

Saint Bernard's Catholic High School



JOB OPPORTUNITY

Job description:

Finance and Operations Manager

Welcome to St. Bernard's Catholic High School! We are an outstanding, popular and over-subscribed 11-16 academy in Rotherham and we are seeking to appoint an enthusiastic, creative, forward thinking Finance and Operations Manager who is supportive of our school's very special Catholic ethos.

The Finance and Operations Manager will be responsible for leading on and managing financial management, IT, health and safety, premises and catering and will have responsibility of managing external school contracts.

The successful candidate will:

- Promote the highest standards of business ethos within the administrative function of the school.
- Ensure the most effective use of resources in support of the School's Improvement Plan.
- Be adaptable, resilient and have a desire to make a lasting difference to the lives of our wonderful students.
- Be a positive person who is able to work effectively as part of a team.

In return, we offer:

- The opportunity to work with a staff and student body which is kind, compassionate, happy and hard working.
- Strong commitment to equality, diversity and inclusion: we are a school which is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.
- Access to opportunities for self-development and Continuing Professional Development.
- Opportunities for career progression.

For an application pack please visit www.sbch.org.uk/menu/vacancies or contact Vivienne Smith on 01709 828183. Completed application forms should be returned to Mrs V Smith, St Bernard's Catholic High School, Herringthorpe Valley Road, Rotherham, S65 3BE or email jobs@sbch.org.uk. Please note that only completed Catholic Education Service application forms will be accepted. If successful for interview you will be contacted and references will be requested.

Closing date for applications is Friday 6th January 2023 at 9.00am with interviews Thursday 12th January.

Should you wish to arrange a visit to the school, please don't hesitate to contact Vivienne Smith, the Leadership Team's PA on 01709 828183 or jobs@sbch.org.uk

Job details

Salary: Band L Points 40- 43. £46,549 - £49,590

Hours: 37

Contract type: full-time (permanent)

Start date: ASAP

Reporting to: Principal

Responsible for: Finance, Site Staff, Catering and IT

Main purpose

The school Finance and Operations Manager is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, IT, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.



Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the Principal, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Implement school-wide changes and allocate resources in line with the School Improvement Plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
- Attend leadership team meetings when required and report to governors.

Financial management and fundraising

- In partnership with the Principal, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Submit the budget to the Governing Board.
- Monitor the budget all year round, advising the Principal where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Principal to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Manage the school's payroll provision with the payroll provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the School Improvement Plan.

Find and apply for grants

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.

- Manage the school's lettings offer.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.

Health and safety

- With the Principal and Premises Team, supervise the maintenance of the school site.
- Manage the school's compliance with Health and Safety regulations, and put in place processes and procedures to ensure the safety of all in the school.
- Organise health and safety training for staff.
- Report to the Principal and Governors on Health and Safety including accident and incident reporting and near misses.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- Monitor and update the risk register.

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Provide administrative support for the Principal and Governing Body.
- Be the school's Data Protection Officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues.

Catering

- Lead on the management and financial effectiveness of the catering provision for school, ensuring compliance with statutory requirements along with value for money to our students and staff.

IT

- Line manage the Senior IT Technician and work together on the strategic vision for IT across the school.

The school Finance and Operations Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Finance and Operations Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.



Person specification

Qualifications and training	Essential/Disirable
A degree or other relevant qualification - ideally in accountancy, business management or a related discipline	D
A school business management qualification:CSBM/DSBM	D
Accounting qualifications e.g. ACA, ACCA, CIMA or equivalent eduation at degree level or equivalent experience	D
Experience	
Successful leadership and management experience in a school, or in a relevant field outside education	E
Three years minimum experience in an accounting and financial management role	E
IT training, particularly in the use of spreadsheet analysis, or equivalent experience that supports the requirements of the role	E
Involvement in school self-evaluation and improvement planning	D
Line management experience	E
Contributing to staff development	D
Working with children or young people	D
Skills and knowledge	
Expert knowledge of financial management	E
Expert knowledge of school financial management	E
Excellent attention to detail	E
Previous use of Access Education Finance and Budgeting	D
Effective communication and interpersonal skills	E
Ability to communicate a vision and inspire others	E
Ability to build effective working relationships with staff and other stakeholders	E
Understanding of data protection and confidentiality	E
Personal qualities	
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E
Ability to work under pressure and prioritise effectively	E
Commitment to maintaining confidentiality at all times	E
Commitment to safeguarding and equality	E
Embraces change well	E
Deals with difficult situations effectively	E

