

JOB OPPORTUNITY

Business Manager

Educating to truth, goodness and beauty.

Terling Road,
Dagenham RM8 1JT

○ Headteacher Ms Clare Cantle

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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	Business Manager
Closing Date for Application	Tuesday 16 th September
Required For	November 3 rd
Term	Permanent – Fixed term one year in the first instance.
Salary	Scale PO8 (£60,819.00 - £66,651.00)

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 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.
- To be responsible for strategic planning including financial, personnel, estate and community aspects to ensure that the school makes the best possible use of resources available.
- To be the strategic lead for all matters within the management of the school which are supportive to, but do not involve, the teaching function.
- To provide overall leadership and some line management to the business support functions in the school, developing high performing support teams which are highly motivated and focused on the education outcomes and strategic vision of the school.
- To ensure that the school's business support functions provide value added support and advice to the Headteacher in a timely and professional manner.
- In conjunction with the Headteacher, create the detailed budget of the school.
- To lead on producing a monthly overview of the school budget to the Headteacher and advise of any potential deficit and/or other finance related issues, their implications and make recommendations on possible solutions.

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.
- To develop and monitor a five year long term financial strategy for the school.
- To maintain all school accounts including the preparation of income and expenditure reports in accordance with DfE regulation and the preparation and submission of accounts to the borough when required.
- To manage procurement, undertake best value reviews including an annual review of all service contracts with various providers.
- In liaison with the Headteacher, undertake an annual budget planning exercise for the dissemination of budget allocations in line with the School Development Plan.
- In conjunction with the Headteacher, create the detailed budget of the school.
- To lead on producing a monthly overview of the school budget to the Headteacher and advise of any potential deficit and/or other finance related issues, their implications and make recommendations on possible solutions.
- To produce regular budget monitoring and other finance related reports to the Headteacher and Governors.

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.
- To oversee the implementation, monitoring and review of projects and other general works.
- To oversee and manage the school's partnership with the external caretaking and cleaning contractor.
- To ensure that the school has an effective annual cycle of maintenance with regard to compliance standards.
- To lead on the planning and implementation on site of new capital and refurbishment projects.
- To work with the Head of Operations to ensure that all contracts are maintained to the highest quality and provide the school with value for money.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To manage the letting of the school premises to outside organisations and oversee the work of the school's Lettings Officer.
- To maintain a clear lettings policy for the school and in keeping with the school ethos.
- To manage and coordinate a full annual maintenance schedule.
- To manage the catering, cleaning, caretaking, leasing arrangements and contracts related to all aspects of the operational running of the school.

General Accountabilities

- Ensure that operational departments are line managed smoothly, efficiently and effectively with the appropriate resource and financial systems.
- Ensure compliance with appropriate legislation, School and Council Policies, Standing Orders, Financial Regulations and other requirements of the Council.
- Undertake a proactive, committed approach towards the School's Best Value ethos.
- Ensure compliance with and actively promote the School Equalities policy.
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council Health and Safety policies and procedures.
- Comply with the all current employment legislation, local authority requirements and school policies and procedures.
- Take responsibility for continuing self-development and participate in training and development activities.

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 and school operations.
 - Excellent IT skills, especially in Microsoft Office and financial software packages.
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- **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.