



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



**ASSISTANT BUSINESS MANAGER
APPLICANT INFORMATION PACK**



Our Foundation Statement

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome

May 2024

Dear Applicant,

Thank you for your interest in working as a part of our Business Support team at Cardinal Allen Catholic High School.

This an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes our Foundation Statement, a copy of the advertisement, information about the school, along with the job description and person specification.

I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. If you are interested, and would like to discuss this opportunity and our ambitions further, or even visit the school, please contact the Business Manager, Jane Abra, directly.

Yours sincerely,

Andrew Cafferkey
Headteacher



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Assistant Business Manager

Required for September 2024

37 hours per week, term time plus 5 days

LCC Grade 8 £33,945 to £38,223 pro-rata (actual £29,457 to £34,079)

National pay award pending

The governors of this very successful Catholic High School wish to appoint an Assistant Business Manager for 37 hours per week, term time plus 5 days, to join our Business Support Team.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and a committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

The successful candidate will:

- Work as part of the Business Support Team to address the needs of the school;
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards are maintained;
- Have the skills to play a key role in the continued development of this key area;
- Be willing to go the extra mile for our pupils.

Cardinal Allen is a forward looking, oversubscribed, “outstanding Catholic school”, evaluated by Ofsted only last term as a ‘**good school**’. Inspectors said, ‘**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**’. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Application forms and further details are available via the school website. Candidates are more than welcome to call the Business Manager, Jane Abra, for an informal discussion or to visit the school prior to application (please note it is the half term holiday from 27 to 31 May, so please call before or after this week). Closing date for applications is Thursday 13 June 2024 at 9.00am. Applications should be sent to j.abra@cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2022 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and what we provide:

“Cardinal Allen is an outstanding Catholic School” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway which allows quick access to Preston, Manchester and the Lake District. The city of Preston is just a 30-minute drive away.

THE BUSINESS SUPPORT TEAM

You would be joining a team of over 50 support staff, all of whom play key roles in the smooth running of the school. The school has an annual budget of approximately £6.5 million, managed by the Business Manager, Finance Manager and Finance Officer.

THE ROLE

We are looking for someone to support and assist the School Business Manager in the management, planning, development, and implementation of all support services across school, including in-house catering and cleaning services.

WHO ARE WE LOOKING FOR?

We are looking for someone with enthusiasm, energy, and the ability to contribute to the work of a successful team. The successful candidate needs to have excellent communication skills and an eye for detail. They need to be pro-active and willing to go the extra mile.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

Visits to school

Interested colleagues are welcome to contact the Business Manager, Jane Abra, for an informal discussion or to visit the school prior to application to see our wonderful pupils at work (please note it is the half term holiday from 27 to 31 May, so please call before or after this week).

Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- Page 10 of the form invites you to write a supporting statement – Governors would like you to write your statement (no more than two sides of A4, using Calibri Size 11 font) as a separate document. This separate supporting statement should be clear, concise, and related to this specific post at our school;
- Applicants should also submit an additional three completed forms:
 - Recruitment Monitoring Form;
 - Rehabilitation of Offenders Act Form;
 - Consent to Obtain References Form;
- Completed applications should be addressed to the Headteacher, Mr A Cafferkey, and sent to j.abra@cardinalallen.co.uk. All applications will be acknowledged;
- The closing date for applications is **Thursday, 13 June 2024 at 9.00am**. Applications received after the closing date will not be considered.

References

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them. If currently employed in a school, one of your referees must be the headteacher of the school.



Job Description

JOB DESCRIPTION FOR:

Assistant Business Manager

MAIN DUTIES

Relating to School Mission Statement:

In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Cardinal Allen places the highest value on the very positive and supportive relationships which exist between adults and between adults and children. All staff are expected to set a positive example to others in this respect.

In addition to the following duties, the postholder may sometimes be required to undertake any of the duties normally associated with a lower graded post.

Key Duties

- To contribute to and support the operations of the school.
- To assist the Business Manager in the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies.
- To assist in the procurement process, including securing appropriate service contracts and service level agreements, licences and insurance ensuring compliance and value for money.
- To work with the catering and welfare team ensuring the development of our catering provision and delivery of healthy, cost effective meals.
- To work with the Business and Site Managers to ensure that the school grounds, premises and buildings are maintained to a high standard.
- To assist with the organisation of policies and procedures to ensure the school is fully compliant.
- To assist in ensuring the school is GDPR compliant.
- To support the implementation of the school's health and safety policies and procedures as directed.
- To assist with the management of support staff including carrying out performance management (appraisals).
- Identify and raise opportunities for improving procedures and processes within teams to support the continuous improvement of services.
- Train others in the use of systems or work methods in order to support the development of the team.
- To assist with income generation and the promotion and marketing of the school, including oversight of the school website and Open Evenings.
- Deputise for the Business Manager in their absence.
- To support the school's administrative functions through planning, developing, designing and monitoring administrative systems and procedures.
- To have an understanding of the financial management of the school in line with financial regulations, ensuring that internal and external requirements and deadlines are met.
- To have an understanding of the administration of human resources processes, including payroll.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the character of the duties or the level of responsibility entailed.

To support the school and its wider community:

- To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage and ensure staff and students to follow this example.
- To assist in providing an atmosphere in which effective learning can take place.

- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues related to staff/pupils/parents.

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.

Line Manager: Business Manager

Line Managing: Catering, Welfare and Cleaning Teams

Liaising with: Various teams in school, colleagues, relevant external agencies and suppliers.

Working Time: Term time plus 5 days, Monday to Friday, 37 hours per week

Grade: Lancashire Pay Spine Grade 8 Pts 25-30, £33,945 to £38,223 pro-rata (actual £29,457 to £34,079) National pay award pending





Person Specification

Cardinal Allen 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. The successful applicant will be required to complete an enhanced DBS check.

The Governors will consider applications on the basis of each candidate's ability to meet as wide a range as possible from the following criteria (we do not expect candidates to necessarily have experience in all areas, but you must be willing to gain experience in those you do not):

(Application – A, Interview – I, References - R)

| Experience, Skills, Knowledge and Understanding | Essential | Desirable | Method of Assessment |
|---|-----------|-----------|----------------------|
| GCSE English Language and Maths Grade C or above (or equivalent) | ✓ | | A, I, R |
| Working at or towards the Certificate of School Business Management (CSBM) or equivalent qualification | | ✓ | A, I, R |
| Experience of working in an administrative / financial role | | ✓ | A, I, R |
| Experience of working in a busy school environment | | ✓ | A, I, R |
| Comprehensive understanding of the work practices, processes and procedures relevant to the role | | ✓ | A, I, R |
| Experience of supervising staff, including ability to delegate and monitor performance | | ✓ | A, I, R |
| Experience of managing budgets and resources | | ✓ | A, I, R |
| Good written and verbal communication skills | ✓ | | A, I, R |
| Experience of SIMS.net and FMS 6 | | ✓ | A, I, R |
| Confident use of Microsoft Word and Excel | ✓ | | A, I, R |
| Experience of planning, typically weeks to months ahead | | ✓ | A, I, R |
| Experience of managing changing priorities, making decisions to solve issues as they arise/prevent issues arising | | ✓ | A,I, R |

| Personal Attributes | Essential | Desirable | Method of Assessment |
|---|-----------|-----------|----------------------|
| Sense of humour | ✓ | | A, I |
| Empathy and sensitivity to the needs of staff | ✓ | | A, I, R |
| Highly developed interpersonal skills including influencing skills | ✓ | | A, I, R |
| Willingness to constructively challenge the work of self and others to continually improve own and team performance | ✓ | | A, I, R |
| Ability to work under pressure and meet deadlines | ✓ | | A, I, R |
| Flexible, 'can do' approach to work | ✓ | | A, I, R |
| Acts with integrity, honesty, loyalty and fairness | ✓ | | A, I, R |
| Calm and organised under pressure | ✓ | | A, I, R |
| Able to use judgement to deal with daily, unforeseen problems with limited guidance, within established procedures | ✓ | | A, I, R |
| Organised and confident | ✓ | | A, I, R |
| Has a positive, flexible attitude to their work | ✓ | | A, I, R |
| Willing to attend training / meetings as required | ✓ | | A, I |
| Positive recommendation from all referees, including current employer | ✓ | | R |
| Has a good attendance and punctuality record | ✓ | | R |
| Willing to participate in the life of the school and contribute to the extra-curricular programme | ✓ | | A, I |
| Be a positive role model at all times and a highly respected representative of Cardinal Allen | ✓ | | A, I |