

ST MARY'S CATHOLIC HIGH SCHOOL, LEYLAND

Post of School Business Manager (Maternity Cover)

WELCOME



Thank you for considering St Mary's Catholic High School, Leyland.

This temporary post has arisen due to the expected maternity leave of the current post holder. The post is due to commence in March 2025.

We are a school community that continues to thrive and build on the successes of recent years. At St Mary's, we unashamedly set high standards and expect the very best of our pupils. In so doing, every child is given the opportunity to flourish and fulfil their God-given potential.

Our school has a calm and purposeful working environment, with a rich extra-curricular provision, allowing pupils the opportunity to excel. They are aided wonderfully by a staff body who are hard-working, caring and committed. In short, we are a community where all members are valued and respected.

The inspiration for all we do comes from our Catholic faith and is based on the Gospel values of love, honesty, respect and forgiveness. In so doing, we believe our Mission, which is to 'let your light shine', comes alive, allowing pupils to feel safe and have the confidence to develop their talents.

Our school mission extends, of course, to staff as well, and every opportunity is given to allow for professional development. The successful applicant will be working in a school that is both welcoming and supportive.

Applicants considering applying for this crucial school role at St Mary's are more than welcome to book an appointment and visit us at any time, we would be delighted for you to see the school in action.

P Thompson

Headteacher



BUSINESS SUPPORT

The Business Manager has responsibility for all support staff in school and is line manager to:

- Admin team
- Finance team
- Premises team

ADMIN TEAM

The admin team, led by an Office Manager, comprises 3 staff members with overall responsibility for welcoming and receiving visitors, dealing with parental/external agency queries on the phone or face-to-face. In addition, the admin team oversee register collection, first day response for attendance, face-to-face dealing with students arriving late or needing to leave the school for an appointment. Finally, this team have overall responsibility for ensuring that the general administration of the school runs smoothly, by organising the sending out of data, collecting and populating the information on school systems.

FINANCE TEAM

Led by our Assistant Business Manager, the current team are responsible for the purchasing and invoicing of goods and services and income relating to the school budget on FMS and Unofficial School Fund.

We operate a number of software packages such as SIMS, FMS, Tucasi School Cash Office, Sportkey lettings, Classcharts and Invenry.

PREMISES TEAM

There are two Site Supervisors, with morning and afternoon/evening shifts. Overseen by the Business Manager, their responsibilities include compliance checks, managing the cleaning teams and ensuring the site is clean, tidy and fit for purpose on a daily basis.

Our dedicated team of cleaners similarly have morning and afternoon shift patterns.

We are also fortunate to have a volunteer site supervisor who works term time only 27 hours per week.

ABOUT THE SCHOOL

Originally built in the 1950s, the school is a mix of modern and traditional building fabric. Thanks to funding from the Archdiocese of Liverpool, one of our two ROSLA blocks has been fully refurbished in recent years. Additionally, we have recently installed a state-of-the-art 3G sports pitch. Lettings are therefore popular and letting officers have been employed to cover availability. We are pleased to report also that the school's current and future budget forecasts demonstrate a healthy financial position.



In your letter of application, please outline your experience in relation to the job/person specification. In addition, we are interested to hear how you feel you can make a substantial impact at St Mary's.

We are ambitious for further success as a school, and the successful candidate must be able to demonstrate sound business knowledge, an up-to-date understanding of the current issues facing education, and an ability to communicate well to all members of the school community. With this in mind, the post represents a significant opportunity to influence the direction of the school in the short and long term.

A sense of vision, enthusiasm and energy will be looked for, as well as the abilities needed to contribute to a spirit of teamwork, within the overriding ethos here at St Mary's. As a leader, there must be an enthusiasm for, and commitment to, school business. The successful candidate will be expected to partake in duties involving the care of the students as well as attending out of school events. The range of duties is defined in the job description.

A programme of professional and pastoral support is given to all new appointments. The appointment will be based on the **Catholic Education Service contract of employment** which will be offered to the successful candidate by the governors.



THE SCHOOL WAS OFSTED INSPECTED IN JANUARY 2020, AND CONTINUES TO BE A 'GOOD' SCHOOL

Quotes from our 2020 Ofsted inspection include:

- Pupils behave well in lessons and they enjoy school.
- Pupils describe their school as 'welcoming'.
- Pupils feel safe in school because they know that staff will listen to them.
- Pupils embrace the many opportunities on offer beyond the classroom.
- Teachers have high expectations of what pupils can achieve.
- Teachers are knowledgeable about their subjects.
- Teachers ensure that pupils can remember the knowledge that is the most important.
- Pupils achieve well in many GCSE examinations.
- Leaders have created a caring ethos where pupils are keen to learn.
- Leaders ensure that pupils with SEND benefit from extra support.
- Staff are proud to be part of such a warm school community.



THE PLACE

South Ribble is a very pleasant area in which to live and work. The school is situated not far from the centre of Leyland, with easy access to the rail and motorway network as well as the semi-rural and rural areas of southwest and west Lancashire.

THE PROCESS OF APPLICATION AND INTERVIEW

Applicants must complete the CES application form together with a letter supporting your application. Your application should be addressed to the Headteacher, Mr Phil Thompson. The school will acknowledge its

receipt. We invite prospective candidates to visit us on a working day and experience the school ethos. Please call us if you wish to take advantage of this opportunity. The closing date for applications is midday Wednesday 15 January 2025 and interviews will take place week commencing Monday 20 January 2025.

AND FINALLY

I hope you will feel encouraged to apply for this post and we look forward to receiving your application. You should attach a covering letter of no more than two A4 sides to your application. Our mission is to appoint the best person available for the post. This pack contains some other promotional items, which may be of interest to you.

P Thompson
Headteacher