

St Bede's School

64 Carlton Road, Redhill, Surrey, RH1 2LQ



School Business Manager

Full Time (36 hrs per week, full year)

PS13 £60,258 to £68,151

To Start August 2019 or ASAP

Application Deadline:

09:30hrs 14th June 2019

Belonging Education Determination Excellence Service



About St Bede's

At St Bede's we are proud to serve roughly 1,700 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018
Attainment 8	54.9	57.4
Progress 8	+0.48	+0.68
EBACC	43%	49%
EBACC entered	74%	77%
4/C+ English	84%	86%
4/C +Maths	89%	88%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.



“A zest for learning permeates the whole school. Teachers’ high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience.” Ofsted 2017

The Senior Team at St Bede's

The senior team at St Bede's is responsible to the governing body for every aspect of the organisation of the school. The team consists of an executive headteacher, two heads of school, five assistant headteachers and the business manager. They meet twice weekly to discuss day-to-day issues and make longer term plans.

Each member of the senior team has a specific portfolio but share collective responsibility for the success of the school. The team works together and supports each individual member so we deliver a high quality education for the pupils at the school.

As a team and as a school, our aims in recent years have been to:

- maintain and develop the Christian character of St Bede's
- ensure each pupil fulfils their potential in public exams at 16 and 18
- Oversee the expansion of the school's roll and improve the facilities at St Bede's
- maintain the range and quality of the extra-curricular provision at the school
- recruit and retain excellent teaching staff and offer a wide range of continuing professional development
- develop the size and quality of the support staff team.

We are looking for a well-motivated individual to continue the development of St Bede's as a place of 'Christian education at it's best'. We are offering opportunities to meet with our executive headteacher prior to application on Tuesday 11th June 2019 at 10.00hrs, or Wednesday 12th June 2019 at 15:30hrs. Please contact our HR team if you wish to attend one of these meetings. Their email address is: jobs@st-bedes.surrey.sch.uk



Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Role Purpose: The school business manager is a strategic leader with senior management responsibility, involved in setting strategy, direction and vision for the school, providing a clear sense of purpose and driving strategic intent. The role requires leadership which provides innovative, efficient and cost effective school business management, and the exercise of overall responsibility for finance, administration, premises, trading, risk management and health and safety within statutory regulations and school policy, promoting the highest standards of business ethos.

Key deliverables include:

- As a member of the Senior Leadership Team contribute to the leadership, management and monitoring of school development.
- Set, manage, monitor and report on the school budget, providing financial advice to support decision making in the leadership and governance of the school, and ensure statutory and financial accounting and reporting requirements are met.
- Identify additional finance required to fund the school's activities and maximise income through lettings and other activities.
- Lead the negotiation, management and monitoring of contracts, tenders and agreements to obtain best value for the school.
- Evaluate the administration and support service provided in the school to provide an outstanding education, taking account of feedback, issues, trends and external developments, government policy, legislation and directives to ensure continual improvement and maximisation of quality, efficiency and continuity.
- Ensure that the school premises are maintained to required standards, that premises/building projects are managed efficiently and within budget, and that health and safety requirements are met.
- Plan and manage change in accordance with the school development/strategic plan, managing resources effectively and flexibly ensuring the achievement of targets and objectives on time and in budget.

Contract The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

Job Family: Business Function

Grade: 13

Current Pay Range as at May 2019 (PS13) £60,258 to £68,151

Responsible to: Executive Headteacher

Line Management:

- Finance Team
- Site Manager & Team
- Admin manager & Team
- Support staff
- Shop staff

Budget Responsibility:

- School delegated budget
- Governors fund and external funding sources
- School shop
- Non-school funds

Accountabilities & Tasks

The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.

1 Service Delivery

- 1.1 Lead and manage the school's finance, administration and support services to provide an outstanding education
- 1.2 Assess and respond to feedback, issues, trends and developments in education provision and finance, government policy, legislation and directives to ensure the continual improvement and maximisation of quality, efficiency and continuity, taking required action where necessary and providing innovative solutions.
- 1.3 Apply specialist expertise and judgement to make decisions where solutions are not obvious, to deliver services that meet the school's requirements and service standards.
- 1.4 Drive change and embed new ways of working to ensure high quality and outstanding education and value for money within a balanced budget.

2 Planning & Organising

- 2.1 Manage, develop, direct and monitor all aspects of financial strategy, policy, budgeting and management, determining assumptions which will underpin the overall strategy set for the school, advising governors, Headteacher and others on resource and budget planning across the school.
- 2.2 Plan and manage change in accordance with the school development and strategic plan, managing resources effectively and flexibly ensuring the achievement of targets and objectives on time and within budget.
- 2.3 Lead major projects, programmes, innovations, changes and reviews (internally and/or external initiatives to enhance reputation and service delivery
- 2.4 Develop and ensure implementation of operational plans and play a key role in the formulation of the schools development plan and longer term strategic aims.
 - Contribute to the shaping of the school's vision, culture and values.
 - Lead the school support structure and business model with sound governance and rigorous accountability, taking account of the education environment, policy, demands and trends.

3 Finance and Resource Management

- 3.1 Exercise overall responsibility for finance, premises, administration, trading, risk management and health and safety including the negotiation, management and monitoring of contracts, tenders and agreements ensuring that targets and objectives are delivered within budget
 - Carry out detailed financial modelling, analysis and reporting on the schools finances using both financial and non-financial information to inform decision making.
 - Manage resource allocation for work force and succession planning, curriculum, premises and facilities management.
 - Ensure statutory and financial accounting and reporting requirements are met.
- 3.2 Contribute to the school's resource and budget planning which includes the preparation and obtain approval for the annual school budget and three-year financial plan

4 Analysis, Reporting & Documentation

- 4.1 Identify issues and trends that may have an impact on the school to enable appropriate action to be taken.
- 4.2 Participate in the development of school policy and leading in finance, premises, asset management and health & safety, thereby contributing to the delivery of the school's objectives.

5 Work with others

- 5.1 To represent and promote the school to different audiences and groups, raising the profile within the community and local businesses, including fundraising, joint projects and vocational experiences and ensuring that school issues are appropriately represented and acted upon.
- 5.2 Liaise internally and externally at senior levels to ensure that school issues are appropriately represented and acted upon.
- 5.3 Work with managers, staff and contractors to identify and apply cost effective means of delivering improvements to the school.

6 People Management

- 6.1 Manage a multi-disciplined administrative and support staff function to ensure all relevant annual school targets and school development plan goals are delivered within budgetary and resource constraints.
- 6.2 Line manage the key administration and support team post holders including leading, motivating and developing individuals to better meet current and future requirements of the school.

7 Duties for all

- 7.1 Values: To uphold the values and behaviours of the organisation.
- 7.2 Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- 7.3 Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- 7.4 To have regard to and comply with safeguarding policy and procedure as appropriate.

8 Additional Requirements

- 8.1 Carry out any other task which might reasonably be required.

Person Specification

	Essential	Desirable
Christian	Strong personal commitment to ethos of school. Able to work effectively within an explicitly Christian context.	Personally committed and practicing Christian, member in good standing of any denomination served by the school. Informed and thoughtful about current Christian issues
Education & Experience	Graduate or equivalent level Successful education/training and track record in relevant finance/resource management field Training and experience to fulfil school business manager role Good awareness and understanding of school finance Good knowledge and understanding of finance systems and accounts	Relevant formal qualifications Successful experience in school finance Successful experience in an academy Experience of FMS (Sims) computer system Experience of effective public sector procurement Experience of public-sector tenders, contracts etc. and their operation Successful track record in work with school governors, board of directors etc.
Leadership	Successful and significant experience of leading a team of staff Able to communicate effectively to a variety of audiences and in a variety of contexts including public presentation Able to engage with and command respect in working with colleagues at all levels Successful experience of managing change Highly effective in use of IT for management Successful experience of managing challenging and/or sensitive situations	Significant successful experience in “whole school” leadership role Successful experience of role in wider school community (e.g. assemblies, presenting to parents)
Personal	Clean record, high levels of integrity and capable of being placed in position of highest trust Self-starter and self-manager but also good team player who will not “go it alone” Natural authority and confidence in dealing with people and situations Able to take and enjoy personal and final responsibility Good team member, good listener and sensitive to people’s needs Good sense of humour & able to enjoy work Calm and organised under pressure, able to prioritise Resilient and determined	

How to Apply

If you would like to apply please complete our application form for Support posts and send it to us with a supporting statement which explains what attracts you to the post as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

jobs@st-bedes.surrey.sch.uk

or sent by post to:

HR Team
St Bede's School
64, Carlton Road
Redhill
Surrey
RH1 2LQ

If you have any queries please ring Carole Whybra on 01737 214048 or send an email to jobs@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is

09:30 hrs on 14th June 2019

Interviews will be arranged as soon as possible.

We look forward to hearing from you.



Our data protection policy for job applicants is available at:

<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

Quotes from our Ofsted Report

January 2017

"Pupils conduct themselves impeccably in lessons and around the school. They are polite and welcoming to visitors and wear their uniforms with pride".

"Teaching in the sixth form is consistently challenging. As a result, students are motivated to learn and achieve excellent outcomes".

"Teachers go the extra mile to meet pupils' individual needs exceptionally well. Their detailed subject knowledge, clear explanations and expert use of questioning ensure that pupils make rapid progress in their learning".

"Pupils are exceptionally well prepared for their next steps. A higher than average proportion of pupils, including disadvantaged pupils and those who have special educational needs and/or disabilities, progress to further education, employment or training. These destinations match pupils' career paths closely".

"The headteacher has created an open, tolerant and ambitious culture, underpinned by the Christian ethos of the school. He is a highly visible and approachable figure, well respected by staff, pupils and parents alike. Consequently, relationships between staff and pupils are exceptionally strong, and there is a purposeful and scholarly atmosphere throughout the school".

"Parents are overwhelmingly positive about the school. They value the school's nurturing climate, the range of opportunities available to their children and the visible and approachable leadership of the headteacher".