

**JOB
OPPORTUNITY**

**Assistant Business
Manager**

Educating to truth, goodness and beauty.

Terling Road, Dagenham
RM8 1JT

Headteacher Ms Clare Cattle

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School Mission Statement

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

Role	Assistant Business Manager
Closing Date for Application	Friday 29 th November
Required For	January 2025
Term	Permanent – Fixed term one year in the first instance.
Salary	Scale 6
Responsible for	To provide support to the Business Manager

All applicants must complete a CES application form for this post.

School Information

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.45 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

Job Summary:

The Assistant Business Manager supports the Business Manager in overseeing the financial, operational, and administrative functions of the secondary school. This role ensures that the school operates efficiently, adhering to budgetary guidelines, regulatory requirements, and school policies. The Assistant Business Manager will also work collaboratively with various departments to facilitate smooth daily operations.

KEY RESPONSIBILITIES:

- 1. Financial Management:**
 - Assist in preparing and managing the school's budget.
 - Monitor and report on income and expenditure against the budget.
 - Process and manage invoices, purchase orders, and payments.
 - Assist in the preparation of financial statements and reports.
 - Manage payroll processing and ensure timely payments to staff.
- 2. Administrative Support:**
 - Maintain accurate records of financial transactions.
 - Assist in the preparation and coordination of audits.
 - Oversee inventory management and procurement of supplies and equipment.
 - Coordinate with vendors and service providers for school needs.
 - Manage contracts and agreements with external entities.
- 3. Human Resources:**
 - Support the recruitment, hiring, and onboarding process of new staff.
 - Maintain and update employee records.
 - Assist in organizing staff training and professional development programs.
 - Address employee inquiries regarding payroll, benefits, and other HR matters.
- 4. Operational Management:**
 - Oversee the maintenance of school facilities and grounds.
 - Ensure compliance with health and safety regulations.
 - Manage school transportation and logistics.
 - Assist in the development and implementation of school policies and procedures.
- 5. Communication and Coordination:**
 - Act as a liaison between the Business Manager, staff, parents, and external stakeholders.
 - Prepare and present reports to the school leadership team and board of governors.
 - Coordinate and participate in school events and activities as needed.

PERSONAL AND PROFESSIONAL CONDUCT:

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

GENERAL RESPONSIBILITIES:

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

STANDARDS:

Effective performance of tasks will be evaluated in relation to:

- (a) A developing ability to manage time and resources effectively and efficiently.
- (b) Evidence of ongoing development in the range of skills identified with her Line Manager as being required for the post.
- (c) Evaluations of the efficiency and effectiveness of the tasks by the Line Manager.

EDUCATION AND TRAINING:

In accordance with the professional development policies the assistant will;

- a) Review overall performance in the previous year in relation to training received and the changing needs of the job.
- b) Identify probable training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- c) Participate in the prescribed framework for Review and Development.

The above duties are either exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The 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.

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Accounting, Finance, or a related field.
- Minimum of 2-3 years of experience in a similar role, preferably in an educational setting.
- Strong understanding of financial management and accounting principles.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Attention to detail and problem-solving abilities.
- Ability to work independently and as part of a team.

Preferred Qualifications:

- Experience with school management software.
- Knowledge of educational policies and regulations.

Working Conditions:

- Office environment within the school.
- Occasional evening or weekend work may be required.
- Interaction with staff, students, parents, and external stakeholders.