



Maria Fidelis
Catholic School FCJ

Headteacher: Mrs H Gill, BA (Hons), MA, NPQH

RECRUITMENT OF SCHOOL BUSINESS MANAGER

NOVEMBER 2019





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Welcome from Maria Fidelis Catholic School

Dear Colleague

Thank you for your interest in the role of School Business Manager at Maria Fidelis Catholic School. We hope this pack will give you a great insight into our school and the role.

Our school began serving the local community in 1830 under the direction of Marie Madeleine D'Houet, founder of the religious order, the Faithful Companions of Jesus (FCJ).

Our vision is that FCJ schools are communities of personal academic excellence. Strong in companionship, the unique giftedness of every person is recognised, nourished and celebrated. Our hope and expectation is that each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

We believe we provide a truly special experience for our students and staff – not only of academic excellence but also an environment that is caring, supportive and focused on the uniqueness of every person.

In 2018-19 we merged our separate lower and upper schools into a brand new state of the art school on a single site between Euston and Kings Cross Stations. Our new building is fantastic – with fully equipped spaces for teaching and learning, new technology and systems to support 21st century learning.

Our current Business Manager has flourished in our school and has really supported us through this transitionary period. We are sad to lose her to a promotion but we are excited about welcoming a new leader into our team. We now have new systems and structures in place and are ready for the next phase of our development. We are looking for a leader who understands the many facets of school business leadership and who can continue to drive forward improvements and develop our premises and administration teams as we grow and build on our success.

For a confidential and informal conversation to discuss this opportunity please contact Sarah Ewins (current SBM) sewins@mariafidelis.camden.sch.uk or Chrissy Cordara (deputy SBM) ccordara@mariafidelis.camden.sch.uk on 02039608151.

If you think you are the person we are looking for then I would be delighted to receive your application and I look forward to meeting you.

Helen Gill

Headteacher



Role of School Business Manager

The role of School Business Manager at Maria Fidelis is exciting and dynamic. You will be a key leader in our school, sitting on our Senior Leadership Team and working with staff, governors, pupils and stakeholders at all levels to deliver our mission. You will have oversight of all non-teaching operations including finance, premises, HR, ICT, risk, communication and administration.

We are looking for a leader who is highly motivated, dynamic, innovate and able to work under pressure. You will have outstanding interpersonal skills and be a team-player who is motivated by developing and empowering your teams. We are seeking someone who has an eye for detail but also the vision to see the wider picture and understand the educational landscape with the ability to manage opportunities and challenges and always seek the best for our school.

Our brand new building and excellent location also means we have many possibilities for income generation and you will play a key role in expanding our lettings and building our relationships with the local community.



We are currently finalising our new staffing structures and you will play a very important role in developing our teams and also working with our contractors to make sure that the business and administrative functions of our school are efficient, streamlined and highly effective.



Location and Benefits

Maria Fidelis is situated in a fantastic location between Euston and Kings Cross Station, which makes it very easy to reach. The British Library, Francis Crick Institute, Wellcome Trust, UCL, SOAS, LSE and Central St. Martin's School of Art are all within a five-minute walk of the school site; the school therefore enjoys extracurricular links with several institutions, many of which offer exciting opportunities not only for our pupils, but also professional development activities for our teachers. Partnerships with City firms such as Deloitte enrich the curriculum and also allow our staff to keep 'in touch' with the world outside of education.

Maria Fidelis is a welcoming and supportive community. We value the professional autonomy of high-performing staff and understand the different approaches different departments may need to take. We make managing workload a high priority.

We are forward-looking and progressive with many opportunities for professional development and sharing practice. Maria Fidelis belongs to networks within Camden, but also in other boroughs including Westminster, Kensington and Chelsea and with other high performing Catholic Schools in the Westminster Diocese.

We are a diverse school community in terms of both staff and pupils and therefore welcome applications from anyone who supports our ethos.

In terms of support in the role of School Business Manager, Camden has a very active SBM Hub which meets regularly and supports all the School Business professionals in the borough. We also benefit from fantastic financial and HR support and guidance from the core Camden team. We continue to buy into many SLAs and work with Camden Learning on projects and plans. There is a lot of support both from Camden and from other schools and the networking is strong.

Key Benefits – health and wellbeing

- A commitment to managing workload.
- Cycle to work Scheme, with savings of between 32% and 42% on the standard retail price of a new bike;
- Corporate rates for membership of a gym - GLL – Better Leisure. Camden's award-winning leisure centre is just 5 minutes away and boasts a gym, swimming pool, library and cafes;
- Free hearing tests, eye tests and health checks

Key Benefits – financial

- An interest-free season ticket/travel-card loan scheme;
- A Childcare Voucher scheme which can be used to pay for registered childcare for children up to 16 years old;
- A collection of staff discount and cash-back deals available every day of the year, on shops and health clubs, travel and insurance.

MARIA FIDELIS CATHOLIC SCHOOL, FCJ



SCHOOL BUSINESS MANAGER (SBM)

Senior Leadership Team Member

JOB DESCRIPTION

PURPOSE OF JOB

- To give strategic vision and leadership to all aspects of non-Teaching operations including Administration, Communication, Budget, Finance and Premises.
- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership Team and Governors, ensuring that legal and safety requirement with regard to people and property and function of the school are maintained.
- To be responsible for the school site and its buildings, their maintenance, development and efficient use.
- To function as line manager for all support staff.
- Play a central role in the Leadership Team.
- Ensuring that the school is fully prepared to meet OFSTED financial criteria.
- To liaise with relevant members of the Local Authority.

Responsible, alongside the Deputy Headteacher and Assistant Headteachers to the Headteacher and through her to Governors.

DUTIES: GENERAL

- To lead and advise the Leadership Team on matters relating to premises and finance and Health and Safety.
- To attend all main governing body meetings and assist the Chair for subcommittees for Finance Premises and Staffing.
- To take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.
- To deputise for the Headteacher as required in relevant fields of expertise.
- To provide support as relevant to the Headteacher and Deputy Headteacher.

Health & Safety

- To formulate, monitor, implement and review the school's Health & Safety policy including the introduction of all Risk Assessment procedures.
- To advise all staff as appropriate.
- To report to Governors on Health & Safety.
- To ensure regular Fire Risk Assessments are carried out and manage installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices.

Premises

The SBM will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Headteacher. Specific responsibilities include:

- Taking the lead on compiling, and implementing, a Premises Development Plan, including energy conservation.
- Through regular contact with the premises staff, ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
- Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering.
- Advising on all Health & Safety matters, including measures in the event of emergencies.
- Appraise projects for the development of the school.
- To be responsible to the Headteacher for the security, maintenance, heating, cleaning and other general site services with the premises.
- To deal with all external agencies delivering services to the school and to deal with all aspects of tendering, including Compulsory Competitive tendering.
- To be responsible for letting of the school premises to outside organisations and school staff, the development of all school facilities for out of school use, with particular reference to the local community.
- Purchase, repair and maintenance of all furniture, equipment and fittings.
- To monitor the work of on-site contractors and arrange for estimates for work.
- To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims.
- To monitor and oversee the quality of work by contractors, site staff and cleaning staff, reporting to Governors as appropriate.



Financial

Working with the Headteacher, the SBM will prepare an annual budget for the school to be submitted to the Governing Body and will provide specific expertise in long-term financial management. The SBM will be responsible specifically for:

- Ensuring the school has appropriate financial systems and managing all aspects of the school's financial systems (including voluntary funds such as School Fund) in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained and reporting on a regular basis to the Headteacher and Governors.
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the Local Authority and the school are observed.
- Preparation, for approval by the governors, of annual estimates of income and expenditure and regular reporting of progress against budget.
- To prepare appraisals for particular projects and the development of long term initiatives for the school.
- To co-operate, initiate and manage audit procedures as necessary.
- Attend Governing Body Finance and General Purposes Committee meetings.
- To write bids for funding as required by the Local Authority, DFE and Diocese.
- Managing the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the school maximises its potential from the Local Authority.
- Submitting capital bids to the LA/Diocese, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.
- Promoting the school's activities and premises with the objective of maximizing letting income, within agreed policies.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- Monitor the stand and cost effectiveness of the catering team within the agreed performance indicators and to liaise as necessary with the LA/Catering Manager.

Human Resources and Administration

To develop support teams within the school in order to reduce the beaurocratic burden on teaching staff.

- To lead all school administrative staff, ensuring essential job functions and skills are identified and roles carried out by appropriate staff.
- To identify and organise relevant Support Staff Inset.
- To ensure effective Management Information Systems are in place.
- To liaise with the LA/Diocese as appropriate on contracts, conditions of service, payment of salaries and other personnel matters, and on legal matters as appropriate. Advising the Headteacher and Governors appropriately.
- To manage and develop the recruitment policy and procedures for all staff, managing the process, drafting adverts, providing job descriptions, etc. ensuring all LA and national procedures are adhered to (eg DBS, Equal Opportunities, etc.)
- To work with senior staff on Induction Policy and Procedures, ensuring all staff are inducted effectively and carrying out the relevant evaluations.

- To manage the selection process in respect of all administration and premises staff.
- To develop policies in respect of all support staff personnel issues, including the development and implementation of performance management reviews.
- To advise the Headteacher on appropriate salary scales for Newly Qualified Teachers and other staff.
- To advise the Headteacher on issues regarding workforce reform, ensuring that regular staffing views are carried out in order to meet the relevant demands of the school.
- To identify Administrative issues for inclusion into the school's development plan.
- To draft reports for, and attend Governors Staffing Committees.

Line Management Responsibilities

The SBM will be responsible for managing premises and all other support staff but in the case of Library, Technology, Science and Art technicians not their interface with curriculum.

- Managing the staffing operation of the Main Office and all administrative/site staff. Specific line management responsibilities of the Deputy Business Manager, the Premises Manager and the Administration and Communications Manager
- Facilitating teamwork and good practice in order to achieve excellent standards of service delivery.
- Managing Support Staff Attendance and Leave to ensure a continuous service throughout the year.
- Overseeing support staff career development including the appraisal scheme and reviewing training requirements
- Monitoring the effectiveness of the support staff establishment to meet the needs of the school.

Undertake such duties and work hours agreed with the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher.

November 2019



Maria Fidelis Catholic School

School Business Manager : Person Specification

Factors	Essential	Desirable	Assessment
Qualifications	DSBM or equivalent training and/or qualifications Degree (or equivalent)		Certificates Selection Process
Training	Evidence of Continuing Professional Development.		Application Form Selection Process
Experience	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing premises and school assets. Managing Management Information Systems Managing teams. Managing H & S.	Managing within an Educational environment. Managing at a Senior Management Team level.	Application Form Selection Process
Knowledge and Skills	Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national & regional educational services and deliver appropriate strategies. Able to lead teams and individuals. Able to strategically influence decision making within the school. Able to use a range of ICT packages.	Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community.	Application Form Selection Process
Personal Qualities	Highly developed interpersonal skills including the ability to negotiate effectively. Willingness to challenge the work of self and others in a constructive manner. Commitment to continuous improvement. Ability to work under pressure and meet deadlines.		Application Form Selection Process

Applying for the Role

If you have any questions about the role or would like a confidential and informal chat please don't hesitate to contact Sarah Ewins (current SBM) sewins@mariafidelis.camden.sch.uk or Chrissy Cordara (deputy SBM) ccordara@mariafidelis.camden.sch.uk on 02039608151.

We'd love to welcome you to come and look around the school. To do this you can call Sarah or Chrissy (above) or Leanna (Head's PA) on 0207 387 3856 or email recruitment@mariafidelis.camden.sch.uk

To receive the necessary application form to apply please contact Leanna, PA to the Headteacher
Tel.: 0207 387 3856
Email : recruitment@mariafidelis.camden.sch.uk

COMPLETED APPLICATION FORMS SHOULD BE RETURNED BY EMAIL TO:
Leanna Morris recruitment@mariafidelis.camden.sch.uk by 12:00 noon Monday 18th November 2019.

Interviews will be held on 25 November 2019.

