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Headteacher: Mrs T. Lewyckyj B.Ed. M.Ed. NPQH

November 2017

Dear Applicant

Thank you for your interest in our current vacancy for an Assistant Business Manager here at St James’s.

The role is to start from January 2018 subject to the necessary clearances being received and depending on availability.

This is a newly created role in our support staff structure and will provide the successful candidate with an excellent opportunity to work under a highly experienced and well respected School Business Manager , who is also an SLE supporting other local schools. Information regarding the support staff function at St James’s can be found further on in this pack.

We want to create an environment where everyone matters and everyone is involved in continuing to move the school forward. If you can work collaboratively, are emotionally intelligent and resilient, then St James’s is a good place to be.

We were judged as outstanding (December 2011) by Ofsted and SIAMs Inspection (December 2016). We were also delighted to be designated a National Teaching School in September 2013. We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on the school website along with general information for candidates under the vacancies section and an application form to download. If you have any questions once you have looked at the website and job description /person specification please contact Sharon Wardle, School HR Manager.

You should be aware that the Governors of St James’s CE High School are currently exploring becoming a Multi Academy Trust (MAT) in the future. Initially, the MAT would include two other local schools, Canon Slade and Bolton St Catherine’s. Canon Slade and St James’s (both judged outstanding by Ofsted and SIAMs) are applying for conversion to academy status and will form the MAT then will look to sponsor Bolton St Catherine’s (currently RI).

We have thought long and hard about these next steps in our development and believe that by moving to a MAT will be the right decision to take on a number of levels. Firstly, we have a moral obligation to support other schools and we have been doing this since 2013 as a National Teaching School, working alongside the Bolton Learning Alliance. Secondly, we wish to have control of our own destiny and set the agenda for our school and others to achieve the best for all our pupils and staff within a local context. In addition, the new formula funding indicates further reductions in finance for schools and therefore we need to explore ways in which we can make savings by working more closely together. Finally, as a family of Church of England schools we believe we can share best practice within the MAT, offer more opportunities to pupils and staff and continue to create an educational environment which celebrates the uniqueness of every child.

If the school does establish a MAT, then all employees of St James’s CE High School will be employed by the new MAT. If you are successful in your application for this position, depending on the timing of your appointment you will transfer to the new employer or be directly employed by the MAT. However, our offer is not dependent on the MAT being established and if for any reason the MAT is not established you will be employed by St James’s CE High School

**To ensure that your application is considered, it is essential that all sections of the application form are completed in full. Please submit a supporting letter up to two sides of A4 paper showing how you meet the requirements of the person specification. CV’s on their own are not accepted.**

I look forward to receiving your application by the closing date in the advert. It can be emailed to recruitment@st-james.bolton.sch.uk or alternatively if you wish to post a hard copy, please mark for the attention of Miss S Wardle, School HR Manager. We request you only submit your application in one format, please do not send an electronic version and a paper version.

Please ensure you provide an up to date email address with your application as we usually contact candidates electronically rather than by post on most occasions.

If you have not been contacted within ten days of the closing date please assume your application has been unsuccessful. Whatever the outcome, we thank you for the interest shown.

Yours sincerely

 

**Tania Lewyckyj**

**Headteacher**



**Assistant School Business Manager

Required from January 2018 or sooner if possible**

**Permanent Contract**

**Grade 8 Points 33 to 37, £29,323 to £32,486 per annum**

**37 hours per week**

**8.30am - 4.30pm Monday to Friday (4.00 pm finish Friday)**

 **Hours of work can be all year round or negotiable to school term time plus a number of days in the holidays. Actual salary will be determined by the number of weeks worked.**

Are you looking for a new challenge? Here at St James’s we have just created a brand new role for an Assistant Business Manager and are looking for an innovative person to join our dedicated and committed support staff team. As this is new role, there is a real opportunity for you to shape how the role develops in the future. It is also an excellent opportunity for an aspiring Business Manager of the future as full training will be provided with the opportunity to undertake professional qualifications. Alternatively you may already be a Business Manager in a primary school wanting to make a move to a large secondary school and gain experience of working as part of a MAT.

The role has been created as our existing Business Manager takes on the role of CFO in the Bishop Fraser Trust, a Multi Academy Trust to be formed by St James’s and Canon Slade, along with sponsoring Bolton St Catherine’s. The Bishop Fraser Trust is due to open on the 1st December 2017.

The role will involve managing the day to day function of the Finance Office and supporting the business function in school in the absence of the school’s Business Manager.

You will need to have strong financial management skills, be an excellent communicator, have an understanding of the School Business Manager competency framework and be willing to develop your technical expertise across a wide range of professional disciplines in school including - Estate Management, Health and Safety, Contract Management, Project Management, Procurement and ICT.

This is an exciting opportunity to develop professionally by joining our forward thinking, dynamic, successful and oversubscribed school. We base our work on a strong Christian ethos, value the contribution made by all and deliver high quality learning experiences within a caring environment. At St James’s, we are *all* learners and constantly aim high in all that we do. We are delighted to have been awarded Teaching School status in September 2013 and strive to develop ourselves and others. Our school has been judged as outstanding in December 2011.

St James's is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. Successful candidates are subject to an enhanced DBS disclosure.

For further details, including how to apply, please contact the school on 01204 333000 or visit our website [www.st-james.bolton.sch.uk](http://www.st-james.bolton.sch.uk)

For an informal discussion about the role please contact Sharon Wardle, HR Manager in the first instance.

**Applications must be returned by Tuesday 28th November 2017 at 8.30 am and can either be emailed to** **recruitment@st-james.bolton.sch.uk** **or posted to St James’s CE High School, Lucas Road, Farnworth, Bolton BL4 9RU.**

**Interview date Wednesday 6th December 2017**

**ASSISTANT SCHOOL BUSINESS MANAGER**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School** | ST JAMES’S CE HIGH SCHOOL |
| **Job Title** | ASSISTANT school business manager  |
| **Grade** | 8, Points 33 to 37  |
| **Primary Purpose of the Job** | Responsible for the day to day management of the Finance Office and, working with the School’s Business Manager (SBM), to support the management of Finance, Estate Management, ICT and Catering. |
| **Responsible to** | School Business Manager |
| **Responsible for** | Finance OfficersUnder the direction of the School Business Manager the Assistant Business Manager will act as line manager to the Site Manager, Catering Manager and Network Manager for short planned periods of time mainly when the SBM is undertaking CFO work for the MAT.  |

In carrying out the responsibilities set out below the Assistant Business Manager will ensure that there is strict adherence to financial propriety and support the School Business Manager to deliver the Governors vision of a financially secure school which meets the needs of the school partners and stakeholders.

**Finance responsibilities are:-**

* To support the management of school expenditure, revenue and capital budgets in accordance with the Academies Financial Handbook and the terms of the MAT’s Scheme of Financial Delegation.
* To monitor school accounts and provide regular financial reports as requested by the SBM to advise decisions taken by Governors and the Head Teacher.
* To assist in the preparation of draft budgets in consultation with the Business Manager
* To be confident in the use of financial management information, especially benchmarking tools, to compare value and efficiency with similar organisations and advise accordingly.
* To suggest and research opportunities to create budget efficiency savings.
* To oversee the work of the Finance Officers and be responsible for the effective day to day management of financial administration procedures including:
* The ordering, processing and payment of all goods and services provided to the school.
* The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month.
* Maintain an assets register.
* Overseeing the sales invoice ledger
* Ensuring income and invoices are dealt with on a timely basis
* Setting up records for BACs and Direct Debit payments
* Maintaining the petty cash systems for all funds.
* Maintaining bank details for signatories and charge card
* Process VAT claims on a regular basis
* Be a main point of contact for staff and SLT for finance matters on a day to day basis
* Provide regular reports for budget holders and deal with direct enquiries on all aspects of income and spend
* To administer the Free School Meals / Pupil premium system so that all identified students are monitored and receive their due entitlement.
* Provide advice and relevant financial guidance to staff organising school trips, coaches, minibuses and educational visits
* Ensure that finance procedures are followed throughout school and that budget holders have sufficient information and guidance to manage their budgets effectively
* To be responsible for the supervision of receipt, balancing and banking of all school meal monies and the administration of the school’s cashless catering and on line payment systems
* Manage income and grant funding to ensure the school receives all monies on a timely basis and that accurate records are maintained
* To reconcile on a monthly basis all the school’s records with those of the school’s payroll provider including salaries and supply cover.
* To support the SBM to prepare all financial returns for the ESFA, Local Authority and other central and local government agencies within statutory deadlines.
* To maximise income generation including writing of miscellaneous bids and securing funds for the school.
* To liaise and provide all information required by the school’s auditors and together with the Finance team implement any recommendations.
* To support any school claims for insurance and offer advice to staff on the school’s insurance policies where necessary.

**Premises and Health and Safety Management responsibilities:-**

Under the direction of and in the absence of the School Business Manager liaise with the Site Manager and site staff to ensure the following standards are supported:-

* Maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
* Monitoring of the performance of the cleaning and grounds maintenance contracts for the school to ensure efficiency, effectiveness and value for money
* Letting of school premises with particular regard to value, income generation, health and safety requirements, effective use of the school buildings and its grounds and impact on the organisation of the school
* Health & Safety Management, Risk Assessment and Hazard Identification requirements for school
* Health & safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
* The use of risk assessment tools to establish hazards within the school and the associated risks involved.
* Evaluation and preparation of long-term development/refurbishment plans to the school premises.
* Support preparation of bids for additional Capital funding
* Investigate grant funding opportunities and prepare bids for additional building projects

**ICT Management**

Under the direction of and in the absence of the School Business Manager liaise with the ICT Network Manager and ICT staff to ensure the following standards are supported:-

* To support preparation of management reports and business plans related to ICT development
* Ensure best value in procurement of ICT hardware, software and licences
* Support ICT Development Plans and ensure that there is a direct link with the School Development Plan to support pupil progress and excellent communication processes

**Catering Management**

Under the direction of and in the absence of the School Business Manager liaise with the Catering Manager and Catering staff to ensure the following standards are supported:-

* Preparation of management information to prepare monitoring reports relative to the catering in-house trading activities
* Reconcile catering income for both paid and free meals
* Liaise with contractors relevant to the school’s cash collection and on line payments systems
* Assist in the preparation of a Capital Equipment Replacement Programme
* Maintain school information to support the smooth delivery of the catering function in school and to respond to enquiries from external agencies when required

**Other responsibilities**

* Support and promote sound business planning practises for all aspects of the School’s business, which ensures adequate and appropriate mechanisms in place for the management of risk and disaster recover;
* Establish good working relationships with outside agencies as necessary;
* Provide information on request to support the Headteacher and Governors with long term strategic plans for school development in relation to finance , health and safety and estate management;
* To ensure that in all its aspects, the School’s work is of high quality and promotes continuous improvement.

**Safeguarding of children and young people**

The post holder is responsible for promoting and safeguarding the welfare of all children and young people he /she comes into contact with

If appointed the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

**Assistant School Business Manager - Person Specification**

**All criteria essential unless highlighted as desirable**

|  |  |
| --- | --- |
|  **Qualifications**  | **Method of Assessment** |
|  | Relevant Finance or Business Qualification at Level 3 or equivalent experience Level 4 Diploma in School Business Management/CSBM (desirable)  | Certificate  |
|  | **Skills and Knowledge**  | ~~Application Form/Interview~~ |
|  | Be able to produce month and year-end financial returns as per schedules.  | Application Form/Interview |
|  | Be fully aware of Audit procedures and the necessity for financial compliance to the organisation’s financial regulations | Application Form/Interview |
|  | Be able to produce accurate management reports and statistical analysis suitable for a range of stakeholders including non-financial managers | Application Form/Interview |
|  | To understand how to operate under agreed financial systems and procedures especially relating to procurement, order processing, sales invoices, inventory, external grant funding, bank accounts, cashless catering, budgeting and cash flow monitoring, lettings and income generation and EFSA statistical returns.  | Application Form/Interview |
|  | Excellent organisational and planning skills, demonstrating flexibility in order to achieve targets | Application Form/Interview |
|  | Be able to streamline processes and identify and implement continuous improvement | Application Form/Interview |
|  | Effective use of ICT and resources to support the Financial and Administrative functions in the school. | Application Form/Interview |
|  | Strong IT skills, particularly accounting systems and high level excel skills, including data manipulation and interrogation | Application Form /ICT test |
|  | Excellent communication and interpersonal skills to engage colleagues at all levels, including those without financial expertise | Application Form/Interview |
|  | Able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | Application Form/Interview |
|  | Able to manage staff and having the ability to persuade, motivate, negotiate and influence  | Application Form/Interview |
|  | Awareness and understanding of the NASBM standards and how these apply to the role of an Assistant Business Manager  | Application Form/Interview |
|  | **Experience**  |  |
|  | Managing budgets, financial reporting, procurement and fixed assets | Application Form/Interview |
|  | Excellent financial background preferably, but not necessarily, in school systems such as FMS, Tucasi Cash Office, PS Financials and other accounting packages  | Application Form/Interview/ICT test |
|  | Experience of cash handling and banking including petty cash | Application Form/Interview |
|  | Experience of managing projects in a relevant area egFinance , ICT, Health and Safety, Procurement | Application Form/Interview |
|  | Managing strategic finance plans (desirable) | Application Form/Interview |
|  | Supervising or managing a small team in a finance office (desirable) | Application Form/Interview |
|  | Previous experience in school (desirable) | Application Form/Interview |
|  | **Personal Qualities**  |  |
|  | To be able to work constructively as a part of a team, understanding school roles and responsibilities and your own position within these  | Application Form/Interview/References |
|  | Solution Seeker including ability to think outside the box  | Application Form/Interview/References |
|  | Able to maintain high standards of diplomacy and confidentiality | Application Form/Interview/References |
|  | Commitment to future CPD through completion of NASBM qualification Level 4 if not yet achieved and Level 5 potentially  | Application Form /Interview  |
|  | Longer term personal ambition to become a School Business Manager (Desirable)  | Application Form /Interview |
|  | **Safeguarding of Children and Young People****Relationships** |  |
|  | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | Application Form/Interview/ References  |

**Additional information for Candidates – Assistant Business Manager (November 2017)**

The Business Support function at St James’s relies on a professional team to deliver a range of services which includes HR, Site Management, Office Management, ICT, Finance and Catering.

With the exception of Finance, each area has an expert Team Leader/Manager and the group of services is led by the School’s Business Manager (SBM),

The school is entering a period of change from the 1st December 2017, as we move forward together with Canon Slade and our sponsored Academy, Bolton St Catherine’s to form the new Bishop Fraser Trust. As part of the move to the new MAT status, our current Business Manager has been appointed as Chief Financial Officer of the Trust on a part time basis. To support this development the new post of Assistant Business Manager (ABM) has been created at St James’s.

In addition to joining the MAT, St James’s are expecting further change in the near future, due to a plan to open a new Free School. We have a bid pending to open the 900 place Free School in Bolton which will be submitted as soon as the DfE’s Wave 13 applications re open. If the bid is successful, the new Free School will become our fourth secondary school within the MAT. The introduction of a sister school will bring additional development opportunities for staff across the MAT. Despite the fact that this is at pre bid stage, candidates may be interested in this future opportunity.

The new role of ABM is primarily required to:-

* line manage the Finance team of three Finance Officers
* lead management of the school’s finance function on a day to day basis
* support the Business Support function regarding advice on financial management together with the School Business Manager
* act as line manager to the Site Manager, Catering Manager and Network Manager for short planned periods of time mainly when the SBM is undertaking CFO work for the MAT.

The Finance team are currently line managed by the School Business Manager and this responsibility will be transferred to the new ABM.

The team consists of three Finance Officers: - one full time,one for 4 days per week and one for 2.5 days. The Finance office is a busy area of school and deals with a wide range of enquiries from a variety of stakeholders which can place pressure on time but it is important that when dealing with enquiries, staff maintain a professional, courteous, customer orientated approach at all times. Staff balance the demands of dealing with general enquiries with the need to meet deadlines for income collection, payment of invoices and the general maintenance requirements of the school’s accounting function. The spread of duties and organisation of time is important and the team work well, but the post of ABM will support their access to a line manager on a daily basis.

As the school transfers to the MAT we will be moving to a new accounting system on the 4th December which will result in new working routines for finance staff and a change in traditional reports used by budget holders. Our financial regulations will be driven by the Academies Financial Handbook from December which will also introduce changed statutory requirements and this new role will help to manage the change and ensure that new ways of working meet standards and are effectively implemented.

The SBM currently carries out monitoring, submission of VAT returns, bank reconciliations and general management duties related to the day to day Finance function which will transfer to the new ABM. The school has a turnover of over £250k on School Fund activities. Management overview of this account will also transfer to the ABM along with the responsibility to be the first point of contact for specific Audits of this fund.

Salary monitoring is a specific area that is important to the business function and the ABM will be expected to work closely with the HR Manager to reconcile monthly payroll statements and support the SBM in assessing impact of staffing changes on forecast budgets.

Efficiency and value is a major pressure in schools nationally. The introduction of a new National Funding Formula, inflation on staff pay and general price changes impact on school’s ability to effectively plan future budgets but we continue to meet the challenge at St James’s. Challenge is treated in a positive manner and we aim to achieve best value from the funding that we receive, to support the delivery of teaching and learning in the classroom. This is reflected in the evaluation of our spending and income levels compared to similar schools, monitoring use of funding, recovering income on a timely basis, researching grant options, maintaining our building effectively and generally seeking best value at all times. The ABM will support best value aims and strategies to improve efficiency and, together with the SBM, will look at new income opportunities and prepare information for reports to evidence use of funding and reasons for change.

The new time demands on the CFO are under review but if the SBM is out of school the ABM will be the first point of contact to support the business function and in particular, to deal with matters of finance and related business risk. The team of support staff line managers are a professional, informed group in their separate disciplines and are line managed by the SBM. The ABM will support the maintenance of standards in school at all times and will act as line manager to the Site Manager, Catering Manager and Network Manager for short planned periods of time mainly when the SBM is undertaking CFO work for the MAT. Where SLT support is necessary to support situations or decisions, in the absence of the SBM this will be dealt with by the ABM referring to the Head Teacher or in their absence the Deputy Head teacher.

The new post is a lead role in the Support team and offers the opportunity to work with a variety of skilled experts in the school support function and to work with a committed team of professional staff. We are proud of the standards and quality of services delivered by our team of support staff at St James’s. There have been significant changes within the area of Business Support services over the last few years and together with the support of colleagues within the MAT we expect to share best practice and improve even further. The work ethic of staff at St James’s, along with a loyalty to school, is reflected in their flexible approach to tasks and response to changed circumstances and demands. It is important to us that these standards are maintained to support the delivery of teaching and learning.

The post offers an opportunity to extend expertise for existing financial managers and to work in a larger organisation with the support of additional experts if you are currently a Primary School Business Manager and looking to transfer to a Secondary School. School experience is not essential - but personal qualities of willing to learn and having a positive approach to seeking solutions is essential.

Further information about working at St James’s can be found on the vacancies section of our website on a document called *General Information for Candidates.* However, we have added below a series of staff comments from this information which will hopefully give you a flavour of what staff think about working here as part of the St James’s family.

**Staff views on working at St James’s**

We asked staff if they would be willing to share their views on working here with others who may be interested in joining our family, here are a few of their comments at September 2017 :

**Pastoral Colleague joined September 2017:** *When an opportunity to work at a school with the reputation that St James’s has, I had to give it some serious consideration, no matter how happy or settled I was in my previous job.*

*Walking through the door the first time, I was made to feel very welcome by both pupils and staff alike. I knew instantly that I wanted to work at St James’s.*

*Since starting at St James’s in September, I feel settled, comfortable and very happy in my surroundings in a school that really does care for each other”*

**This person joined us as a member of support staff and has since trained with us to become a teacher:** *For me, one of the most refreshing things about working at St James's is the support network available to staff and the emphasis on professional development. Within departments, and at a whole school level, there is support and advice swapped freely between colleagues. Moreover, if there is a particular area you are interested, in the school encourages and supports progression which ultimately leads to more job satisfaction.*

**HOD, joined us around 7 years ago:** *A lovely friendly school where you can actually teach and enjoy your job!*

*At St James’s it isn’t just about the results it is about the child, our ethos and each other.*

**HOD, joined us around 3 years ago:** *It is a privilege to work in a supportive, family environment that nurtures and facilitates continual personal and professional improvement*

**A member of the administration team:** *I would just like to say that being a ‘southerner’ I find St James a lovely place to work in.  Everybody is friendly and willing to help and I have to say that out of the three schools that I have worked in this has come out top.  It is difficult to put into words but after working in my previous school for 14 years thought I would find it difficult to adapt to change but at St James you are made to feel so welcome and everyone is so caring that you fit into the St James way so quickly that is seems as though you have always been here.*

**Our School Chaplain:** *If I was to some this place up in one word, it would be family. St James’s is a team of hugely talented and massively dedicated staff who care for each other and the pupils within our care*.

**New Teacher September 2017:** *I travel 17 miles each way to get to work and I look forward to every day.  I knew from the moment I stepped into St James' that it is a very special place.  There is a real family atmosphere and a buzz about the place and everything, from the daily routines to the special moments like Peace Café and Communion, embeds the school motto of Achieving Excellence and Caring for Others.*

**A colleague joining us on supply from an agency:** *I would like to say that from my first day of working here, I have been made to feel welcome.*

*All staff and the pupils are very friendly and helpful.  This is definitely the place to work*

**Assistant Head who joined us originally as a MPS Teacher:** *St. James’s really is a family. From the minute you walk in there is something special about this place! It has a welcoming factor you can’t quite put into words. Your professional journey is supported and you are given all opportunities to develop and grow whichever role you are in. There is a real team spirit and a sense of purpose towards a common goal; nurturing young people to be the best they can be. It’s so much more than a ‘job’. There is a true sense of belonging and it is a genuine pleasure to work at St. James’s every day.*

**Teaching Assistant – several years at St James’s*:*** *Its great to work here.  Colleagues are friendly and helpful.  You feel much supported and the pupils are great.*

**A HOD who joined us as a RQT several years ago*:*** *I love working here as I feel I am are part of a culture of help, support and guidance. A place where people help you develop professionally and personally, where you don’t feel like an outsider. The real family feel is evident.*

**An experienced core subject teacher who likes our school canteen:** *Friendly staff and pupils with a great family ethos, supportive Head teacher, and Chicken Goujons!*

**Behaviour Intervention Lead, joined us as an NQT and now a senior member of the pastoral team:** *There is something different – nothing tangible, a feel. Staff go out of there way for pupils and each other. It used to be referred to as the family of St. James’, now more ethos. It is enjoyable to work here and staff become friends and not just colleagues, by doing things outside of work – walks etc.*

**A long standing member of support staff:** *St James’s just has the “X” factor – it always has. I couldn’t contemplate working anywhere else*

**New Teacher September 2017:** *As a new member of staff I was understandably a little anxious about starting at St James's.  The induction day was well organised and staff were friendly, approachable and happy to answer the many questions the new staff had. This has continued during my first few weeks.  I've worked in other schools but I have never encountered such a supportive staff.  Everyone at St. James's works so hard to help each other and SLT are always visible, popping into lessons and speaking to students on corridors.  I have been made to feel welcome and valued.*

**New HOD –September 2017:** *When St James's say they're a family, they really do mean it. So many colleagues sought me out to introduce themselves within my first few weeks here and by week 4, I feel a part of the furniture. You're welcomed with open arms and the enthusiasm and commitment of the staff is palpable*

**Geography Teacher –here several years*:*** *I was a pupil of St James’. I loved my time here and it has always held a special place in my heart. The feel of community and belonging to something special. St James’ gave me a huge boost in my self -confidence as a pupil and, once I decided to teach, I always wanted to find the chance to give something back. I feel proud to have the opportunity to do so.*

**Member of the support staff team**: *Previously I have always moved on after about 2 years, however I am now in my 10th year at St James’s time flies when you’re having fun. St James’s really is a lovely place to work, staff and pupils are friendly and it feels like a little family.*