideally we are looking for someone who has a 'Can Do' attitude, who is not afraid to get stuck in and deal with things that are not the 'norm'. School experience would be advantageous but is not essential. You will be working with systems such as Sims.net, FMS 6, HCSS budgeting and Tucasi SCO. You must be proactive and willing to undertake tasks that others are not prepared to do in order that school business is effective and efficient. You will have a visible role within the school and will need to make good relationships with students. Break and lunchtime duties will be expected.

ABOUT US

This post is about succession planning and getting to know everything about St Mary's Catholic High School, its staff, pupils and the local community. The number of roll is increasing with an expected full year 7 in 2021 and with overall numbers increasing to 800.

THE POST OF ASSISTANT BUSINESS MANAGER

The Governors are seeking to appoint a well-qualified and suitably experienced assistant who is ambitious for further career development. The post would be suitable for primary business managers/office managers or those from the private sector with similar roles.

In your letter of application, please outline your philosophy of school business, and how you consider the best use of public money.

The school is ambitious and caring and we expect the best for the children in our care. Candidates must be able to demonstrate a commitment to change as well as the ability to take risks in moving forward. With these points in mind this post represents a huge opportunity to influence the direction of this school in the short and long term.

A sense of vision, enthusiasm and energy will be looked for as well as the abilities needed to contribute to a spirit of teamwork. As a member of the support staff, there must be an enthusiasm for, and commitment to, the welling of all staff.

All staff are expected to make a positive contribution to the life of the School. There is a wide variety of out of hours events and all staff are encouraged to become involved with this important aspect of school life. Please evidence your commitment in your letter of application.

We have been inspected by Ofsted in 2020 they confirmed the school continues to be good.

- Pupils behave well in lessons and they enjoy school.
- Pupils describe their school as 'welcoming'.
- Pupils feel safe in school because they know that staff will listen to them.
- Pupils embrace the many opportunities on offer beyond the classroom.
- Teachers have high expectations of what pupils can achieve.
- Teachers are knowledgeable about their subjects.
- Teachers ensure that pupils can remember the knowledge that is the most important.
- Pupils achieve well in many GCSE examinations.
- Leaders have created a caring ethos where pupils are keen to learn.
- Leaders ensure that pupils with SEND benefit from extra support.
- Staff are proud to be part of such a warm school community.

THE PLACE

South Ribble is a very pleasant area in which to live and work, and was voted 'The Best Place to Live in the UK'! The school is situated not far from the centre of Leyland, with easy access to the motorway network as well as the semi-rural and rural areas of southwest and west Lancashire.

THE PROCESS OF APPLICATION AND INTERVIEW

Applicants must complete the LCC application form together with a letter supporting your application. Your application should be addressed to the Headteacher, Mr Thompson. The school will acknowledge its receipt. We would normally invite prospective candidates to visit us on a working day and experience the school ethos, but due to current restrictions this is currently not possible. Shortlisted candidates will be given a tour of the school along with the practical test. Please feel free to call Louise for a chat on 01772 426423 if you wish. Closing date for applications is mid-day Tuesday 19th January 2021. Interviews will take place w/c 8th February.

Mr Philip Thompson
Headteacher