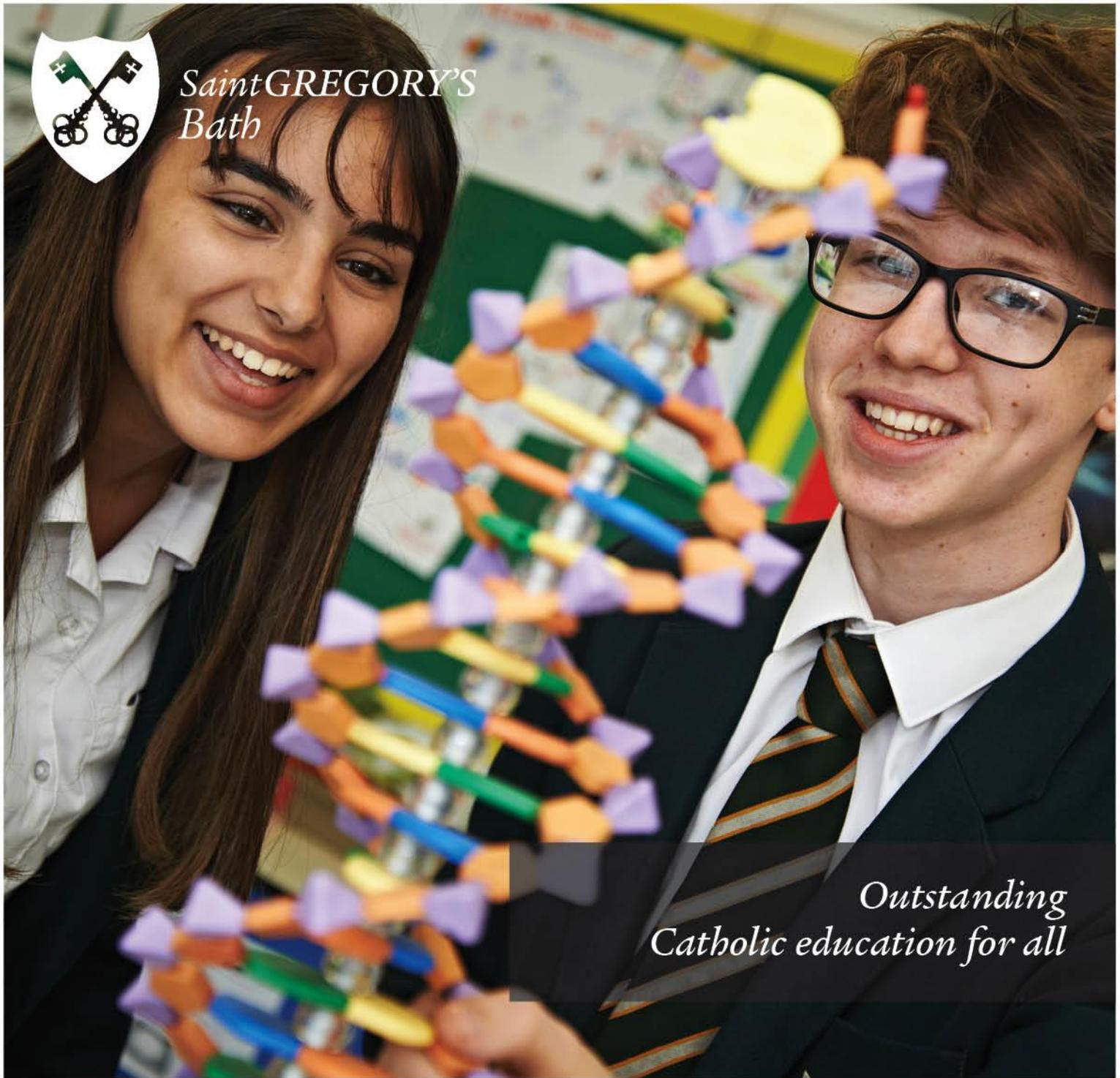




*Saint GREGORY'S  
Bath*



*Outstanding  
Catholic education for all*

Application pack for the post of:

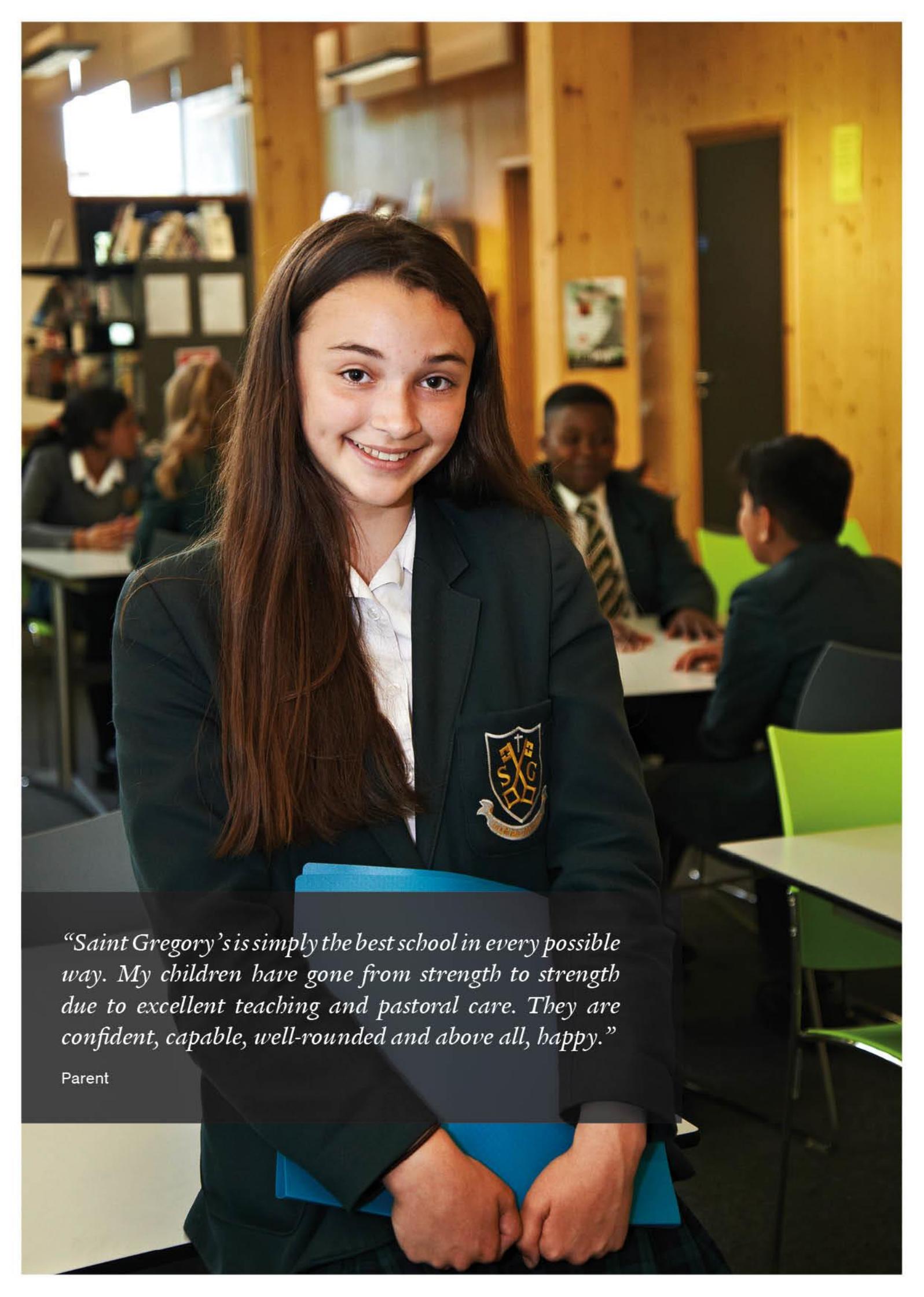
## *Business Manager*

37 hours per week, all year around

Closing date: Midnight on Sunday 27 September 2020

Interviews: Week commencing Monday 5 October 2020

*“In Christ we flourish”*



*“Saint Gregory’s is simply the best school in every possible way. My children have gone from strength to strength due to excellent teaching and pastoral care. They are confident, capable, well-rounded and above all, happy.”*

Parent



*Saint*GREGORY'S  
*Bath*

## *Mission Statement*

As a Catholic school, our inspiration is Jesus Christ. We therefore promote the dignity and well-being of every child and ensure that they flourish with us in a safe, happy and enriching environment.

We believe that everyone is gifted and called by God to fulfil some definite service for the greater good of society. We will help our students to discover their vocation in life, to achieve their full potential and to use their gifts for the greater glory of God.

## *Student Creed*

At St. Greg's, we are a family.  
We walk together in the footsteps of Jesus.  
We are all equal in the sight of God  
So everybody deserves dignity and respect.  
We believe that we are all blessed with gifts  
And called by God  
So let's do something special,  
Let's work together for a better future.

In Christ we flourish.



*Saint***GREGORY'S**  
*Bath*

## *Welcome to Saint Gregory's*

Dear Prospective Applicant

Thank you for your enquiry regarding the post of Business Manager at Saint Gregory's, to start as soon as possible.

The post of Business Manager is an integral part of the school's Senior Leadership Team representing the specialities of Finance, HR and School Operations with an overall responsibility for all school support staff. This is a busy and varied role operating at a strategic level whilst providing operational support when required.

We are seeking a manager who has exceptional financial management skills, with the ability to balance strategic planning with changing operational requirements. The successful candidate will have high attention to detail, be confident and articulate in communications and be influential but empathetic when having difficult or challenging conversations. The Business Manager will have a vision for the future, with an awareness of initiatives and developments within these specialist areas who will drive Saint Gregory's forward and ensure we are always operating in line with best practice. Equally, we seek a manager who thrives on detail and who can investigate, report and deliver upon key objectives across specialities whilst managing a busy workload.

Saint Gregory's is an over-subscribed high achieving school with a national reputation for excellence. Our most recent Ofsted and Diocesan inspections rated us as outstanding and we are committed to maintaining and developing that high standard. We are an inclusive school that places the student at the heart of everything we do. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring that all of our students grow and develop a love of learning, participate fully in the life of the school and embrace many of the opportunities on offer.

As a Catholic school our values are explicitly Christian, however you do not have to be of the Catholic faith to apply for this post.

There is a warm, welcoming family atmosphere at Saint Gregory's that underpins our culture as a school. Teamwork is at the heart of everything we do and by working together we aim to provide the very best opportunities for all our students and staff.

If you possess the necessary skills and experience and would like to apply for this post, please submit your application by midnight on **Sunday 27 September**. Formal interviews will be held week commencing **Monday 5 October**. If you have any questions please do not hesitate to contact Mrs Karen Howard, Director of Finance and Premises, by email to [howardk@st-gregorys.org.uk](mailto:howardk@st-gregorys.org.uk).

Yours faithfully

Ms A Cusack  
**Headmistress**

*"In Christ we flourish"*



*“This is an outstanding school.”*

Ofsted



*Saint* GREGORY'S  
*Bath*

## *About this role*

<b>Post:</b>	<b>Business Manager</b>
<b>Contract type:</b>	37 hours per week, all year around, permanent. 25 days annual leave plus bank holidays
<b>Salary:</b>	Grade 12 SCP 45-49, £47,742-£52,373
<b>Start date:</b>	As soon as possible
<b>Closing date:</b>	Midnight on Sunday 27 September

This is an exciting opportunity to join an outstanding school in a varied and stimulating Leadership role that is core to our success.

Reporting directly to the Headteacher this role operates in the strategic and operational spheres of work and therefore the successful candidate must have a 'can do' attitude with the ability to balance the needs of the bigger picture whilst thriving on the detail at the operational level.

The successful candidate must be a suitably qualified professional who is an expert in their field in terms of operational delivery. Skills in budget management and the utilisation of financial resources are essential to the success of this role as is the ability to deliver key objectives using the skills and experience of our teams.

Outstanding analytical, financial management, report writing, organisation and people management skills are essential as well as being a team player who is self-confident, pragmatic with the ability to balance a very busy workload whilst maintaining excellent customer service to all our stakeholders.

Saint Gregory's has an established and successful team who pride themselves on providing our school community with exemplary pastoral and academic care and we are seeking a colleague who can exemplify this to the highest standards.

### **The successful candidate must demonstrate:**

- The ability to effectively and efficiently administer and monitor financial management.
- A high level of emotional intelligence to support the well-being of all support staff and ensuring the HR systems run effectively.
- A high degree of professionalism.
- The ability to work unsupervised, use initiative and make appropriate decisions.
- The ability to lead others and to hold them to account.
- Excellent administrative and analytical skills including report writing, assessing and evaluating information and planning and preparation.

### **In return, the successful candidate can expect:**

- Outstanding professional support to help you develop your career
- A vibrant and dynamic student body that deserves the very best in teaching and support
- A rewarding and dynamic job role making a real, lasting and positive impact on our school community
- Access to the Local Government Pension Scheme.

For an open conversation about the role prior to application, please contact Mrs Karen Howard, Director of Finance and Premises, by email [howardk@st-gregorys.org.uk](mailto:howardk@st-gregorys.org.uk) to arrange a suitable time.

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at [www.st-gregorys.org.uk/useful-information/key-documents](http://www.st-gregorys.org.uk/useful-information/key-documents).



*Saint* GREGORY'S  
*Bath*

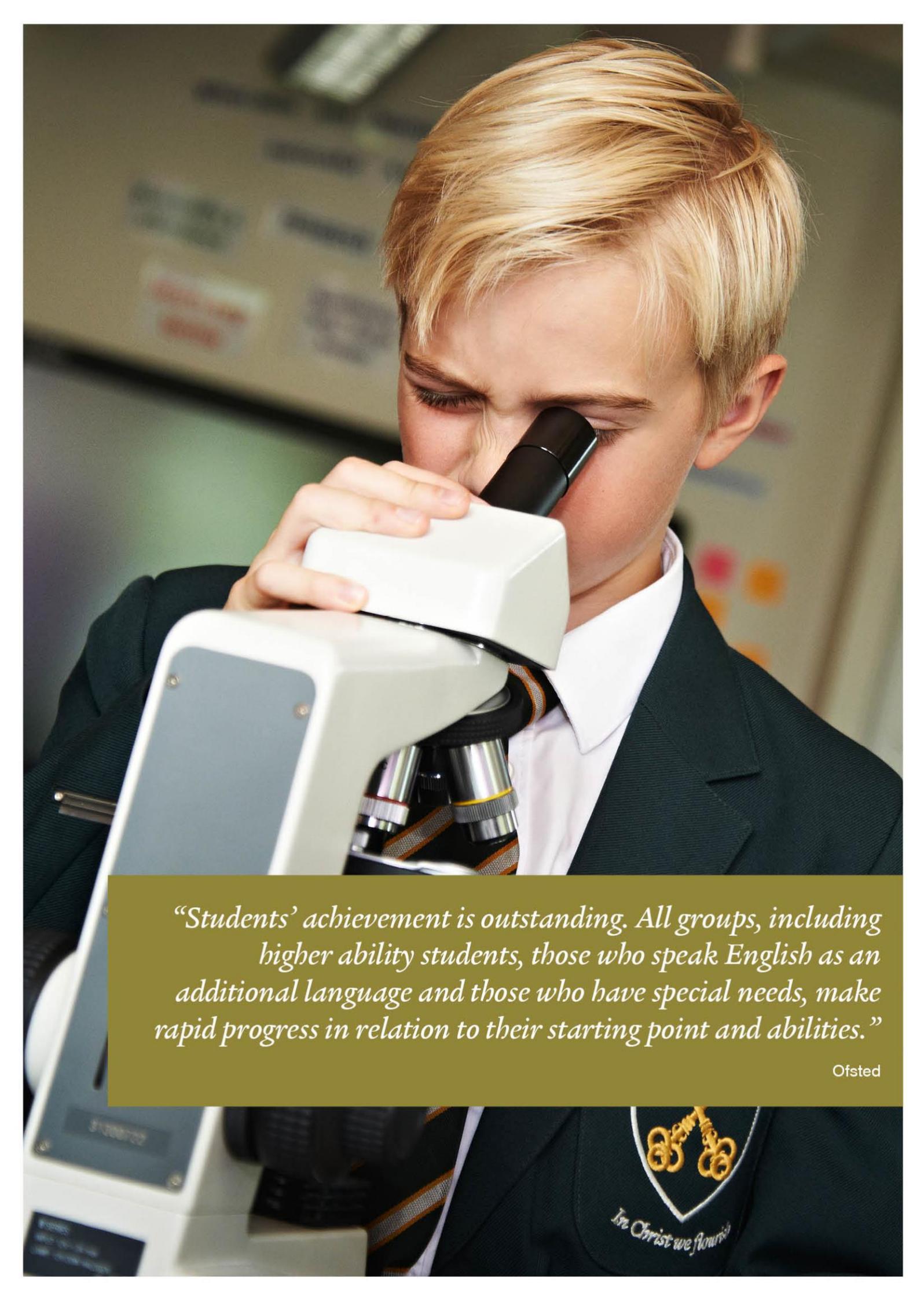
## *About Saint Gregory's*

Saint Gregory's is a Catholic voluntary aided secondary school which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits students of 11-18 years. We are a popular co-educational school, founded on Catholic Christian values and with a strong family and community ethos. These values envelop the learning of our students, providing them with an academic start to life that is supportive, nurturing and inspiring. Saint Gregory's has a well-deserved reputation for academic excellence, outstanding pastoral care and an excellent enrichment programme.

In 2019 we were recognised once again as an 'Outstanding' secondary school in our Section 48 Diocesan Inspection, highlighting our school as a flourishing educational community where every child is valued and encouraged to grow as individuals.

Our GCSE and A Level results are excellent and not just in raw terms but also in the context of value-added. Such measures seek to identify the progress that every child makes during his or her time with us and show that our students make outstanding progress.

The achievement of our students consistently places our school as one of the top achieving state schools in the country. Students leaving Saint Gregory's progress to some of the very best academic institutions including Oxford, Cambridge and the Russell Group but more than this, they leave having acquired the academic success, confidence and skills they need to continue their educational or career journey of choice.

A young boy with blonde hair, wearing a dark blue school blazer, white shirt, and striped tie, is looking through a white and blue microscope. The background is a blurred classroom setting with a whiteboard and colorful sticky notes.

*“Students’ achievement is outstanding. All groups, including higher ability students, those who speak English as an additional language and those who have special needs, make rapid progress in relation to their starting point and abilities.”*

Ofsted

In Christ we flourish



*Saint* GREGORY'S  
*Bath*

## *Our Location*

We are located at the southern gateway to the World Heritage City of Bath with beautiful views towards the Severn Estuary and over Bath. Access to the school is easy as it is on main bus routes and next to the Odd Down Bath Park and Ride terminus.

The World Heritage City of Bath itself needs little introduction. Over four million tourists a year come to visit its many attractions, such as its Georgian architecture, its festivals, theatres, museums, restaurants and shops. It boasts excellent schools, rugby and football teams and Olympic standard training facilities at the University of Bath.

In 2017 Bath was named as the safest place to live in the UK. It is also a regular feature of the Sunday Times and Telegraph lists for best places to live in the UK, offering a very high quality of life. In 2018, it was named as the best UK city to raise a family by MoneySuperMarket.

Bath is served by many attractive towns and villages, and our staff and students come from diverse locations.

*“Students make an outstanding contribution to the Catholic life of the school and benefit enormously from it. The school ethos is demonstrated by the exemplary behaviour of its pupils, their respect and care for one another, as well as their outreach to others outside the school.”*

Clifton Diocese Inspection Report





## *Job Description – Business Manager*

This job description should be read in conjunction with the professional duties set out in the Governors' Pay Policy and Performance Management Policy.

### Key Areas of Responsibility

#### 1. Core Purpose

- 1.1 To actively support and promote the school's vision and values as outlined in the Mission Statement.
- 1.2 To be responsible to the Headteacher and the Governors for the effective and efficient management, monitoring and administration of the school's finances and HR systems in accordance with Local Authority and DfE regulations; for the school's safer recruitment practices in line with local and national requirements; for the smooth running of the school's administrative and office systems; for the overall supervision and welfare of all support staff.
- 1.3 To create and be responsible for the Pay Policy, based on advice and guidance from the Local Authority, with due regard for statutory requirements and local and national agreements.
- 1.4 To be an active member of the school Senior Leadership Team (SLT) and to attend relevant SLT meetings, preparing reports and data analysis as required.
- 1.5 To attend Governor Committee meetings as required; to prepare and present associated reports, provide data analysis, make recommendations and offer technical advice.

#### 2. Key Duties

##### 2.1 Leadership responsibilities - To undertake shared, generic responsibilities including:

- 2.1.1 To attend Governors' committees as agreed and providing associated written reports.
- 2.1.2 To be the senior person at school events, as agreed.
- 2.1.3 To play a key role in school self-evaluation and development planning.
- 2.1.4 To be the Safer Recruitment Lead.
- 2.1.5 To be the lead member of the Senior Leadership Team in relation to Finance and HR issues and advising colleagues accordingly.
- 2.1.6 To be a key lead member of the team involved in discussions relating to possible Academy status and/or Multiple Academy Trusts, attending meetings as required and to be the lead member in relation to setting up an Academy or MAT in relation to finance, legal and HR matters.
- 2.1.7 To be a co-opted member of Governors' Finance & Premises Committee and to service the business of the committee in consultation with the Headteacher and its Chair including preparing a full report for each meeting to include a review of the current financial situation.
- 2.1.8 To support the Chair of Finance in preparing his report to FGB.
- 2.1.9 To be a member of the school's Staffing Committee.
- 2.1.10 To be a member of the school's Curriculum Planning Group advising on the financial implications of changes to staffing and timetable.
- 2.1.11 To be a member of the BET Business Managers Group.



## 2.2 Finance and Payroll Management

- 2.2.1 To have responsibility for all accounting procedures for the School's budgets including the school's FMS accounting system and all other non-LA school funds as required by the Local Authority and the DfE.
- 2.2.2 To be accountable for the school's financial and payroll systems, ensuring that all aspects of these systems are managed in accordance with agreed policies, timetables and tax regulations.
- 2.2.3 To control and monitor all financial systems within the school in relation to the SFVS return; to ensure that operational, procedural and regulatory requirements are met and to ensure supervisory (control and monitoring) requirements are met.
- 2.2.4 To prepare, in liaison with the Headteacher and the Governors' Finance & Premises Committee, the school annual budget and future projected budgets, reporting to the Headteacher and to the Governors of the Finance and Premises Committee; to monitor the budget on an ongoing basis; to maximise the efficient use of the resources available to the school; to prepare termly financial reports for the Governors and Headteacher and ensure monthly reports are prepared for budget holders; to advise budget holders on the effective use of their funds.
- 2.2.5 To develop and monitor, where appropriate, financial policies and procedures ensuring compliance with financial regulations.
- 2.2.6 To prepare and present benchmarking data to Governors to ensure the school attains best value for money in terms of its public and private funds.
- 2.2.7 To ensure the school meets its audit requirements for all LA related accounts and private funds and that all information is ready and available for auditing purposes within the required statutory deadlines.
- 2.2.8 To prepare all statutory financial returns including the Budget papers, End of Year reports and CFR report and ensure they are sent to the Local Authority within the required statutory deadlines.
- 2.2.9 To be accountable for the preparation of appraisals for particular projects, writing bids for funding and developing/managing long-term initiatives for the school.
- 2.2.10 To oversee the management and monitoring of the Pupil Premium and High Needs accounts, ensuring that the allocations are correct and appropriate through liaison with the Director of Pastoral Care and the Assistant Headteacher for Inclusion.
- 2.2.11 To oversee the reconciliation of all bank accounts by the Finance Manager.
- 2.2.12 To oversee and ensure VAT returns are made monthly and on time.
- 2.2.13 To be responsible for the authorisation of all orders, invoices and payments by the Finance Team.
- 2.2.14 To oversee and support the Finance Manager in placing and monitoring the transport contracts operated by the school for our students.
- 2.2.15 To work with the Facilities and ICT Manager when reviewing service contracts to ensure the best value for money, e.g. catering or cleaning.
- 2.2.16 To work with the Facilities and ICT Manager to ensure that appropriate insurance is in place for all aspects of the school community and site, including liability insurance and buildings insurance.

## 2.3 Safer Recruitment Lead

- 2.3.1 To ensure all policies and practices relating to visitors to the school are current and appropriate, and that all necessary checks including DBS checks are completed.
- 2.3.2 To support the HR Manager in determining what checks are required, depending on the situation, and what action is required in relation to a DBS disclosure.
- 2.3.3 To oversee the Safeguarding training of all staff and Governors, ensuring that all training is relevant, current and completed on an annual basis.



### 2.3 Safer Recruitment Lead

- 2.3.4 To directly support and advise the HR Manager in the administration of all aspects of personnel appointments, absences, terminations, and records for all teaching and support staff in relation to safeguarding matters particularly in relation to the accurate maintenance of the Single Central Record.
- 2.3.5 To be responsible for the school's Whistleblowing Policy and to ensure that all staff are aware of the policy and the avenues open to them.

### 2.4 Human Resources

- 2.4.1 To oversee and support the HR Manager with HR employee relations matters; liaising with senior leadership and Governors to ensure compliance with employment legislation and school policies including new starters, termination of contracts, absence management and complex staffing matters.
- 2.4.2 To oversee the maintenance of the HR database, 'SIMS', to ensure effective reconciliation into FMS for staffing costs.
- 2.4.3 To ensure HR school policies are up-to-date and in line with current legislation.

### 2.5 Operations

- 2.5.1 To direct team leaders/managers to ensure efficient and effective running of the general office and reception area as one of the school's main points of public contact.
- 2.5.2 To be involved in the marketing strategies for the school from a cost perspective.
- 2.5.3 To have overall responsibility for the effective and efficient deployment of support staff with an overview of central support functions.

### 2.6 Other

- 2.6.1 Provide day-to-day guidance and support to the Finance and HR staff to ensure all financial, HR and payroll systems and controls are effectively managed.
- 2.6.2 To be one of the school's designated authorised signatories for the main school bank account and for other school accounts.
- 2.6.3 To communicate effectively with all stakeholders and report to the Headteacher and/or SLT as required.
- 2.6.4 To undertake any necessary professional development as identified by the postholder or school.
- 2.6.5 To perform, in accordance with any direction which may reasonably be given to you by the Headteacher from time to time, such particular duties as may reasonably be assigned to you.
- 2.6.6 To represent the school at relevant panels, working groups and meetings as required by the Headteacher.

### 3. Post dimensions

- 3.1 Number of staff for whom postholder has direct line management responsibility: Two
- 3.2 Responsibility for management of the main school delegated budget: £5.6m (2020/21)
- 3.3 Responsibility for management of the school's delegated Capital budget: £22k (2020/21)
- 3.4 Responsibility for management of the school's non-LA funds: £60k (2020/21)



4. Physical Effort and Working Environment

4.1 The postholder may be expected to undertake limited bending, lifting and stretching in the course of their duties.

4.2 The postholder will not be exposed to excessive dirt and dust in the course of their duties.

5. Supervision Received

5.1 Supervision received from the Headteacher.

6. Contacts

6.1 Appropriate staff within the school, students, parents/cares, the Local Authority and outside agencies as and when necessary.

7. Special Notes and Conditions

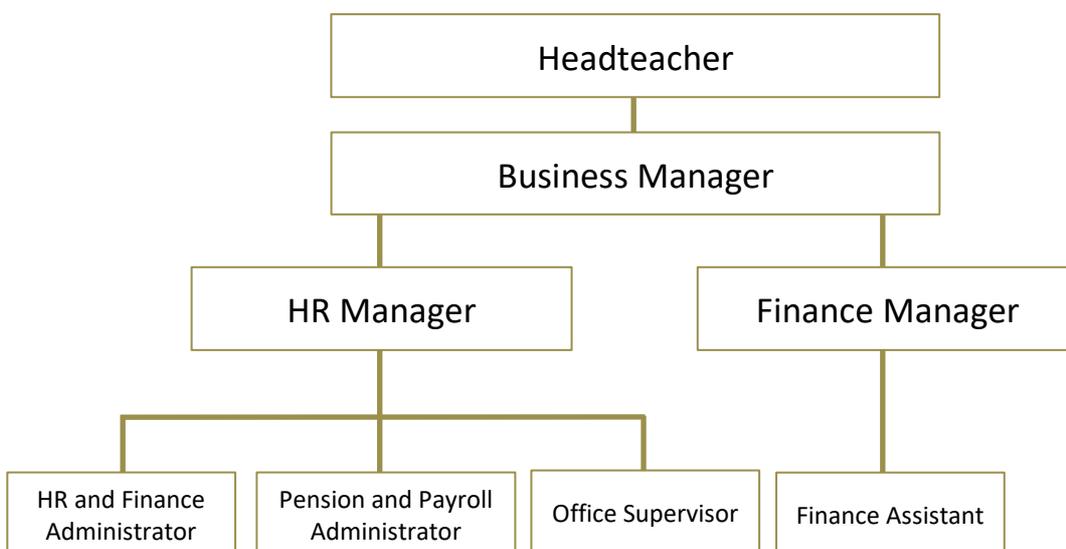
7.1 All employees of Saint Gregory's, Bath, are expected to be supportive of the Christian ethos of the school, its aims and Mission Statement.

8. Safeguarding

8.1 The Governors of Saint Gregory's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced certificate from the Disclosure and Barring Service is required for this post prior to commencement.

9. Organisational Management Chart

This job description will be reviewed annually or more frequently if necessary by the Headteacher in consultation with the post holder.





*“Saint Gregory’s is a truly nurturing environment for children, allowing them to grow and flourish into wonderful human beings.”*

Parent



## Person Specification

Business Manager	Essential	Desirable
<b>Qualifications and professional development</b>		
Business Manager specific qualification e.g. DSBM, CSBM, ADSBM or NVQ level 4 or degree level management / business qualification	✓	
A willingness to undertake further training pertinent to the role.	✓	
Evidence of recent and relevant CPD.	✓	
<b>Experience/Knowledge</b>		
Recent and relevant experience as a successful, prominent leader demonstrating credibility and pragmatism.	✓	
Experience of holding organisation wide responsibility and experience of turning policy into effective and successful practice.	✓	
Supervising and managing staff.	✓	
Extensive experience of financial management including strategic financial planning, budgets, financial reporting and financial returns by specified deadlines.	✓	
Experience of maintaining complex financial information systems and making payments.	✓	
Experience and knowledge of HR matters, in particular recruitment and the management of resources.	✓	
Experience and knowledge of Payroll.	✓	
Up-to-date-knowledge of statutory regulations and guidance relating to the post.	✓	
Understanding of national and regional educational services and how an administrative support service within a school is run.		✓
Experience of operational management in a medium – large organisation.		✓
Experience of working in a school setting.		✓
<b>Skills</b>		
Ability to analyse and interpret data and plan an appropriate course of action for improvement.	✓	
Ability to review systems to ensure the robust evaluation of performance and actions to secure improvements.	✓	
Excellent mathematical, literacy, organisational, communication and problem solving skills, with the ability to use own initiative and work proactively both in a team and independently.	✓	
Ability to lead and manage team/s to successfully achieve agreed goals.	✓	
To develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).	✓	



<b>Business Manager</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>		
Ability to communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	✓	
To contribute effectively to the work of the Headteacher and be an active member of the Senior Leadership Team.	✓	
To deal successfully with situations that may include tackling difficult situations and conflict resolution.	✓	
To work successfully with a range of external agencies.	✓	
Calm and supportive manner at all times.	✓	
The ability to work unsupervised, use initiative and make appropriate decisions.	✓	
Ability to prioritise own workload and self-motivate.	✓	
Ability to find solutions to complex problems.	✓	
<b>Personal Attributes</b>		
A positive role model for students and staff.	✓	
Supportive of the Catholic (Christian) ethos of the school.	✓	
A high degree of professionalism.	✓	
Emotionally intelligent.	✓	
Have a positive, compassionate and efficient manner.	✓	
Calm under pressure.	✓	
Motivated.	✓	
Highly organised and punctual.	✓	
Willing to contribute to the wider life of the school.	✓	
<b>Safeguarding Children</b>		
A clear understanding and commitment to safeguarding and promoting the welfare of children and young people.	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓	
Appropriate attitudes to the use of authority and maintaining discipline.	✓	



*“Sporting, artistic and dramatic opportunities are outstanding and all students take full advantage of the range of opportunities to develop clear, personal values and to make an impact on school life.”*

Ofsted



*Saint* GREGORY'S  
*Bath*

## *How to apply*

Closing date for applications:      Midnight on Sunday 27 September 2020  
Interviews will be held:              Week commencing Monday 5 October 2020

Applicants are asked to submit their application to:

The HR Department by email to [hr@st-gregorys.org.uk](mailto:hr@st-gregorys.org.uk) or online at [www.TES.com](http://www.TES.com)

**We are not currently able to accept postal applications at this time.**

No other material (such as testimonials, résumés or CVs) will be considered during the selection process.

If you have any questions please do not hesitate to contact the Director of Finance and Premises, Mrs Karen Howard, via email to [howardk@st-gregorys.org.uk](mailto:howardk@st-gregorys.org.uk).

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check. Details of our CP Policy can be found on our website at [www.st-gregorys.org.uk/useful-information/key-documents](http://www.st-gregorys.org.uk/useful-information/key-documents).



*Saint* GREGORY'S  
*Bath*

**Saint Gregory's, Bath**

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**T** 01225 832873

**F** 01225 835848

**E** [stgregorys\\_sec@bathnes.gov.uk](mailto:stgregorys_sec@bathnes.gov.uk)

**[www.st-gregorys.org.uk](http://www.st-gregorys.org.uk)**

*An outstanding Catholic education for all*