

# JOB OPPORTUNITY

---

## **Business Manager**

*Educating to truth, goodness and beauty.*

Terling Road, Dagenham  
RM8 1JT

Headteacher Ms Clare Cantle

Email: [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk)

Tel: 020 8270 4242

Fax: 020 8595 4024

## **School Mission Statement**

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

Role	<b>Business Manager</b>
Closing Date for Application	Tuesday 20 <sup>th</sup> May
Required For	July
Term	Permanent – Fixed term one year in the first instance.
Salary	Scale PO7

**All applicants must complete a CES application form for this post.**

## **School Information**

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.72 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

## **Job Summary:**

We are seeking a highly organized, efficient, and proactive **School Business Manager** to join our leadership team. The successful candidate will be responsible for managing the school's financial, administrative, HR, and operational systems to ensure the school runs efficiently and effectively. This role is pivotal in supporting the Headteacher and governors in delivering educational excellence through strategic resource management.

---

### **Key Responsibilities:**

#### **Finance and Budget Management:**

- Prepare, manage, and monitor the annual school budget in collaboration with the Headteacher and governors.
- Maintain accurate financial records and produce regular financial reports.
- Ensure compliance with financial regulations, funding guidelines, and audit requirements.
- Manage school income, expenditure, payroll, and procurement processes.

#### **Human Resources (HR):**

- Lead on HR administration, including recruitment, contracts, absence management, and staff records.
- Support in performance management processes and ensure compliance with employment legislation.
- Liaise with external HR services and provide guidance to staff on HR matters.

#### **Administration and Operations:**

- Oversee the school office and administrative functions, ensuring smooth day-to-day operations.
- Manage contracts and service agreements with suppliers, contractors, and external agencies.
- Lead health and safety compliance, risk assessments, and emergency procedures.
- Manage facilities and premises, including maintenance, security, and development projects.

#### **Governance and Compliance:**

- Support the governing body with accurate and timely information to enable effective decision-making.
  - Ensure compliance with school policies, safeguarding procedures, and statutory requirements.
  - Coordinate inspections, audits, and reporting for external stakeholders.
- 

### **Qualifications and Experience:**

- A degree or professional qualification in finance, business administration, or a related field (e.g., DSBM, CSBM, SBM Diploma) is preferred.
  - Proven experience in financial and business management, ideally in an educational or public sector setting.
  - Strong knowledge of budget planning, financial reporting, HR processes, and school operations.
  - Excellent IT skills, especially in Microsoft Office and financial software packages.
-

**Key Skills and Attributes:**

- Strategic thinker with excellent problem-solving abilities.
- Exceptional organizational and time-management skills.
- Strong interpersonal and communication skills.
- Ability to lead a team and work collaboratively with staff, governors, and external partners.
- Commitment to the values and ethos of the school.