



FEDERATION OF
THE CONVENT OF JESUS AND MARY CATHOLIC INFANT SCHOOL & NURSERY
AND ST MARY MAGDALEN'S CATHOLIC JUNIOR SCHOOL

**FEDERATION BUSINESS MANAGER
CANDIDATE INFORMATION PACK**



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WELCOME FROM OUR EXECUTIVE HEADTEACHER

I am delighted to offer you a very warm welcome from the Federation of the Convent of Jesus and Mary Catholic Infant School & Nursery and St Mary Magdalen's Catholic Junior School.

I feel very privileged to be the custodian of such wonderful schools. It is my strong belief that leading a school, in this present day, is one of the most challenging, exciting and stimulating jobs that anybody could hope to have. With the impending departure of one of our long-serving school business managers, we have the opportunity to appoint an outstanding school business professional to join our Senior Leadership Team. Working hand-in-hand with me, the successful candidate will join me in delivering our vision to give our young people the very best start in life.

*Our Federation came together in September 2021 to provide an all through primary education for the children in our community. The advantage of working together means that there are natural opportunities for collaboration. It also enables us to see things from a different perspective by learning from one another across two different schools. As we continue to develop this relationship and look to further growth in the future, the role of **Federation Business Manager (FBM)** will be a key component of our progression, ensuring that our service provision is truly outstanding and fit for purpose.*

The Convent of Jesus and Mary Catholic Infant School & Nursery is a place steeped in a rich history of faith, service, and excellence in educating and nurturing the children and families it serves. We plant the seeds for success through a spiritual, caring, and safe learning environment, alongside a creative and enriching, broad and balanced curriculum; that is inspiring, ambitious, and inclusive, striving to stir a love of learning and encouraging every child to reach their full potential.

We are extremely proud of our heritage and our academic achievements. Judged 'Outstanding' since 2010, we continue to devote all our efforts to remain a place of excellence where every child feels confident, cherished, makes long-lasting friendships and memories, enjoys, and achieves.

St Mary Magdalen's Catholic Junior School is a three-form mixed entry Catholic Junior school for 7-11 year olds. Our pupils are from diverse ethnic and cultural backgrounds bringing with them a wealth of traditions and customs enriching school life. In line with Our Mission and working closely with parents/carers and other support agencies we strive to promote an environment which is welcoming, safe, secure and fun.

We are a Catholic school community who seeks to live out the teachings of Jesus Christ and is permeated by the Gospel values of Love, Faith, Peace, Community, Justice, Service and Reconciliation. The staff and pupils uphold these values in partnership with parents, governors, and the parish as we all endeavour to be the people God wants us to be.

*As our **Federation Business Manager (FBM)**, you will be asked to focus your time, energy, knowledge and experience in key areas of strategic leadership.*

- Finance
- Estates Management
- Health, Safety and Compliance
- People and Human Resources
- ICT
- Administration

More details can be found in the Job Description later, but the focus of the role is that the **Federation Business Manager (FBM)** will work to ensure we have a transparent, efficient and dynamic provision that can be easily held to account by our Governing Board through timely and effective reporting.

Our Federation is in a good place, with robust finances and a stable staff, but the horizon for all schools is challenging. This job is therefore not for the feint hearted, but rather is suitable for a driven professional who will be able to react positively to constructive feedback and always seek the best solutions and outcomes for our schools and young people.

Thank you for taking the time to consider an application and if you are keen to learn more, I encourage you to read further. This pack should provide you with the information you need to know, but if you require further information we are happy to hear from you. We welcome an informal chat prior to your application and I look forward to meeting you soon.

With very best wishes,

Miss Fonseca
Executive Headteacher





1. OUR VISION AND VALUES

VISION

We have served a culturally diverse community in the London Borough of Brent and the Diocese of Westminster for over a century. We are reputed for our creative approaches, raising aspiration and educational achievement for all.

Our curriculum offer prepares our pupils to be global citizens, who are responsible for God's world and are encouraged to think critically, act autonomously, with empathy and tolerance and remain lifelong learners always true to themselves and their faith.

We are ambitious for all our pupils, regardless of their background. Through our inspirational curriculum we nurture our pupils' interests, so as to develop and deepen their knowledge, skills and understanding allowing them to fulfil their potential. Our schools work closely with our families and the wider community of our parish to celebrate their rich heritage. Together, we uphold the Gospel values as we all endeavour to be the people God wants us to be.

OUR GOSPEL VALUES

We are a Catholic school community who seeks to live out the teachings of Jesus Christ and is permeated by the Gospel values of Love, Faith, Community, Justice, Service and Reconciliation. The staff and pupils uphold these values in partnership with parents, carers, governors, and the parish as we all endeavour to be the people God wants us to be.

At our schools we encourage everyone to share, grow and flourish in faith and love. Our strong pastoral care, the continuous support of our Parish Priest, Monsignor Reader alongside the neighbouring Parishes of Sacred Heart Church, Kilburn, Our lady of Mercy Chapel, Willesden, Our Lady of Willesden, Harlesden, and the Church of the Transfiguration, Kensal Rise, our dedicated Governing Board, and the hardworking, and enthusiastic Staff and Parent Association are all committed to ensuring our pupils develop spiritually, morally, socially and culturally, so they are fully prepared for life in modern Britain and for their role as responsible citizens.





Mission Statement

At the Federation of the Convent of Jesus and Mary Catholic Infant School & Nursery and St Mary Magdalen's Catholic Junior School we aim to;

- With our school community, open our hearts and minds to the teachings of Jesus and be a witness in love and shared purpose.
- Follow our mother Mary and recognise our talents, fulfil our potential and reflect in the mystery of God to stir in our children the awe and wonder which will inspire them to care for God's creation.
- Encourage and instil in our children respect for themselves, each other, and their diverse community by fostering a spirit of service, peace, tolerance and social justice, based on the Gospel Values and the beliefs of the Catholic Church.
- Provide a broad and balanced curriculum that meets the needs of each child and promotes the love of learning through our inspirational learning behaviours.

- Offer an inclusive, safe, nurturing and happy environment where everyone is welcome, cherished, valued and strives to enjoy, achieve and contribute to the common good.



2. ROLE OVERVIEW

The *Federation Business Manager (FBM)*, will oversee all operational functions of the Federation, which consists of a small team of administrators at each school and a site manager/caretaker. Direct areas of responsibility include:

- **Finance**
- **Estates Management**
- **Health, Safety and Compliance**
- **People and Human Resources**
- **ICT**
- **Administration/Marketing/Recruitment**

This is a senior position within the Federation and as such we seek a candidate with presence and experience of management. We are looking for a *Federation Business Manager (FBM)*, who embodies the Nolan principles of public life:

1. **Selflessness**
2. **Integrity**
3. **Objectivity**

4. Accountability

5. Openness

6. Honesty

7. Leadership

The role encompasses responsibility for the finance function and whilst you may not be a qualified accountant, you will have appropriate qualifications, experience and competence of management accounting, be highly numerate and able to manage and interpret financial data.

Experience working in a school is desirable, but we welcome applicants from outside the education arena. It is however important to realise the difference when working in the public sector – that we are driven not by profit, but cost effective efficiency that will support learning. Tight budgets will always force a compromise, but the ability to make strategic decisions, to plan creatively and successfully within tight constraints and to deliver a seamless operation that maximised learning opportunities is at the heart of what you will do.



3. APPLICATION PROCEDURE

For a confidential discussion on this vacancy, please contact Miss Bosomworth, the PA to the Executive Headteacher on 0208 459 5890 or email recruitment@conventinf.brent.sch.uk

Please complete our application form available from:

<https://www.cjminfantschool.co.uk/vacancies/>

In accordance with safe recruitment practices, CVs alone will not be accepted.

Closing date for applications: 15th January 2025

Interview date: Tuesday 28th January 2025

Shortlisted candidates will be contacted with details of the interview process.

Safer Recruitment

We are an equal opportunities employer and welcome applications from all sectors of the community. We are committed to protecting and pupils and staff and therefore have a rigorous recruitment process which includes candidates' suitability to work with children. All staff are required to hold an Enhanced DBS Disclosure.

Equal Opportunities

We believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The recruitment process will assess the candidate's suitability to work with children.

4. JOB DESCRIPTION

JOB TITLE: *FEDERATION SCHOOLS BUSINESS MANAGER (FSBM)*,

SALARY: According to experience

HOURS: FIXED TERM CONTRACT FOR 1 YEAR (REVIEWS EVERY 3 MONTHS),

RESPONSIBLE TO: EXECUTIVE HEADTEACHER

LINE MANAGEMENT: ALL NON-EDUCATIONAL, NON-TEACHING STAFF

JOB PURPOSE:

- **Strategy:** To work with the Executive Headteacher, wider Senior Leadership Team and the Board of Governors to evaluate and plan for the future needs of the Federation. Ownership and implementation of three-year resource development plan and rolling three-year financial plan.
 - **Leadership and Management:** To be accountable for the effective administration and financial services to the Federation, implementing and managing robust systems for the planning and implementation of finance, personnel, communications and estates functions
-

MAIN RESPONSIBILITIES:

LEADERSHIP AND STRATEGY

- Contribute to the development of the Federations' Vision, Values and Mission, communicating these enthusiastically to all stakeholders
- Ensure all staff are aware of their expectations and that they fit in with the schools vision and objectives, monitoring the progress and quality of work of teams and individuals
- Maintain a visible and high profile presence across the Federation, supporting staff and being a known contact for parents, acting as an ambassador for the Federation at all times.
- Be responsible for line-managing non-teaching support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Executive Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parent

FINANCE

- Day-to-day transactional finance including sales, expenditure, VAT and banking responsibilities
- Create, monitor and report on all budgets, including private funds and delegated budgets, managing the strategic planning and reporting of all financial reports
- Preparation of monthly management accounts alongside all financial and statutory returns to the DfE, LA and other agencies in a timely manner
- Preparation of annual accounts for external/internal audits as required
- Ownership of School Financial Handbook and all processes, including the ongoing development of the SFVS, ensuring adherence to best practice by all staff through training, development and monitoring
- Budget planning, variance analysis and reporting to SLT and Governors
- Manage the ordering of all goods and services and procurement processes in line with relevant legislation
- Oversee payroll, monitoring salaries and expenditure including supply staff and other claims, alongside pension administration to staff/TPA/LGPS
- Responsible for income generation through school lettings and fundraising activities
- Responsible for third party contracts, leases and Service Level Agreements, including performance management, renegotiations and the management of an up-to-date contracts register
- Ownership of Asset register and regular planned preventative maintenance schedule for all assets

ADMINISTRATION:

- Oversee the day-to-day running of the office functions across Federation schools
- Ensure pupil databases are up-to-date and accurate, maximising pupil numbers and available funding streams through timely and accurate census returns
- Oversee all administrative processes and functions, reviewing and improving efficiency and making best use of available technologies/systems to improve efficiency and remove unnecessary manual interventions
- Oversee efficient management of transactions including trips, school dinners, breakfast club, stock control, uniform sales etc
- Ensure admissions processes are completed in accordance with best practice and in line with published admissions criteria

PERSONNEL/HR

- Lead on all personnel/HR matters, supporting the Executive Headteacher with proactive and empathetic recruitment and retention in line with safer recruitment best practice, ensuring all staff are paid correctly at all times
- The first port of call for all staff on pay and contract issues, liaising with external payroll and HR support as needed.

- Ensure all personnel records are accurate, including the monitoring and reporting on absence/sickness management, leading to accurate pay and the implementation of policies regarding staff conduct and attendance
- Ensure the MIS (SCOMIS) is accurate for staff and that staff workforce census is submitted accurately and in a timely manner
- Ensure performance management process is undertaken across the all staff, conducting ongoing PM of all administrative staff

HEALTH AND SAFETY/ FACILITIES MANAGEMENT

- Ensure the safe maintenance and operation of all school premises, including the continuing availability of utilities, services and equipment through a programme of planned preventative maintenance (PPMs) and timely interventions
- Oversee and manage the day-to-day responsibility for all Health and Safety requirements, ensuring the written Health and Safety Policy is implemented at all times, including regular risk assessments and monitoring of site staff
- Manage Health and Safety training for all staff, ensuring the written Health and Safety Policy is up-to-date, is clearly communicated and available to all stakeholders, keeping up to date training records for external review as appropriate
- Ensure systems are in place for effective monitoring, measuring and reporting of Health and Safety and security issues
- Ensure all contractors follow sound working practices, monitoring performance and quality of all works

POLICIES

- Ownership of policy compliance and responsible for ensuring all policies are up-to-date and reflect latest guidance and statutory changes
- Directly responsible for drafting and editing all non-educational policies and ensuring compliance
- Responsible for accurate monitoring and reporting against all policies

ICT/DIGITAL TRANSFORMATION

- Responsible for the operational oversight of ICT/Digital transformation, keeping abreast of educational technological advances and the Federations Digital Transformation Strategy
- Manage third-party IT technician support
- Oversight of ICT related procurement and purchasing
- Ownership of all school websites, ensuring compliance with Ofsted regulations

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the **Federation Business Manager (FBM)**, will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

PERSON SPECIFICATION

CRITERIA	QUALITIES	ESSENTIAL / DESIRED
Qualifications and training	➤ A degree or other relevant qualification - ideally in accountancy, business management or a related discipline	➤ E
	➤ A school business management or Human Resources qualification	➤ D
Experience	➤ Successful leadership and management experience in a school, or in a relevant field outside education	➤ E
	➤ Involvement in school self-evaluation and improvement planning	➤ D
	➤ Line management experience	➤ E
	➤ Contributing to staff development	➤ E
	➤ Working with children or young people	➤ D
Skills and knowledge	➤ Expert knowledge of financial management	➤ E
	➤ Excellent attention to detail	➤ E
	➤ Previous use of FMS Sims	➤ D
	➤ Effective communication and interpersonal skills	➤ E
	➤ Ability to communicate a vision and inspire others	➤ E
	➤ Ability to build effective working relationships with staff and other stakeholders	➤ E
	➤ Understanding of data protection and confidentiality	➤ D
➤ Strong IT literacy skills	➤ D	
Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	➤ E
	➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	➤ E
	➤ Ability to work under pressure and prioritise effectively	➤ E
	➤ Commitment to maintaining confidentiality at all times	➤ E
	➤ Commitment to safeguarding and equality	➤ E
	➤ Embraces change well	➤ E
	➤ Deals with difficult situations effectively	➤ E

5. BENEFITS OF WORKING FOR OUR FEDERATION

- A strong Catholic Ethos led by Gospel Values – which is evident in the everyday life of the school
- A competitive salary
- Continued Professional Development which will equip you with the skills and knowledge for further career progression
- An opportunity to work in partnership with a dedicated Executive Headteacher and Leadership Team across the two schools
- An organised and well-resourced Federation of two schools
- Pupils who are well behaved, eager to learn, confident, and hardworking
- A committed and motivated staff, engaged parents and an actively supportive Governing Board

