



ST MARY'S CE HIGH SCHOOL

School Business Manager Recruitment Pack

May 2023



ST MARY'S
CE HIGH SCHOOL

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WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in the School Business Manager role at St Mary's CE High School. The vacancy has arisen as a result of the retirement of the current school business manager, who will be leaving after 24 years of service to the school.

St Mary's School is on the edge of Cheshunt, in stunning, modern and purpose-built accommodation that is only 12 years old. We are set in generous, and beautiful grounds close to the A10 and M25.

In September 2019 we were rated as 'requires improvement' by Ofsted (this was a few weeks after I joined) and we have made excellent progress to return our grading to 'good'.

As a church school we are also inspected by the Diocese and we were graded as a 'good school with excellent features' in our January 2020 'SIAMS' inspection. Whilst the Ofsted grade is important, the SIAMS inspection and grade gives additional information about what we are like as a school.

In recruiting a new SBM we are seeking someone who understands the need to run a good, healthy budget, but have the interests of the students, their learning, and the staff at the heart of their work.

We want someone who can support the Governors and Leadership Team in their

continuing drive to raise standards even further than we have already.

You will find at St Mary's a caring, friendly staff and excellent opportunities for professional development – we really do live our Christian vision that we are the rich soil in which seeds flourish and roots grow.

The closing date for applications is 5th June 2023. For further information about our school, please visit our [website](https://www.st-maryshigh.herts.sch.uk).

To arrange a visit to the school, or to discuss the role further, please contact me on head@st-maryshigh.herts.sch.uk.

Thank you for your interest in St Mary's School. My colleagues and I wish you the best with your application and look forward to meeting you.

Yours sincerely,

Nicholas Simms
Headteacher



KEY FACTS AND STATISTICS

Location:
Cheshunt

Type of School:
A co-educational, comprehensive school with Academy status

11-19yrs

Age Range

907

Y7-11
Students



171

Sixth Form
Students

Ofsted

Rated **Requires Improvement** in
SEPTEMBER 2019



SIAMS Rated **Good** in
JANUARY 2020

16.9%
SEND

23.1%
EAL

23.0%
FSM

27.7%
Pupil
Premium

ABOUT ST MARY'S CE HIGH SCHOOL

Situated very close to the A10 and Junction 25 of the M25, St Mary's High School is easily accessible and attractive to anyone living in or looking to make the move from North London, Bedfordshire, and Essex into Hertfordshire.

St Mary's C of E High School is an 11 – 19 co-educational, comprehensive school which was granted academy status in August 2012. The school was previously located next to the church of St Mary the Virgin in Cheshunt but moved to its new site in April 2010. We are one of four secondary schools in Hertfordshire served by the Diocese of St Albans.

St Mary's High School is well-rooted within the community of Cheshunt and surrounding areas, including parts of North London, and is recognised for high-quality provision and outstanding inclusive agenda. Through our Christian foundations and ethos, we have created a strong and close bond to our local church - St Mary the Virgin. The Dewhurst family founded the Dewhurst Trust, which the school continues to be supported by. Collective worship is a core part of our daily school life, and we all give all students and staff the opportunity to meet in groups and share quiet time in reflection before the start of the school day.

Since the move to our current location in 2010, we have continued to expand, and the final phase was completed in 2018, creating an exceptional learning environment. Complimenting this are our fantastic

facilities, which include a full-size sports hall and main hall, drama studios, an outdoor amphitheatre, dedicated computer suites, a Learning Resource Centre and Student Centre as well as spaces for each year group and industrial standard IT facilities.

We are an inclusive school and believe in providing an excellent standard of education for all students regardless of ability or background. Through a collaborative approach, we create a safe, happy, and exciting community where individual skills, talents and cultural heritage are respected and valued. Working in partnership with all stakeholders ensures that our students feel supported and experience a broad and balanced education that prepares them to be successful and confident citizens. Our Christian values underpin the curriculum, and all members of our community are expected to strive for excellence to ensure that all students are known, valued and achieve their full potential.



OUR VALUES AND ETHOS

Our vision, as a school with a Christian ethos, is founded on The Parable of the Sower (Mark 4: 3-9), where

“Through God’s love, we are the rich soil where seeds flourish and roots grow.”

This is the foundation of our motto,

“Everyone is equal: everyone deserves the best”

OUR NEW SCHOOL BUSINESS MANAGER

We are looking to recruit an exceptional School Business Manager to join the forward-thinking Senior Leadership Team at St Mary's CE High School. This role would suit a 'people person' with great communication skills who can inspire confidence in others and is keen to work collaboratively to deliver the best for our students.

You should be able to demonstrate experience of strategic financial management, either in education or another sector. You may have an Accountancy or Business Management qualification, but this is not essential as we have a strong and supportive team who will support your continued professional development.

You will make a significant contribution to the strategic leadership of the school whilst directing and developing support services and ensuring support for teaching and learning is in place. The School Business Manager will also act as the designated 'Chief Financial Officer' and will lead and manage financial and operational functions within the school, including but not limited to: Administration / Management Information Systems and ICT / Human Resource of Support Staff / Facility & Property and Health & Safety.

We are seeking to appoint a passionate and resilient person with high aspirations and a drive to support school improvement.

The successful candidate will:

- Demonstrate outstanding business management practice.
- Be an exemplary role model with experience of appraising and developing others.
- Have the ability to communicate and build effective relationships with all stakeholders.
- Have experience of leading and managing teams.
- Have expertise in financial management and an understanding of the challenges facing school budgets.
- Be successful in financial management including income generation initiatives.
- Have the confidence to challenge working practices in the spirit of continuous improvement.
- Be skilled in project management.
- Be resilient, highly motivated and hard working.
- Have a desire to improve outcomes for our students.



WHAT WE CAN OFFER

- A collaborative and forward-thinking leadership team, trustees and governing body.
- A lovely, spacious and well-maintained school, with excellent facilities.
- A well-respected school with established partnerships in the local community and with external agencies.
- The opportunity to work in a Trust with strong ambitions to improve pupil outcomes and to be part of our longer-term development planning.
- A well-resourced and excellent working environment with dedicated, supportive and enthusiastic colleagues.
- A culture of continual professional development to ensure your success and develop your career.
- A parent community that is very supportive of the school and its aims.
- A thorough induction process to build initial confidence and awareness of whole school approaches and expectations.
- Occupational Health and counselling support.
- Some flexibility in working patterns where needed.
- Up to date equipment provided to carry out your role.
- Car parking on site.

PERSON SPECIFICATION

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial essential criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (**s**ituation, **t**ask, **a**ction, **r**esult) relating to the person specification criteria.

Qualifications & Training	Essential/ Desirable
Degree or equivalent	E
Evidence of continuous professional development	E
A professional qualification in Business Management or Accountancy (ACCA, CIMA, AAT) or CIPFA	D
Membership of ISBL	D

Experience	Essential/ Desirable
Senior leadership experience	E
Experience of strategic financial management	E
Experience of project management	E
Experience of producing a variety of financial reports	E
Experience of managing teams	E
Experience of managing HR	E
Experience of facilities management and health & safety	E
Previous experience of working as a school business manager	D
Experience of forming business partnerships and working in collaboration	D
Experience of developing effective administrative systems and procedures	D
Experience of managing a budget in excess of £3m	D
Experience of managing capital projects, procurement and capital expenditure	D
Experience of managing change	D
Experience of completing applications to secure funding	D

Abilities, skills and knowledge	Essential/ Desirable
A good understanding of the principles underpinning effective performance management	E
Good knowledge of financial standards, financial procedures and regulations in schools	E
Good working knowledge of effective ICT systems	E
A clear understanding of HR and change processes, systems and structures	E
Ability to lead and manage people effectively	E
Ability to prioritise conflicting demands and work effectively under pressure	E
A calm, problem-solving approach to tasks and ability to develop well thought through, valid and financially sound, 'best value' solutions	E
A flexible approach, able to respond to the unexpected in a calm and reassuring manner	E
Willingness to keep up to date on all relevant policy and procedures	E
Able to strategically influence decision making within the school	E
Excellent numeracy and literacy skills	E
Able to interpret advice/statute and devise policy/practice in the light of these	E
Able to persuade, motivate, negotiate and influence, to represent and portray the school in a positive and professional manner	E
Understanding of educational enterprise issues	D
Understanding of promoting positive relationships with the wider school community	D

Personal qualities	Essential/ Desirable
Inspires confidence in others and maintains strict confidentiality in all matters	E
Able to relate well to children and adults	E
Demonstrates commitment to the school's vision and ethos	E
Sympathetic to and supportive of the values of a Christian faith school	E
Commitment to continuous improvement through honest self-evaluation, accountability and transparency	E
Effective communicator, able to build and sustain positive relationships with all stakeholders	E
Demonstrates integrity, probity and a commitment to high standards	E
Adaptability to change and embracing of innovation and creativity	E
Energy, high work ethic and perseverance	E
Committed to the professional development of colleagues and self	E
A positive approach and ability to inspire and motivate others able to maintain good humour during times of pressure	D
Prepared to work beyond contractual hours as and when the need arises	D



JOB DESCRIPTION: SCHOOL BUSINESS MANAGER

Job title: School Business Manager
Leads & manages: School Office, Finance Office, Site Manager, ICT Manager, Admin HR, Exams Officer, Attendance Officer and Data and Admissions
Reports to: Headteacher
Grade: Salary Range: M5

Personal and Professional Standards:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

- Support the aims and ethos of the school.
- Have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation.
- Set a good example in professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development and training as a consequence of the performance review cycle.
- Attend team and staff meetings as appropriate, contributing actively whenever possible.
- Provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors.
- Actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Job Purpose

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational aims and the students are provided with the resources and facilities to achieve the best possible outcomes within a safe and secure environment.
- Responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
- To be responsible for the Financial Resource Management/Administration Management/Management Information systems and ICT/Human Resource Management/Facility & Property Management and Health & Safety Management of the School.

General Duties - Leadership & Strategy

- Attend Senior Leadership Team and appropriate Governors' sub-committee meetings e.g. Finance Committee and the Full Governing Body (as required).
- Contribute, negotiate and influence strategic decision making within the school's Senior Leadership Team.
- In the absence of the Headteacher, take delegated responsibility for financial and other areas including the Support Staff, Site and Health and Safety etc.
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage all school support staff (non-classroom and curriculum based).
- To be responsible for all school matters which are supportive to, but do not involve, the teaching functions.
- To produce and present reports to Governors at the Governors Finance meetings and at the Full Governing Body meeting as required.

Financial Resource Management

- To be designated Chief Financial Officer.
- Keep the Headteacher and Board up to date with the latest Education and Skills Funding Agency (SFA) changes and other statutory guidance.
- Budget Responsibilities:
 - Evaluate information and consult with the Headteacher, SLT and Governors to prepare a realistic and balanced budget for school activity.
 - Responsible for costing, setting and monitoring a budget of over £8 million.
 - Submit the proposed budget to the Headteacher and Governors for approval and develop the overall financial planning process.
 - Discuss, negotiate and agree the final budget.
 - Use the agreed budget to actively monitor and control performance to achieve value for money.
 - Identify and inform the Headteacher and Governors of the causes of significant variances and take prompt corrective action.
 - Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
 - Provide ongoing budgetary information to relevant people.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets. Prepare three financial forecast models based on different scenarios.
- Identify additional finance required to fund the school's proposed activities.
- Seek and make use of specialist financial expertise.
- Maximise income through lettings and other activities.
- Select types of investments, which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
- Present timely and fully costed proposals, recommendations or bids.
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Monitor the effectiveness and implementation of agreements.
- Lead with the writing, development and maintenance of all school policies relating to Finance e.g. Charging Policy, the Schedule of Financial Delegation and the Financial Procedures Manual.
- Provide appropriate advice to allow the Trust to understand and enter into contracts for services e.g. mechanical heating, Grounds maintenance, reprographics etc.
- To develop and oversee all financial policies and procedures to ensure compliance with the Academy Trust Financial Handbook and Statement of Recommended Practices (SORP) of the Charities Commission.
- To ensure appropriate audit and internal audit are carried out and that any recommendations from Internal or External Audit Reports are followed up.
- To ensure that the school is fully prepared to meet OFSTED financial criteria and to liaise with relevant government agencies as required.
- To create and maintain an accurate Fixed Asset Register and Equipment Register and apply depreciation and disposal of fixed assets in line with the schools Finance Policy.
- Ensure timely and accurate information is passed to payroll re variations to pay, leavers and starters.
- To prepare and submit all financial returns to the ESFA e.g. Statutory Financial Accounts, Annual Accounts Return and the Annual Budget Return.



To ensure Finance Policies and Procedures are complied with and to advise staff of what is required.

- To assess in conjunction with the School's accountants any liability for any Corporation Tax due and ensure that required statutory returns are met and to ensure any tax obligations are discharged correctly and effectively to Companies House and HMRC.
- To ensure that all financial and other information is extracted in order to complete all required statutory returns including the Education Funding Agency's (ESFA) Annual Budget and the ESFA's Accounts Return and the statutory Financial Accounts, the student censuses and staffing returns etc.
- To manage all financial aspects of all activities with external funding e.g. PPG, Local Schools Partnership. This will include budget costing, budget setting, monitoring and preparing and presenting management reports to Governors.
- To Identify, cost and arrange for Capital works and purchases to be carried out.
- Ensure the accurate maintenance of all school accounts including school fund and petty cash. Maintain all systems for the proper collection, checking and banking of cash or any other income.
- To liaise with and meet all the requirements of the Teachers Pensions Agency including preparation and submission of the annual audited End of Year Certificate.
- To liaise with and meet all the requirements of the Local Government Pension Scheme including administering admission agreements.
- To oversee the effectiveness and operation of finance related software and hardware systems e.g. cashless catering systems and budgeting and ParentPay software etc.
- To play a lead role in the content of any financial bids submitted by the school e.g. Capital bids to the ESFA.
- To ensure that the information within the school's census returns is correct especially content which has funding implications.
- To liaise with the School's Auditors during audits of the school and in the preparation of statutory accounts and returns.
- To meet the financial and contractual requirements of the Local Schools Partnership including returns to the LA e.g. Approved Budget Return, termly financial returns and year-end returns.
- To be the Contract Manager for the school's outsourced Catering and Cleaning contracts including managing all aspects of the contracts including setting annual budgets and monitoring financial performance. Attending regular monitoring meetings relating to the contracts.



Administration Management

- Manage the whole school administrative function and lead all support staff (non-classroom based).
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Manage systems and link processes that interact across the school to form complete systems.
- Define responsibilities, information and support for staff and other stakeholders.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Establish and use effective methods to review and improve administrative systems.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, LEA and other agencies and stakeholders within statutory guidelines.
- To oversee the management of the schools support services to provide efficient and effective support to all school stakeholders.

Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Communicate the strategy and relevant policies, including GDPR across the school.
- Establish systems to monitor and report on the performance of technology within the school.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resource Management

- To play a key role in implementing whole school improvement strategies and oversee the work of key support staff team leaders. Supervision of school support staff including the General Office team; Finance; Site; Exams Officer; Attendance Officer; ICT team; Data and Admissions Administrator and MSAs.
- Manage the payroll administration for all school staff including the management of pension schemes and associated services.
- Ensure the school's staffing, safeguarding and equality policy is clearly communicated to all support staff in school.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Manage recruitment, performance management, appraisal and development for all support staff to proactively and effectively provide information, training and support to the teams of non-class based support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support where necessary.
- Seek and make use of specialist expertise in relation to HR issues.
- Evaluate the school's strategic objectives and obtain information for workforce planning and contribute to ensure compliance with all relevant employment law.
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.
- Manage staff attendance in line with School policy including referrals to Occupational Health as required.
- Carry out disciplinary investigations and prepare and present disciplinary investigation reports at hearings before Governors Disciplinary panels.
- Ensure compliance with legislation and oversee the submittal and checking of official returns including the Single Central Record and the School Workforce Census.
- Carry out annual performance management of all directly line managed staff and ensure that all other support staff are performance managed in line with the School's policy.
- Periodically review the staff structures with a view to maintaining and improving effectiveness of individual Support Staff teams and propose any necessary changes.

Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in facilities management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure ancillary services and contracts are monitored and managed effectively.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SLT and Governors on appropriate buildings insurances for the school and implement and manage such schemes accordingly.
- Lead with the writing, development and maintenance of all school policies relating to facilities.
- Manage the logistics and health and safety of major works carried out on the school site.
- Ensure systems are in place for emergencies including emergency repairs and callouts and manage key holder responsibilities including ensuring key holder cover during school holidays.
- Develop, maintain and review the Asset Management Plan to provide a costed, prioritised, rolling programme of repairs and maintenance work.
- To prepare outline specifications for minor works, to source contractors, cost works, and arrange, manage and check resultant works.

Health & Safety

- Act as the school's Health & Safety Co-ordinator.
- Plan, instigate and ensure records of fire practices and alarm tests are maintained.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the school and to manage oversight of the CCTV and access control systems.
- Oversee statutory obligations are being met for pupils with special educational needs.
- To oversee the annual Health and Safety site assessment and follow up on any action points.
- Maintain an overview of the coverage of risk assessments throughout the school and advise SLT when risk assessments are not in place or where a review of the risk assessment is overdue.



Other Roles and Responsibilities

- To develop and maintain a Business Continuity plan and an Emergency Response Plan.
- To contribute to the overall marketing strategy for the school.
- To be the main contact in school for GDPR and to liaise with the school's external DPO as required.
- To advise Governors on the School's insurance requirements and investigating arranging sufficient and cost effective insurance cover e.g. RPA.
- To ensure the School complies with statutory requirements such as GDPR and the Freedom of Information Act and to provide required responses within the statutory timescales.
- To identify, assess and weight risks and to show these risks on the school's Risk register. Monitor to identify new and changed risk factors and update the Risk Register and provide information to Governors at the Finance Committee and the FGB.
- To assume the role of Company Secretary in complying with the requirements of Companies House in terms of the statutory requirements for returns and submissions for the Academy Trust company including the appointment and resignation of Directors.
- Recognise and respect the need for confidentiality in relation to work content.

- Deal with any management issues as they arise.
- Maintain personal and professional development to ensure up-to-date knowledge of financial, premises, personnel and administrative management.
- Represent the school as required and attend evening functions relevant to this post e.g. Secondary Transfer Evening.
- Deputise for the Headteacher or Deputy Headteacher as required.

Flexibility

- In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Safeguarding

- To take responsibility for the safeguarding and welfare of children and young persons.

The job description is subject to review and change after consultation and agreement with the post holder.



IMPORTANT INFORMATION

Pay range:	£53,615 - £56,846 M5 + possibility of an enhancement to the salary to make the position competitive to applicants who already have experience. We also offer an additional payment of £1,344 to any candidates applying directly to the school, paid over the first 12 months of employment.
Hours	This role is 37 hours, 52 weeks per year. This may be negotiable for the right candidate.
Start date:	ASAP
Closing date:	Monday 5th June 2023 at 9.00am
Shortlisting date:	Friday 9th June 2023
Interview dates:	Thursday 15th June 2023

Visits to the school:	Please email: nicholas.simms@st-maryshigh.herts.sch.uk
School website link:	st-maryshigh.herts.sch.uk
Send your completed application form to:	leadership.recruitment@hfleducation.org
Any questions, call the leadership recruitment team	01438 845785

St Mary's Church of England High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2022).

St Mary's School is committed to the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status. We expect all our staff to demonstrate a commitment to advancing equality of opportunity and fostering good relations.



APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply online at www.teachinherts.com or send your completed application form to: leadership.recruitment@hfleducation.org. You can also contact us on 01438 544476.

Application Form

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed.

Person Specification and Personal Statement

When writing your personal statement, it is important you address the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.



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