

# School Business Manager

## *Candidate Information Pack*



**Issued: 20 April 2022**

*Closing date: 8 May 2022*

*Interviews: 13 May 2022*



**Infants & Nursery**

Crown Dale, London SE19 3NX

020 8670 2385

[office@st-josephs-inf.croydon.sch.uk](mailto:office@st-josephs-inf.croydon.sch.uk)

**Juniors**

Woodend, London SE19 3NU

020 8653 7195

[office@st-josephs-jun.croydon.sch.uk](mailto:office@st-josephs-jun.croydon.sch.uk)



## WELCOME FROM THE HEADTEACHER

Thank you for your interest in this exciting and pivotal role of School Business Manager (SBM) at The Federation of St Joseph's Catholic Junior, Infant and Nursery schools ("St Joseph's"). St Joseph's is a two-form entry, federation of two voluntary-aided schools (Infants and Juniors, with a 30-hours nursery) in the Archdiocese of Southwark and maintained by the London Borough of Croydon. We have approximately 370 pupils on roll and 70 staff (~40 FTE). We are one of the most sought-after primary schools in South London, with 150 years of rich history serving the communities of Crystal Palace, Norwood and Dulwich.

We provide an outstanding education to children in an inclusive community guided by the Gospel values, traditions and beliefs of the Catholic faith. By inspiring our pupils to be future leaders, innovators, designers, artists or anything they choose to be, we hope they will help create a better world for all. As a strong community where leaders, pupils, parents, staff, governors and all stakeholders work together to achieve the best outcomes, our pupils are actively involved in their learning and contribute to school development, playing a vital role in shaping our curriculum.

'Together We Can' is our motto, embodying our belief that every child can succeed and thrive when we work together. This collective spirit of unity was exemplified in the way we worked together during the COVID crisis to support both our school family and the wider community. It is an integral part of our ethos as a school.

Academically, our curriculum is based upon the high expectations we hold for every pupil. English and Maths are priorities but there is an emphasis on all foundation subjects. Our wider curriculum incorporates enterprise skills where pupils learn about business as well as essential life skills, including visits from inspirational speakers and professionals who show what hard work and motivation can achieve.

Our staff are dedicated and innovative with genuine pride in our school. We are fortunate to be surrounded by lush greenery and two forest schools on-site, utilised to support learning outside the classroom. We have a large playing field, adventure playgrounds for both Infants and Juniors, and dedicated areas where pupils grow their fruits, vegetables and flowers - we even have beehives, producing our own St Joseph's-branded honey!

I hope that this candidate pack will give you a useful insight into life at St Joseph's. I hope you will consider carefully the various points in the job specification and appreciate that our priority is to appoint a highly intelligent candidate who has an impressive professional background and above all, a strong moral purpose in all they do, for the benefit of our children. I look forward to meeting you in due course when you will experience the warmth and energy of St Joseph's, and speak to me, my colleagues and especially our pupils.

With best wishes,

*Mrs Leonore Fernandes*

Headteacher



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## ABOUT THE SCHOOL

### 150 years of faithful service

St Joseph's was founded in 1872 by the Archdiocese of Southwark, situated on Crown Hill (what is now Crown Dale), as a boys' school until 1900, whereupon it became a mixed school after new buildings were added to accommodate teaching girls. The school's buildings have been rebuilt several times since, in the 1930s and the 1950s, and when the current structures were completed in the mid-1970s, the schools were separated into an Infant school, and a Junior school, under two Headteachers and two Governing Bodies.

In 2011, the two schools combined (federated), under one Governing Body and one Headteacher. In 2014, St Joseph's joined the Croydon Catholic Primary schools Umbrella Trust, which enabled it to share best practices and collaborate on selected areas with other Catholic primary schools, without having to academise and be part of a Multi-Academy Trust.

In 2018, the Junior school was inspected by OFSTED and received an Outstanding rating; the Infant school was inspected in 2019 and received a Good rating. Copies of the reports are available on the school website.

The school remains a Voluntary-Aided school under the maintenance of the London Borough of Croydon and the Archdiocese of Southwark.

St Joseph's is celebrating its 150<sup>th</sup> anniversary this year and candidates are invited to find out more about the school's history and the events for the sesquicentennial by following the links below:

<https://www.stjosephsfederation.co.uk/about-us/our-history/>

<https://www.stjosephsfederation.co.uk/community/celebrating-150-years/>



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## Ethos

St Joseph's is founded on Christ's values of love, tolerance, respect, forgiveness and understanding and we aim to live out these values in our daily lives. Our vision is to create a school where every child achieves through a relentless focus on outstanding quality teaching and learning, with a culture of high expectations for all.

We ensure that all children make good or better progress in reading, writing and mathematics and engage in a broad and balanced curriculum to prepare children for the future. We are fortunate to have a team of creative and hardworking professionals who seek out opportunities to enable our children to be independent learners and considerate citizens, and who are informed about the local and wider global community.

We aim for excellence and inspire our pupils to have high aspirations, with the self-belief that they can achieve their dreams, with hard work and motivation. We encourage pupil voice and nurture our pupils to know that their views matter, but they have a responsibility to express them with respect. We want our pupils to believe they can make a difference to the world we live in, in everything they do.

## Expectations of staff

At St Joseph's, we expect the highest level of professionalism from the staff at all times, both within and outside of school. We are role models and the expectation is that we consistently display exemplary behaviour in the way we speak and conduct ourselves.

We believe that everyone has the right to be listened to, but with this right comes the responsibility to be respectful and act with professionalism and integrity. We are privileged to be entrusted with the vocation of teaching young people and in doing so the expectation is that we value the individuality of each child and nurture in them a self-belief that they can succeed.

Our ethos and vision are based on a culture of '*no excuses*' and on the principle that '*Together we can*', every individual is valued and respected in an ethos of honesty and trust.

## Academic

We believe in every child. Each is important.

St Joseph's teachers enjoy inspiring pupils with a range of academic abilities and needs, celebrating their many talents and nurturing their true potential. We teach our pupils to be articulate, and numerate, with the ability to reason and problem solve. Above all, we help them develop innate resilience, self-confidence and kindness.

At St Joseph's, we believe that all pupils should make good or better progress in their learning, in every lesson. Teacher evaluations, together with formal assessments, inform pupil attainment grades. To ensure that the collection of data is not just an outcome of a process, we use all school assessments and data to identify pupils' starting points, learning gaps and next steps. This in turn informs the planning and preparation of pupils' lessons to ensure that every child makes good progress across the curriculum.



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## Co-curricular

Learning in the classroom is complemented by a comprehensive range of enrichment and co-curricular opportunities. School trips are a regular feature of the calendar; this academic year, St Joseph's pupils have visited St Paul's Cathedral, The Royal Opera House, and Tower Bridge (to name a few).

We have extensive onsite wrap-around care through an external Breakfast-and-After-School (BASC) Club, school-run lunchtime and after-school clubs, gymnastics lessons on Saturdays and our Holiday and Activities (HAF) programme during the Easter, Summer and Christmas holidays.

In Juniors, pupils go on annual residentials to settings such as PGL Hindleap, Marchants Hill, and the London Narrow Boat Project.



## Technology

As an EdTech demonstrator school, we have an ambitious digital strategy that places teaching and learning at its core, using technology to increase student and parent engagement, reduce administrative workload for staff and ensure that every child has the opportunity to experience the benefits of the digital workplace.

We have invested significantly to ensure our students have access to the latest technology so that they are well-equipped to succeed in the modern world. The school has over 300 devices (tablets/iPads, desktops and laptops), placing us in the top 1% of all maintained primary (and also when compared to secondary) schools



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in the country in terms of availability of devices per pupil. For home use, we have a large bank of Chromebooks which we can lend to families who may not be able to afford their own, as well as 30GB of data plus a wireless router; for families who can afford a device, we can offer them discounted prices buying through the school's suppliers and benefiting from the school's purchasing power.

To improve our parental engagement and after much testing and preparation, we launched our own bespoke St Joseph's 'app', in January 2022. Our app is a 'one-stop shop' where parents can access all relevant information (e.g. news, notices, attendance / absences, events, consent forms, meals, money, parent-teacher conferences as well access to all relevant school policies and parent guides) and where we can share information with parents in a timely and cost-efficient way. It also translates across 12 languages and works on any computer device or smartphone.

## Sports

For three years running, we have been recognised by the School Games as a Platinum Award school which is awarded for offering, amongst other things, a wide range of sports within the curriculum, in our after-school clubs, and at competition level. Our award acknowledges that we offer inclusive competitive opportunities, suitable for all young people, both within St Joseph's and against other schools.

Physical activities within the curriculum ensure that the fundamentals of agility, balance and coordination are at the heart of learning and that our children are active for sustained periods. We offer a wide range of sports that include; netball, hockey, basketball, cross country, athletics, swimming, sports hall athletics, gymnastics, cricket, tennis, tri golf and dance. We encourage all of our pupils to succeed and excel in physically demanding activities, and competitive sports, emphasising personal development to accommodate varying levels of fitness. This ensures that all our pupils become physically confident in a way that supports their health and fitness.

A number of sport-specific coaches, often from our school/club link clubs, also engage with us to support our school development in areas such as cricket, gymnastics, rugby and hockey including: Crystal Palace Diving Club, Harlequin Rugby Club, Palace for Life Foundation, Surrey Cricket Foundation and Trinity School.



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## Leavers' Destinations

St Joseph's pupils excel and have gained places (including bursaries and scholarships) at some of the most prestigious independent, grammar and maintained secondary schools in London (and beyond). Over the past few years, our pupils have been awarded places from the following schools:

- **Grammar:** Reigate Grammar, Wallington County Grammar and Wallington High School for Girls
- **State/Maintained:** Archbishop Tenison, Bishop Thomas Grant, Bonus Pastor Catholic College, City Heights, Coloma Convent Girls, Elm Green, John Fisher, Kingsdale Foundation, La Retraite, Norwood, Orchard Park High, Sacred Heart Catholic School, Sedgehill, St Joseph's College, St Mark's, and St Philomena's
- **Private/Independent:** Alleyns, Caterham, Cedars, City of London, Croydon High GDST, Dulwich College, James Allen's Girls, King's College Wimbledon, Royal Ballet School, Royal Russell, Streatham and Clapham GDST, Sydenham Girls GDST, Trinity School, and Whitgift



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## Governance

The Governing Body (FGB) is supportive and responsible for the overall guidance and strategic direction of the school; the FGB takes a proactive interest in the school and comprises committed and knowledgeable individuals from a wide variety of backgrounds. There are currently ten members of the FGB (with two vacancies). The FGB fairly reflects the community of St Joseph's and its strong engagement with the school: of the current membership, 90% are women, 70% are from minority ethnic backgrounds and 50% have children at the school.

As well as regular full Board meetings, a number of Committees meet at least once per term to focus on specific areas of the school's operation. The standing committees are Ethos, Curriculum, Resources and Strategy. Other committees and working groups are convened as needed. The school contracts an external Clerk to the Governors, who works closely with the SBM to coordinate meetings, prepare documentation, maintain records and ensure compliance with the laws and regulations applicable to the FGB.

## Finances

St Joseph's finances are managed by the SBM, who is supported by an external adviser in selected areas of bookkeeping, budgeting and statutory reporting. Finances are supervised by the Resources Committee of the Governing Body.

The school has undergone significant change operationally and financially over the past three years, when it faced significant headwinds due to falling rolls, high staff costs (salary and absences / cover) and premises / grounds that needed repair and modernisation. Through shrewd financial management, new systems of control and modern technology, the current SBM has restored financial viability to the school, and it is now very well positioned to invest in new resources, growth and future success.

Key measures taken during that time have included restructuring and reorganisation of catering, teaching support and admin functions, expansion of the nursery provision to 30 hours, tripling of lettings income, funding for holiday clubs and activities, as well as a systematic review of all Service Level Agreements (SLA's) and contractor relationships to ensure quality, safety and value for money, and where necessary, renegotiation, re-tendering and replacement.

Over the past few years and throughout COVID, the school has continued to make a significant investment in upgrading its premises and ensuring high-quality resources are available to pupils. The school's financial position remains healthy and it is very well positioned for further growth. Further details are available on the school website by following the link here, or on the DfE's benchmarking site:

<https://www.stjosephsfederation.co.uk/statutory-information/ofsted-dfe/>

St Joseph's provides generous support to our pupils and our community. Approximately 35% of our pupils are eligible for Free School Meals (FSM) and we assist them through free uniforms, loan devices for home learning (including free internet and technical support), book vouchers, food and activity parcels during holiday periods, as well as distribution of supermarket vouchers. We have made use of the National Tutoring Programme and School-Led Tutoring funding to assist our pupils in catch-up on lost learning due to COVID.

In addition to grant funding, catering income and fees for clubs, the school benefits from income from lettings on evenings and weekends and during the school holidays, including running its own Holiday Activities & Food (HAF) programme; FSM children from our school as well as surrounding areas can attend our HAF programmes for free.



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### Facilities and sustainability

We are fortunate to be surrounded by extensive outdoor space and we utilise it to extend children's learning beyond the classroom. Our large playing field is the venue for school and inter-school sporting events and competitions.

Over the past few years, we have refurbished and restocked our library with the modern, contemporary and inclusive texts, revamped our music room and invested in new instruments (recorders, ukuleles, guitars and steel pans), installed a new adventure playground for the Infants (partially funded by the PTA) and are in the process of a complete resurface of the junior playgrounds. We have planted fruit trees as well as bulbs and wildflowers to support and synchronise with our beehives.

The school has also been successful in winning bids for SCA (formerly LCVAP) funding from the Diocese to repair various footpaths and key walls / structures and continues to work with the Diocese for future projects.

Sustainability is a major focus for the school; we have an annual tree-planting programme, installed solar panels on the Infant school roof, replaced all our lights with high-efficiency LEDs and we switched to 100% renewable electricity sources and domestic gas in October 2021 (but with prices at February 2020 levels).

We have sought to reduce the use of single-use plastics, we sort our waste into recyclables and general waste and actively encourage our pupils to make more environmentally-friendly choices such as vegetarian dishes, walking to school and switching off lights and equipment when not in use.



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## Wellbeing

At St Joseph's, we are committed to supporting the emotional health and wellbeing of our pupils and staff.

At St Joseph's we understand the significance of helping our pupils to look after their mental health and develop their coping skills to boost their resilience, self-esteem and confidence. This also supports them in learning to manage their emotions, feel calm, and engage positively with their education – which will help to improve their academic attainment.

Our staff understand the importance of listening to the children, helping them to express how they are feeling and giving them the tools to build the resilience that they need. We champion and support mental health and wellbeing for children and staff, both strategically and practically as part of our school improvement planning.

St Joseph's actively supports the national mental health awareness and wellbeing weeks through the course of the school year which helps reinforce our philosophy. Our staff are committed to helping our children to develop social and emotional skills, providing them with the coping skills and tools they need to understand and manage their thoughts, feelings, behaviour, goals and relationships.



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## THE ROLE / JOB DESCRIPTION

**Role:** School Business Manager

**Responsible to:** Headteacher

**Responsible for:** Office, Kitchen, Premises and non-class based staff. Member of the Senior Leadership Team

**Strategic purpose:**

You will be part of the senior leadership team, assisting the Headteacher in ensuring the school meets its educational aims and purpose.

The School Business Manager is specifically responsible to the Headteacher for:

- Promoting the highest standards of business practice within the administrative and business functions of the school
- Ensuring the financial stability of the school
- Ensuring the most effective and flexible use of support staff and administrative resources
- Providing professional leadership of non-class based staff
- Ensuring that support staff work in partnership with teaching staff and that they contribute to improving teaching and learning in the school
- Promoting the aims, objectives and ethos of the school
- Ensuring a safe, healthy and clean environment is maintained to a high standard
- Ensuring specific day to day functions of the school run smoothly
- Establishing good working relationships with all stakeholders

### Specific responsibilities

#### *Strategic Direction and Leadership*

- Promoting the highest standards of business practice within the administrative and business functions of the school
- Liaising with the Designed Safeguarding Lead (DSL) to oversee and keep up-to-date the Single Central Record (SCR)
- Responsibility for strategic planning aspects over the current year and three to five-year periods where financial implications occur in order for the school to make the best possible use of resources available and to keep abreast and advise on current government education and financial policies, including using the use of benchmarking tools and metrics
- To identify, explore and secure external funding for the school whilst reporting to the Headteacher and Governors, attending leadership team and Governing Body meetings where appropriate.
- To support the development, drafting and recommendation of all policies within the remit of the role for approval by the Governing Body. These policies will include, but are not limited to, School Debt, Communication, Lettings and Charges, Scheme of Delegation, School Governance, Financial Delegation, Risk Management and Health and Safety, Trips and Visits. In developing policies, consideration will be given to school needs, action planning, priorities and procedures to ensure that policies are communicated and consulted with staff, contractors, parents, children, the local authority, local academies and other interested parties.



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- In collaboration provide vision, strategic direction and leadership in the planning, management and development of effective operations across the school in finance, HR, administration, facilities and ICT
- To network with other SBM's in our local and wider area, to share best practices and ideas, for the benefit of the school
- Ensuring that the school meets its non-teaching legal and statutory responsibilities through advice, direction and support to the headteacher and the Governing Body.
- To continually enhance the reputation of the school within the borough and beyond by building good networks of support and developing effective relationships
- To develop the premises to further meet the needs of the school community
- To oversee the promotion of the school in the wider community
  - school publicity
  - school website
  - Establish links with outside agencies
  - Develop links with business

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#### *Financial Resource Management*

- To formulate short (one year) and long term (three to five year) budget strategies with agreed procedures which are reviewed annually and to prepare and present the annual budget for approval by the Headteacher and Governors with regular financial updates and reports over the year
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast yearly budgets together with medium- and long-term budgets
- Identify additional finance required to fund the school's proposed activities
- Maximise income through lettings and other activities
- To be responsible for all the financial accounts within the school; ensuring that all finance procedures are carried out in line with current regulations, preparing financial returns and operating all bank accounts, for public funds, school journeys and any external grants and undertake monthly reconciliations
- To prepare the school's end of year financial statement
- To attend as invited all Committee meetings and Full Governing Body meetings
- To ensure effective monitoring systems of income and expenditure are operated
- To undertake the accounting for the school, recommending appropriate action where necessary obtaining comparative quotes, where appropriate, to receive the best value for money.
- Having responsibility for ensuring the banking of monies, payment of invoices, chasing monies owed to the school, payment of casual staff and overtime
- To prepare bids for capital development projects, external funding possibilities and other grants (including SCA funding from the Diocese)
- To act as Secretary and provide admin support for the school's linked charity, the St Joseph's Federation Foundation, including ensuring it is compliant with its legal obligations under Charities law through the preparation of audited financial accounts and filing with the Charities Commission

#### *Human Resource Management*

- Manage the payroll services for all school staff including the management of pension schemes and associated services
- Ensure the school's equality policy is clearly communicated to all staff in the school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Manage recruitment, performance management, appraisal and development for all non-class based staff
- Oversee the training and management of apprentice non-teaching support staff
- Work closely with external agencies to support trainees/apprentices
- Monitor use of volunteers
- Develop the Admin team to support the effective school administration
- Performance management of admin and non-teaching support staff



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- Ensure an effective programme of CPD for admin staff to develop their skills and practice and support school development priorities
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Monitor staff attendance/absences
- Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues i.e. Occupational Health, Payroll, HR consultant
- Evaluate the school's strategic objectives and obtain information for workforce planning
- To ensure that safer recruitment is adhered to by all staff involved in recruitment
- Oversee the maintenance of manual and computerised personnel records securely



#### *Premises*

- Work with the Caretaker in the management and maintenance of the school site (including planned works) and to ensure that contracts for annual checks are carried out as well as ensuring all insurance and liability insurance policies are up to date
- To ensure, as far as is practicable, that the security of the site is maintained at all times and to make recommendations for improvement as necessary and is compliant with Safeguarding policies
- Support the facilities and estate functions of the school to ensure as far as reasonably possible that:
  - an asset management plan, consistent with the DfE's Good Estate Management (GEM) principles, is developed, implemented and updated in line with agreed priorities including risk management;



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- all sites, buildings and facilities are compliant with relevant legislation and procedures such as health & safety and child protection;
- caretaking, cleaning, grounds maintenance and building maintenance programmes are fulfilled to the agreed quality standards by staff and contractors;
- catering is managed to agreed delivery criteria and within agreed budgets;
- policies and procedures for contractor and supplier access to the site and their management on site is aligned to children safeguarding policies
- Under guidance, establish and maintain a school Health and Safety policy and oversee a programme of risk assessments and fire drills
- To maintain a lettings policy for the school and explore avenues for letting premises and increasing income and develop ways in which the school can be accessed for community use.
- To remain vigilant and to act responsibly to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature, including a requirement to report any incidents that have been witnessed, heard or suspected
- Commission, procure and manage external services required for the facilities and estate management function
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Manage the school's subscription, input and monitoring under the Diocese's Statlog (asset management) system

#### *Health & Safety*

- Act as the school's Health & Safety Lead and Lead Fire Officer
- To work with the school's external Health and Safety Consultant to ensure the school remains compliant with all of its legal obligations and is as far as practicable, implementing best practices; this includes an annual audit and an annual Fire Risk Assessment
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Enable regular consultation with people on health and safety issues, including ensuring that the appropriate Risk Assessments are being carried out and actions implemented for all school activities
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and, where appropriate, the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met to ensure that financial and supporting agency devices are adequate for the diverse needs of pupils with SEND
- Be on call in the event of a critical incident/emergency to support the Headteacher to implement procedures and actions as outlined in the critical incident policy

#### *Safeguarding*

- Receive DSL training and collaboratively work with the school's safeguarding team to ensure effective safeguarding
- St Joseph's is committed to safeguarding and promoting the welfare of students and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks



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#### **Juniors**

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#### GDPR

- To work with the school's external Data Protection Officer to ensure the school remains compliant with all of its legal obligations and is as far as practicable, implementing best practices; this includes an annual audit and Data Protection Impact Assessments when required
- To work with the external Data Protection Officer and carry out duties/responsibilities of an internal data protection Lead (ensuring contracts are signed properly, data breach register is maintained, enforce data security and oversee policies and other statutory information is up to date)



#### Communication and ICT

- To oversee the maintenance and development of the school's website
- Work with the Leadership team and ICT Leader to develop a sustainable, cost-effective ICT plan that supports both educational and operational objectives
- To work with the ICT Lead teacher to support the ICT functions to ensure:
  - The ICT infrastructure plan is implemented within the agreed budget, timescales and specifications;
  - ICT policies, procedures and systems are aligned with Child safeguarding policies and data protection policies and legislation;
  - ICT systems including hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of mal-use by pupils, staff, volunteers, parents and other users;



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- The effective commission, procurement and management of external resources and services required for the ICT function

#### *Income Generation*

- Ensure that appropriate bids are made, according to requirements, for external funding
- Ensure the school makes the best use of its resources to maximise income generation

#### *Monitoring of standards*

- Work with SLT to monitor standards
- Develop in collaboration a programme to promote high standards through use of:
  - Careers events
  - Motivational speakers
  - Cultural capital – visits to industry, art, etc
- Establishing contacts to generate funds to support curriculum development



#### *Governance*

- Overseeing communication with the FGB
- Ensuring update of statutory information on the school website and the DfE's GIAS system
- Recruitment and training of Governors

#### *Working with Others*

- Liaison with parents / carers and staff
- Work with Southwark Diocese
- Sustain effective, positive relationships with all staff, students, parents/carers, Governors and the local community



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- Liaise effectively with all stakeholders including parents/carers, feeder nurseries, local secondary schools, business and community partners, in line with strategic objectives
- Plan, chair and organise meetings as appropriate, including attending industry conferences (e.g. ISBL), and professional network gatherings to maintain knowledge of the latest trends and opportunities

#### *General Responsibilities*

- Take responsibility for the Performance Management of identified staff you line manage
- Develop and maintain a culture of high expectations for self and others
- Actively seek to develop yourself through relevant CPD / qualifications
- Update the Headteacher, other senior leaders and the Governing Body on the effectiveness of the provision to meet statutory and non-statutory requirements in relation to educational and general standards relating to the premises
- Lead by example as a senior professional leader promoting the highest standards to all with whom you work
- Challenge under-performance at all levels, ensuring corrective actions are in place and evaluation takes place to analyse the impact of these remedial actions
- Support the development and maintenance of the school's policies and practices to ensure consistent application
- Participate in break, lunchtime, before and after hours' supervision as required
- Act as a note-taker to record minutes of key meetings with staff, parents, governors or outside agencies.
- Any other reasonable duties as requested by the Headteacher



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#### *Key Documents Responsibility*

- Financial Audit
- Relevant Contributions to the School Evaluation Document (SED)
- Relevant contributions to the School Development Plan (SDP)
- Relevant contributions to safeguarding and health and safety documents (those related e.g. medical)
- Relevant policy and practice contributions for the Staff Handbook
- Reports:
  - Contribution to Governors' Report
  - Contribution to Financial Audit, Finance and Premises committee
- Filing/recording of FGB and Governor Monitoring reports to Key Document Responsibilities.



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## PERSON SPECIFICATION

The school seeks to appoint a SBM with strong leadership and management skills, vision, empathy, and the highest standards of personal integrity. They will have excellent people skills and be capable of building close working relationships with all members of the school community.

Candidates must empathise with, and be committed to, education and will be interested in the development and education of young people.

### Qualifications & Experience

- While experience in a school setting would be helpful, it is not a pre-requisite for this role
- We are looking for evidence of strategic thinking and demonstrable success in leading multi-disciplinary teams (e.g. finance, premises / capital projects and HR / people management) in a professional environment
- A professional qualification in accounting or school business management (e.g. Level 4 Diploma in school Business Management) would be helpful but the school would support the right candidate to work towards a similar accreditation
- A degree-level or equivalent education, particularly in accounting, finance, law, marketing or management is highly desirable but not essential

### Skills & Knowledge

- Able to take direct operational responsibility for the diverse range of support functions, whilst also contributing effectively to the strategic development of the school
- Excellent knowledge of the regulatory and financial context of Maintained schools, as well as Academies – previous experience of the academisation process (whether into Single Academies or Multi-Academy Trusts), including due diligence, would be an advantage
- Strong business mindset and commercial awareness
- Financial acumen and financial literacy with good analytical skills and the ability to present financial information clearly and concisely
- Excellent interpersonal skills with a track record of working successfully with a diverse range of stakeholders in a way that is authentic and productive
- Sound analytical skills and the ability to manage complex information effectively
- Proficiency with benchmarking techniques or tools such as Integrated Curriculum Financial Planning (ICFP) and then incorporating it into budgeting, monitoring and reporting
- Good judgement and decision-making skills
- Able and keen to lead by example; able to motivate and engage others and generate the respect of stakeholders
- Able to delegate effectively; able to empower and sustain effective teams and individuals
- Able to manage a range of tasks and priorities whilst working to tight deadlines; an organised mindset, with excellent time management skills
- Able to manage change, with well-developed project management skills
- Technically and IT literate, with practical knowledge of existing (and willingness to learn new) technologies, which include MS Office, SIMS, FMS, Docu-Sign, Wordpress, Parentpay, CPOMS, HCSS, Google Classroom, Teams, ZOOM, as well as the new school App (WEDUC)
- Understanding of property and facilities management
- Comfortable working in a regulated environment and committed to ensuring that the school is compliant



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### Personal Attributes

- Committed to high professional and personal standards, notably integrity, honesty and discretion
- Confident and able to inspire confidence
- Proactive, energetic and enthusiastic, with a positive 'can do' attitude
- Committed team player with a collegiate and collaborative approach
- Able to create consensus, but willing to make decisions
- Not afraid to challenge and question constructively
- A strong work ethic
- Resilient, flexible and completely calm in the face of challenge by counter-parties
- Fair and calm, diplomatic, empathetic
- Values and promotes inclusion in a diverse school community
- An unlimited good sense of humour to cope effortlessly with the unpredictability of a typical day in a school, while dealing with the roles and high expectations above



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## TERMS AND CONDITIONS

St Joseph's is committed to equal opportunity and diversity in recruitment and employment and we oppose all forms of unlawful or unfair discrimination. We value the talents that a diverse workforce brings to our school and believe that inclusivity is an important part of what makes our community special.

A highly attractive remuneration package is offered, reflecting the seniority and significance of the position.

- **Salary: Outer London NJC Grade 16 (SCP 46 -48), FTE of £51,837 - £53,928, subject to negotiation based on experience and qualifications.**
- This is a permanent position, paid across 52 weeks of the year
- Annual leave as per the NJC Green Book which is set at initially 5.6 weeks per year (not to be taken during term time) plus 1.6 weeks of statutory / public holidays
- You will be enrolled in the Local Government Pension Scheme (LGPS), which is one of the more generous defined benefit schemes still available (further details below).

The school supports staff through fair compensation, transparent performance management and pay progression system, as well as a comprehensive staff wellbeing programme.

We invest in continuous professional development (CPD) for all our staff and ensure that they receive relevant and up-to-date training on GDPR / data protection, health & safety (including stress management) and HR.

At St Joseph's, we take the wellbeing of our staff very seriously and have made a significant investment in a comprehensive staff support system, aimed at looking after their mental and physical health:\*

- Free on-site parking, subject to space
- Free fresh fruit, tea, coffee and milk
- Free access to a confidential employee counselling and advisory service
- Tax-free, cycle-to-work purchase scheme
- Tax-free, technology / electronic appliance purchase scheme
- Free access to a shopping rewards / discount voucher scheme for over 1,000 retailers
- Subsidised Yoga and Tai-Chi lessons
- Free Occupational Health assessments and support
- Free access to Judicium and Croydon melearning university's range of e-learning courses

\* These are provided at the sole discretion of the school and do not form any part of any employee's contract of employment. Past provision does not guarantee future provision and does not create any obligation to continue in the future. The school reserves the right to add, amend or discontinue any these based its financial and operational requirements.



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## THE LGPS

### Overview

Your pension is worked out every year and added to your pension account. Each year, 1/49th of your pensionable pay is put into your pension account. At the end of the year the total amount of pension in your account is adjusted in line with changes in the cost of living.

### Tax relief

As a member of the LGPS, you receive tax relief on the contributions that you pay. You also have the option to exchange part of your pension for tax-free cash when you take it.

### Flexibility to pay more or less contributions

You can boost your pension by paying more contributions, which you would get tax relief on. You can also pay half your normal contributions in return for half your normal pension. This is known as the 50/50 section of the Scheme. It is designed to help members stay in the LGPS when times are financially tough.

### Peace of mind

Your family enjoys financial security, with immediate life cover and a pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of your death in service. If you become seriously ill and you've met the two-year vesting period, you could receive your pension straight away.

### Freedom to choose when to take your pension

Your pension is usually payable from your Normal Pension Age which is linked to your State Pension age. You can choose to retire and take your pension at any time between age 55 and 75. If you choose to take your pension before your Normal Pension Age it will normally be reduced, as it's being paid earlier. If you take it later than your Normal Pension Age it will be increased because it's being paid later.

### Redundancy and efficiency retirement

If you are made redundant or retired in the interests of business efficiency when you are over age 55, you will receive immediate payment of the pension you have built up – providing you have met the two-year vesting period. Any additional pension you have bought would be reduced if you are under your Normal Pension Age when you retire.

### Flexible retirement

Flexible retirement helps you ease into retirement. If you reduce your working hours or move to a less senior position, you may be able to take some or all of the benefits you have built up. You may wish to consider flexible retirement if:

- you are over age 55
- you have met the two year vesting period
- your employer agrees.

Your benefits may be reduced for early payment if you retire flexibly before your Normal Pension Age.

You can find out more about the LGPS here:

<https://www.lgpsmember.org/>



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## APPLICATION PROCESS

Interested candidates are invited to contact the current SBM, Mr Dave Navarro, in the first instance, to arrange a confidential discussion and to have a private tour of the school.

To then formally apply, candidates should email Mr. Navarro, via [sbm@st-josephs-jun.croydon.sch.uk](mailto:sbm@st-josephs-jun.croydon.sch.uk) :

- A completed application form (available to download from the school website)
- A covering letter of no more than 2 pages, addressed to Mrs. Leonore Fernandes, Headteacher. The letter should explain your reasons for applying and outline your suitability for the role

To ensure consistency of information between candidates, we do not accept CV's. All information must be on the application form.

The process is as follows:

- **The closing date for applications is 5:00 p.m. on Sunday, 8 May 2022.**
- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the school by telephone on 020 8670 2385 and then Option 2 for the SBM
- Short-listed candidates will be contacted on **9 May 2022**; they will be provided with one of their assessment tasks, which is a formal presentation to the interview panel, and forms part of the formal interview process
- Interviews will take place at the school on **Friday 13th May 2022**
- The ideal start date for the successful candidate would be **early July 2022**

St Joseph's is an equal opportunities employer committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical report.

*The school reserves the right to interview and appoint early or amend this vacancy at any time, so if you are interested, please apply as early as you can.*



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