



Broughton Hall Catholic  
High School

# Application Pack

## SCHOOL BUSINESS MANAGER

**Start Date:** As soon as possible

**Closing Date:** 15<sup>th</sup> January 2025

**Shortlisting Date:** After the closing date

**Interview Date:** To be confirmed

**Salary Scale:** NJC Scale points 47 to 49  
£57,131 to 59,450

**Contract Term:** Permanent

**Hours:** Full-Time / Annualised Hours

<http://www.broughtonhall.com/information/vacancies.php>

## Broughton Hall Catholic High School

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6<sup>th</sup> Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an **'Ambition for All'** policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto **'Cor Unum et Anima Una'** - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

## We Offer

- Pensions Scheme – Merseyside Pension Fund for support staff
- Regular training and development programme
- Access to occupational health and well-being services App
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued
- A Well-being APP which includes an enhanced package for all staff

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

## Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

## Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

## Welcome

Thank you for your interest in the position of School Business Manager. This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant a diverse school. In November 2022 Ofsted inspectors acknowledged the work taking place at Broughton Hall. Pupils are proud to be part of Broughton Hall Catholic High School and enjoy strong relationships with their teachers and pastoral staff.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and staff do all that they can to help pupils do well in school. We hope that you are the person we are looking for to bring creativity and innovation to the role.

We believe that to enable our pupils to learn effectively, they need to feel safe in their environment and be both socially and emotionally ready to learn. We understand the importance of holistic development and look to offer nurturing and enriching experiences to enable to the development of the whole child and look forward to welcoming the right person to our team.

We look forward to hearing from you.

Head Teacher

## SCHOOL BUSINESS MANAGER

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| <b>SALARY:</b>                | NJC Scale Point Range 47 – 49<br>£57,131 to £59,450 (depending on experience) |
| <b>CONTRACT TYPE:</b>         | Permanent/Full/Time/Annualised hours  |
| <b>CLOSING DATE:</b>          | 15 <sup>th</sup> January 2025   |
| <b>INTERVIEWS TO BE HELD:</b> | As soon as possible after the closing date                                    |
| <b>START DATE:</b>            | February 2025   |

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Governors wish to appoint an experienced and qualified School Business Manager.

This is a challenging and diverse role and only suitably qualified and experienced candidates should apply. The successful candidate will take an operational role in financial management and lead on the strategic approach for Premises and Facilities, Health & Safety, Compliance, Asset Control, Human Resources and Marketing. We strive for excellence in all that we do, and the work undertaken by our support teams is no exception. Please see the job description for further details of this role.

**Broughton Hall Catholic High School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education.**

This post exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'.

This post is subject to satisfactory references being received and a satisfactory Enhanced Disclosure, with Barred List Check, being obtained from the Disclosure and Barring Service (DBS).

A copy of our Child Protection Policy and Procedures can be access at [https://www.broughtonhall.com/documents/BroughtonHall\\_CP\\_Policy.pdf](https://www.broughtonhall.com/documents/BroughtonHall_CP_Policy.pdf).

Application forms, together with a job description are available from the school's website.

Our Trustees are the Sisters of Mercy.

**How to Apply:-** Please complete the school's Application Form and email to [smithg@broughtonhall.com](mailto:smithg@broughtonhall.com)

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*Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Job Description

### SCHOOL BUSINESS MANAGER

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| <b>Reporting to:</b>                    | Headteacher  |
| <b>Purpose :</b>                        | To take the lead on the school's strategic approach for school operations, managing Finance & Human Resources on a day to day basis, with an overview of Premises & Facilities, Health & Safety, Data Administration, Compliance, IT, Asset Control, and Marketing.  |
| <b>Overview of this role:</b>           | Making a positive difference today to achieve a better tomorrow by: <ul style="list-style-type: none"><li>• Providing a safe, happy and respectful school community;</li><li>• Making students the foundation of our school;</li><li>• Celebrating and welcoming diversity and equality;</li><li>• Empowering, challenging and inspiring all in the classroom and beyond;</li><li>• Creating opportunities where everyone is supported and valued; Promoting courage, ambition and aspiration.</li></ul>   |
| <b>MAIN DUTIES AND RESPONSIBILITIES</b> |  |
| <b>Finance</b>                          | <ul style="list-style-type: none"><li>• To secure the sustainable financial viability of the School, contributing to whole school development planning, leading strategies for financial and organisational initiatives and budget setting;</li><li>• Be responsible for the day to day line management of the Finance team; Undertake financial authorisation, reconciliation and monitoring returns as and when required;</li><li>• Report to Governors and attend all Full Governing Body Meetings and Governors' E&amp;F meetings;</li><li>• 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 and comply with all relevant statutory policies, procedures and reporting requirements;</li><li>• Seek and make use of specialist financial expertise to achieve value for money; Monitor the effectiveness, efficiency, compliance and implementation of School contracts and agreements;</li><li>• Select appropriate investments taking account of risks and stakeholder views in order to maximise return;</li><li>• Explore streams of new income through effective bid writing, partnerships, joint ventures and business development.</li></ul> |
| <b>Human Resources</b>                  | <ul style="list-style-type: none"><li>• Be responsible for the day to day HR activities that are required by the school;</li><li>• Liaise with Teachers' Pensions and Merseyside Pension Fund as required; Ensure arrangements are in place for an effective payroll system and ensure compliance with all relevant legislation;</li><li>• Ensure all government statutory returns and payments are submitted accurately and on time;</li><li>• Be responsible for the recruitment, induction, performance management and continued professional development of the Support Staff Team.</li></ul>  |
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| <b>Administration and Operations</b>                                   | <ul style="list-style-type: none"> <li>• Have oversight of the school office and receptions and be responsible for the line management of the Office manager;</li> <li>• Have oversight of returns, operations and administrative duties required by the school;</li> <li>• Covid Lead — be the lead on reporting and to give advice and guidance in accordance with current Government legislation.</li> </ul>  |
| <b>Health &amp; Safety, Premises, Procurement and Asset Management</b> | <ul style="list-style-type: none"> <li>• The Lead Professional with strategic overview of the school's site, buildings, equipment and facilities with responsibility for the day to day line management of the H &amp; S, Premises Manager;</li> <li>• Lead in all procurement negotiations and variations to current contracts, monitoring standards against performance in line with output specifications to ensure the school achieves maximum value for money;</li> <li>• Ensure a compliant and robust Health and Safety Management System is in place with effective contingency plans in place for emergency procedures, illness, accident, fire and other emergencies;</li> <li>• Have strategic oversight for risk management within the School and advise on loss prevention strategies in the school to reduce insurance costs;</li> <li>• Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets;</li> <li>• Ensure that the School's systems, processes and infrastructure support the planned efficiency and productivity of the operational services.</li> </ul> |
| <b>Educational Visits Coordinator (EVC)</b>                            | <ul style="list-style-type: none"> <li>• Act as the Educational Visits Coordinator for the school;</li> <li>• Responsible for the coordination of school trips and activities to ensure they are organised in line with school policy and uploading relevant trips to the LA Evolve system for their approval.</li> </ul>  |
| <b>Catering</b>  | <ul style="list-style-type: none"> <li>• Have oversight of the catering operations in KS3&amp;KS4, including the production of monthly financial reports and be responsible for line management of the Catering Manager;</li> <li>• Present catering information and monitoring figures to the head teacher and Governors on a regularly.</li> </ul>   |
| <b>GDPR</b>  | <ul style="list-style-type: none"> <li>• Ensure the School is fully compliant with GDPR and liaise with the DPO as and when required;</li> <li>• Organise annual GDPR training for staff and Governors and report regularly on progress to Governors.</li> </ul>   |
| <b>Other</b>   | <ul style="list-style-type: none"> <li>• Lead and manage change in accordance with the School's Development Plan and be a key member of the Senior Leadership Team;</li> <li>• Provide clear direction, acting as a role model to inspire higher standards and results in others through business improvement and embedding professional business standards;</li> <li>• Foster a culture of continuous improvement and collaboration, demonstrating a commitment to quality and service of business operations;</li> <li>• Participate in organisational improvement projects and programmes as required, responding to national and local policy, including the management of impact of change;</li> <li>• Work collaboratively with operational and educational staff in education and business functions to improve efficiency, sharing information and constructively supporting others;</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>Analyse management information in a way that allows it to influence operational decisions made, and develop plans to facilitate operational process, efficiency and effectiveness.</li> </ul>  |
| <b>Additional Duties</b>  | <ul style="list-style-type: none"> <li>To adhere to Safeguarding and Child Protection procedures in line with school</li> <li>To ensure own CPD needs are planned for and met through professionally recognised qualifications;</li> <li>To adopt a flexible approach and attitude to working hours, as the post holder will sometimes be required to work outside normal working hours;</li> <li>To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher.</li> </ul> |
| <b>Health &amp; Safety</b>  | All staff at Broughton Hall Catholic High School are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line manager, and the Health & Safety Manager.  |
| <b>Equality &amp; Diversity</b>   | Staff at Broughton Hall Catholic High School are expected to promote equality of opportunity for all, both current and prospective, and to support an environment that values diversity and respect.  |
| <b>Data Protection</b>  | All staff have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018.  |
| <b>Safeguarding &amp; Child Protection</b>  | Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.   |
| <b>Working Times</b>  | Full-time — annualised hours contract<br>Holidays to be taken in school holidays  |
| <b>Salary/Grade:</b>  | NJC Scale Points 47 – 49<br>£57,131 - £59,450   |
| <b>Disclosure level:</b>  | Enhanced  |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.   |   |
| This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. |   |



## Person Specification

### Essential Attributes

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| <b>Qualifications</b>                   | <ul style="list-style-type: none"> <li>• Minimum 2 A Levels, and GCSE or equivalent at Grade C or above in English and Maths</li> <li>• Qualification to at least Level 4 in the fields of business or finance (or equivalent)</li> </ul>  |
| <b>Experience</b>                       | <p>Evidence of:</p> <ul style="list-style-type: none"> <li>• Successful leadership linked to strategic planning, action planning, monitoring and evaluation</li> <li>• Effective leadership of financial and budgetary management and control within a complex organisation</li> <li>• Use of a variety of financial management systems to provide efficient and effective management of the budget</li> <li>• Working effectively in co-operation and partnership with a wide range of internal and external partners and stakeholders including both statutory and non-statutory organisations and groups</li> <li>• Managing and/or procuring service contracts in the public, private or independent sectors</li> <li>• Effective management of human resources within a service organisation aligned with the skills to identify and develop top quality staff</li> </ul>   |
| <b>Knowledge</b>                        | <ul style="list-style-type: none"> <li>• Clear understanding of financial systems, accountability structures and financial compliance requirements for business</li> <li>• Firm understanding of the national education landscape, and the legal framework under which academies operate (Academies financial Handbook)</li> <li>• Evidence of continuing professional development</li> <li>• Knowledge of data protection and information security guidelines, including GDPR</li> <li>• Understanding of statutory regulations in relation to Human Resources</li> </ul>   |
| <b>Personal Attributes &amp; Skills</b> | <p>Has an ability to:</p> <ul style="list-style-type: none"> <li>• Demonstrate resilience, motivation and commitment to driving up standards</li> <li>• Overcome challenges and create new, effective solutions</li> <li>• Demonstrate integrity, confidentiality and confidence to challenge others</li> <li>• Work independently and flexibly to solve a range of problems relating to operational processes</li> <li>• Use appropriate judgement to seek and clarify detail where appropriate</li> <li>• Prioritise workload and produce accurate, detailed work within deadlines</li> <li>• Think strategically</li> <li>• Contribute to efficiency through sharing information and constructively supporting others</li> <li>• Interpret complex legislation and regulations</li> <li>• Manage and motivate others</li> <li>• Demonstrate highly developed planning and organisational skills</li> <li>• Demonstrate high order ICT skills</li> <li>• Demonstrate excellent interpersonal and communication skills, verbal and written</li> </ul> |

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| <p><b>Other Requirements</b></p> | <ul style="list-style-type: none"> <li>• A commitment to Equality of Opportunity</li> <li>• A commitment to promoting the ethos, vision and values of the school</li> <li>• A moral purpose of working within the education sector</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people</li> <li>• A positive “can do” attitude</li> <li>• A sense of humour</li> </ul> |
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| <b>Desirable Attributes</b> |   |
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| Qualifications              | <ul style="list-style-type: none"> <li>• Educated to Degree Level</li> <li>• Certificate in School Business Management (CSBM)/Advanced/ Diploma in School Business Management (ADSBM / DSBM)</li> <li>• CIPFA ‘Certificate in Financial Reporting for Academies’</li> </ul> |
| Experience of               | <ul style="list-style-type: none"> <li>• Effective management and leadership within in an educational, public or charity service sector</li> <li>• Working with HCSS Finance software</li> </ul>  |
| Knowledge                   | <ul style="list-style-type: none"> <li>• Knowledge of safeguarding, risk, health &amp; safety in an educational setting</li> <li>• Understanding of Governance structures</li> </ul>  |

