



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



**SCHOOL BUSINESS
MANAGER (SECONDARY)**

Christ at the Centre, Children at the Heart



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: School Business Manager (Secondary)

Reporting to: Headteacher

Job Purpose: To provide effective administration and support services to school including the management of information systems and the supervision and co-ordination of other support staff. To support the Headteacher, senior staff and the Trust including contributing to the financial planning and development of school support and business management services.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



JOB DESCRIPTION

1. To be responsible for the design, management, and co-ordination of appropriate administrative systems across school as required, specifically relating to, but not limited to, financial systems, HR, health and safety, risk management, data protection, IT systems & procedures, and facilities management.
2. To determine the need for and arrange provision, analysis, and evaluation of data for detailed reports, business cases, and other necessary documents.
3. To plan, develop, and design monitoring systems that complement Trust policies and procedures.
4. Overall line management responsibility for the administration team, site, and catering team.
5. To complete and submit information obtained from school management information systems as required by the Trust, DfE, and EFA.
6. To oversee and take a leading role in relation to all Human Resource activities undertaken within school, including recruitment, induction, payroll, safer recruitment, sickness absence, and handling of personnel issues.
7. In conjunction with the Headteacher and the Trust Finance Team, ensure that the school complies fully with the requirements of the Academies Financial Handbook and the Trust Finance Policy.
8. To oversee and take a leading role in relation to admission and transfer of pupils, including categorisation of applications, arrangement for appeals, and related correspondence.
9. To undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive nature as required by Senior Staff.
10. In the absence of the Headteacher, liaise with appropriate senior staff within the Trust with respect to urgent business.
11. To provide advice, guidance, and interpretation to Senior Staff in relation to policies and procedures, best practice guidance, legislation, National Standards, and initiate appropriate action where necessary to ensure both school and Trust compliance.
12. To develop and create for consultation, policies and procedures relating to administration and financial systems to complement and proactively ensure that the school has information and data available in the required format and within appropriate time scales.
13. To undertake research and obtain information on behalf of Senior Staff to assist with decision-making.
14. To actively promote the school and its services, and take a leading role where necessary and appropriate.

JOB DESCRIPTION

15. To manage lettings of Academy facilities where appropriate.
16. To manage capital projects in liaison with the Diocesan Trust, including associated income and expenditure.
17. To identify, review, and appraise school resources as required and take a lead in the management of resources as appropriate.
18. To take a lead in the procurement and securing of sponsorship funding.
19. To manage and review Service Contracts and Service Level Agreements on behalf of the school in conjunction with the Trust.
20. To manage, monitor, and plan expenditure from agreed budgets in conjunction with the Trust Finance Team.
21. To ensure that financial policy and procedure is carried out in line with audit requirements and the Scheme of Delegation.
22. To supervise and manage other administration officers within the school, including the management of their training, development, and performance in line with Performance Development Review Procedures.
23. Monitor work rotas and cover for other staff within the post holder's remit to ensure an efficient service is available, and when and where necessary, arrange replacement of permanent employees and hire temporary assistance to cover periods of absence or unavailability.
24. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
25. To be responsible for the management of Health and Safety and Risk Management throughout the internal and external buildings.
26. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
27. To carry out your duties with full regard to the Trust Equality Policy.
28. To comply with Health and Safety policies, organisation statements and procedures, report any incidents, accidents and hazards, and take a proactive approach to health and safety matters in order to protect both yourself and others.
29. Any other duties of a similar nature related to the post which may be required from time to time.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	E1	Degree / NVQ level 5 or equivalent	C
EXPERIENCE & KNOWLEDGE	E2	At least 4 years previous relevant experience	AF,R,I
	E3	Experience of working in an educational environment	AF,R,I
	E4	Experience of managing a multi-disciplinary team including the monitoring of performance and development	AF,R,I
	E5	Experience of giving advice and guidance on policies / procedures to senior officers	AF,R,I
	E6	Experience and ability to interpret National legislation and associated guidance, research best practice and incorporate into working practice / policies	AF,R,I
	E7	Experience of managing budgets and capital projects	AF,R,I
	E8	Experience of policy / procedure development and implementation	AF,R,I
	E9	Experience or working knowledge of marketing, sponsorship and promotion activities	AF,R,I
	E10	Knowledge of Data Protection requirements and understanding of confidentiality	AF,R,I
	E11	Experience of project planning	AF,R,I
SKILLS	E12	Ability to relate well to children and adults	R, I
	E13	Ability to be able to present information in a logical and systematic manner and to interpret figures with skill and understanding	R, I
	E14	Ability to train and motivate a team	R, I
	E15	Ability to work successfully as part of a team and prioritise own work with minimum supervision	AF,R,I
	E16	Ability to communicate both orally and in writing to a wide range of audiences, including the ability to write clear, concise and accurate reports	AF, R, I
	E17	Ability to work to tight deadlines on a number of different projects	R, I
	E18	IT Literate, capable of using MS Word / Excel and office packages	AF, R, I
	E19	Proven ability to undertake effective research	R, I
	E20	Proven ability to plan, implement and deliver large scale projects	AF, R, I

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ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
PERSONAL ATTRIBUTES	E21	Participate in development and training opportunities	AF, I, R
	E22	Be willing to promote the Catholic ethos and values of the Academy	AF/R
	E23	Ability to abide by Trust policies and procedures	AF, R, I
SPECIAL REQUIREMENTS	E24	Motivation to work with children	I, R, D
	E25	Ability to form and maintain appropriate relationships and personal boundaries with children	I, R, D
	E26	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF, R, I

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	D1	Relevant Higher Educational qualification eg AAT, CSBM, DSBM	C
EXPERIENCE & KNOWLEDGE	D2	Awareness of child protection issues	AF,R,I
	D3	Experience of Academy Management Information Systems	AF,R,I
	D4	Awareness of Statutory Education system and associated legislation relating to support services for Academies	AF,R,I
	D5	Experience in the development of and delivery of training courses	AF,R,I
PERSONAL ATTRIBUTES	D6	Practising Catholic	AF/R

Key – Stage identified

AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



BISHOP HOGARTH

We are
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Thank you for your interest in our vacancy



www.bhcet.org.uk



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