



MARICOURT
CATHOLIC
HIGH SCHOOL
& SIXTH FORM CENTRE

BUSINESS MANAGER JOB DESCRIPTION

School Mission Statement

Our Maricourt family, with Christ at the centre, is a community of welcome, compassion and respect in which we are encouraged to discover our true purpose and empowered to achieve the extraordinary so as to be the change we want to see in our world

Responsible to: Headteacher and Senior Leadership Team.

Responsible for: All support staff within school with support of line managers

Salary Range: Grade K-L SCP 40-43
Full Time (36 hrs per week)

Job Purpose

The post holder will work in harmony with the School's Mission Statement and keeping in mind the aim of the school which is to develop the whole person in the likeness of Christ, will contribute to the ethos of the school, in the curriculum, in working practices and in relationships with staff and pupils.

To take the lead on the school's strategic approach for school operations, managing Finance, Human Resources, Premises and Health & Safety, IT, GDPR, Data, Exams, Pastoral and Administrative support together with other support services.

Main Duties

Finance

With the support of the Finance Manager

- Secure the sustainable financial viability of the School, contributing to whole school development planning, leading strategies for financial and organizational initiatives and budget setting.

- Be responsible for the day to day line management of the Finance team; undertaking financial authorization, reconciliation and monitoring returns as and when required.
- Preparing and report to governors attending the Resources committee meeting and other meeting as directed by the Headteacher.
- Ensure the school's financial position and procedures are aligned to the school's vision, values and objectives to promote the best outcomes for all whilst complying with all relevant statutory policies, procedures and reporting requirements.
- Monitor the effectiveness, efficiency, compliance and implementation of school's contracts, agreements and involvement of outside agencies.
- Identify, investigate and advise on areas of improvement and investment taking account the risks and benefits to maximise returns.
- Ensuring compliance with the Financial Management Standard in Schools;
- Using financial management information e.g. benchmarking tools, to identify areas of spending, trends and areas for improvement.
- Oversee and review the school's accounting function and monitoring of accounting procedures to ensure they are efficient and fit for purpose.
- When required seek professional advice on insurance and other issues in school being the point of contact for any claims that arise.
- Investigate bid and funding opportunities together with other income streams.

Human Resources

- Be responsible for the recruitment process and safer recruitment checks for all staff
- Managing all staff employment contracts and HR correspondence during staff employment at the school
- Point of contact for external HR and payroll
- Provide advice and support for day to day HR issues as required by the school inc implementation of attendance, grievance and disciplinary policies.
- Managing the and professional development, appraisal and training of all support staff, excluding teaching assistants.
- Providing leadership and guidance for teaching and support staff, including direct line management responsibility where appropriate;
- Maintaining confidential electronic and paper staff records/files and ensure that staff records held in the school by others are kept confidential;
- Ensuring all government statutory returns and payments are submitted accurately and on time
- Providing advice and support to staff and governors on Employment Law, pay, HR and other related issues and procedures.
- Updating and co-ordination of induction, staff code of conduct and handbook and other information for staff as and when required.

Premises and Health & Safety

With the support of the site manager

- Lead on the strategic overview of the school's site, buildings equipment and facilities with responsibility for the day to day line management of the Site Manager and site staff.

- Overseeing the managing the maintenance of the school site, buildings and grounds ensuring the efficient operation of all facilities on the school sites
- Ensure a compliant and robust Health and Safety Management system with effective contingency plans in place for emergency procedures including fire, lock down and other emergencies.
- Direct and oversee the purchase, repair and maintenance of all plant, fixtures, fittings and furniture across the school premises.
- Oversee the security and safety of the school site
- Key strategic point of contact for technical services, Archdiocese and any required contractors/key stake holders
- Co-ordinate and direct site staff to support the provision of school events e.g. assemblies, parents' evenings and any local community events
- Strategic oversight for risk management within school and advise on loss prevention and other strategies to reduce costs.
- Ensure the schools systems, processes and infrastructure support the operational needs of the school.

IT

With the support of the IT Manager

- Lead on the strategic overview of the school's IT hardware, software and infrastructure supporting with the day to day line management of the IT Manager and technicians.
- Overseeing the management and maintenance of the school's IT provision ensuring the efficient use and operation of all IT infrastructure across all sites
- Ensure a compliant and robust service of IT policies and procedures to support with the backups, contingency plans etc. in the event of cyber-attacks, cyber security and emergency incidents
- Direct and oversee the purchase, repair and maintenance of all IT equipment, fixtures, fittings and consumables across the school premises
- Oversee the maintenance of stock books, depreciation and disposal of assets in line with school policies
- Ensure the schools IT systems, processes and infrastructure support the operational needs of the school.

GDPR

- Ensure the school is fully compliant with GDPR and Data Protection requirements.
- Providing advice and support and liaising with the external DPO as and when required.
- Organise staff training on GDPR issues

Data, Exams, Pastoral and Administrative support

- Lead on the allocation of resources to meet the needs of the school supporting with Data, Exams, Pastoral and Administrative functions linked to the requirements of the school and the School's Development plan.
- Line Manage direct and oversee the allocation of all support staff and their day to day roles and responsibilities within school

- Provide clear direction to staff acting as a role model for good practice and streamlining of processes and procedures resulting in improving standards and professional conduct.
- Lead on organisational improvement projects for support staff responding to changing national and local policy changes and their implementation
- Foster a culture of continuous improvement and collaboration, demonstrating a commitment to quality and service in school operations.

General

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future when other reasonably similar duties maybe allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The School has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the School.

The post-holder will be expected to observe and promote the School's commitment to ensuring that it does all that is reasonably possible to minimise the potential for crime, disorder, anti-social behaviour, substance misuse and crime that adversely effects the environment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Prepared by:

Designation

Date

January 2025



BUSINESS MANAGER PERSON SPECIFICATION

Applicants must meet all the essential requirements of this post.

They must demonstrate that they have experience together with the skills, knowledge and understanding needed to be a successful Safeguarding Assistant at Maricourt Catholic High School. This will be assessed as shown in the table below:

| Essential | Assessed Through |
|---|---------------------------------|
| Successful leadership linked to strategic planning, action planning, monitoring and evaluation | Application/Interview/Reference |
| Effective leadership of financial and budgetary management and control within a complex organisation | Application/Interview/Reference |
| Experience of working in school/Educational environment | Application/Interview/Reference |
| Clear knowledge and understanding of financial procedures, GDPR and HR issues | Application/Interview/Reference |
| Experience of managing a team and dealing with HR issues as and when they arise | Application/Interview/Reference |
| Ability to work effectively in partnership with internal/ external partners and stakeholders | Application/Interview/Reference |
| Experience of prioritising own workload, working under pressure and to strict deadlines & guidelines | Application/Interview/Reference |
| Good organisational, communication and negotiation skills demonstrating integrity, confidentiality and confidence | Application/Interview/Reference |
| Contribute to efficiency through sharing information and constructively supporting others | Application/Interview/Reference |

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| Demonstrate highly developed planning and organisational skills | Application/Interview/Reference |
| Excellent interpersonal and communication skills verbal and written | Application/Interview/Reference |
| Desirable | Assessed Through |
| Certificate in School Business Management or equivalent | Application/Reference |
| Knowledge and experience of SIMS, FMS, CPOMS and other MIS systems | Application/Interview/Reference |
| Commitment to safeguarding and promoting the welfare of children and young people. | Application/Interview/Reference |
| Knowledge of safeguarding, risk and Health and Safety in an education setting. | Application/Reference |
| Committed and practising Catholic | Application/Interview/Reference |