

## School Business Manager Thornleigh Salesian College



**Closing date for applications: Friday 28 March 2025 – 9am**

**Interview date: Thursday 03 April 2025**

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### Our Mission Statement

Thornleigh Salesian College is a community rooted in faith in Jesus, where all are valued, loved and cherished so they can aspire for academic excellence in an atmosphere of compassion and forgiveness which seeks to reach out in service and gratitude.





Staff say they are proud to be part of a supportive community.

Ofsted 2019

## A warm welcome to our school

Thank you for your enquiry about the current vacancy at Thornleigh Salesian College.

This is a very exciting opportunity to join our successful 11-18 Roman Catholic School. We are under the trusteeship of the Salesians of Don Bosco and this identity shapes everything that we do for the young people in school.

As a highly regarded, oversubscribed school both locally and in the Diocese of Salford we work tirelessly to strive for excellence in all that we do. Ofsted (2019) continues to judge our school as good, recognising that ours is a school that children enjoy coming to and where they are safe. Recruitment of outstanding staff is paramount and as a result our children say that 'the best thing about their school is their teachers'. (Ofsted 2019)

Thornleigh Salesian College is a rewarding place to work, relationships between colleagues and students are an abiding strength.

Staff in our school work hard and they are totally dedicated to the young people that they work with. There is a sense of ambition that permeates all elements of our school and we relish the challenge of providing all our students with the provision, resources and opportunities to be the best that they can be.

Staff in our school are treated well - we are totally committed to the continued professional development of all our colleagues and we take seriously our responsibility to develop the leaders of the future. We are equally committed to staff well-being and provide a generous package of support in order to help all colleagues achieve a healthy family and work life balance.

I hope that you find the information in this pack useful and it helps you to make the decision to apply, however if you wish to discuss the post further please do not hesitate to contact me.

**Mike Fitzsimons**  
**Headteacher**

**School Business Manager**  
**Full-Time Permanent – All Year Round**  
**Grade L– SCP 43 -47 (£52,805 - £57,175)**

Thornleigh Salesian College is looking to appoint a full time, permanent School Business Manager. The School Business Manager is a wide-ranging role and the successful candidate will have considerable experience in leading and managing financial management systems, budgeting, premises and facilities, school administration, personnel, health and safety as well as having the skills to manage a large team of support staff.

The Primary Purpose of the Role is to be responsible for and manage the strategic financial operations of the school, to be responsible for and manage the delivery, planning and development and monitoring of support staff linked to areas of responsibility. Management of staff including commission and delegation of relevant activities.

The School Business Manager is responsible to the Headteacher. Personal areas of responsibility include the strategic direction of financial management, administration and facilities management.

**Key Responsibilities**

- To provide strategic vision and leadership to all aspects of Budget, Finance, Personnel and Premises within the Catholic Salesian ethos of the school.
- To lead and develop the financial procedures and systems of the school, in cooperation with the Leadership Groups and Governors, ensuring that legal and safety requirements with regard to people, property and function of the school are maintained.
- Be integral to and provide strategic vision and play a financial role in the Leadership Team
- Be accountable for ensuring that school is fully prepared to meet GDPR, Building compliance, OFSTED and SFVS financial criteria.

If you possess the drive, energy, passion and ambition needed to be successful in this role then we would very much like to hear from you.

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Visits to the school are welcome. Please contact Helen Byrne to arrange or email

[hbyrne@thornleigh.bolton.sch.uk](mailto:hbyrne@thornleigh.bolton.sch.uk)

Application packs can be downloaded from the school website [www.thornleigh.bolton.sch.uk](http://www.thornleigh.bolton.sch.uk)  
Please send completed application forms to [recruitment@thornleigh.bolton.sch.uk](mailto:recruitment@thornleigh.bolton.sch.uk)

This 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

Every member of staff at Thornleigh Salesian College is expected to endeavour to maintain and develop the Catholic and Salesian character of the school, and to support and promote the aims and mission of the school in and through the exercise of all contractual duties and any voluntary activities.

## Job Description

<b>School</b>	<b>THORNLEIGH SALESIAN COLLEGE</b>
<b>Job Title</b>	<b>SCHOOL BUSINESS MANAGER</b>
<b>Grade</b>	<b>Grade L– SCP 43 -47 (£52,805 - £57,175)</b>
<p><b>To represent Thornleigh Salesian College at meetings as required and liaise with relevant members of the LA, Council, Diocese and Salesian Trustees.</b></p> <p><b>MAIN DUTIES</b></p> <p><b>PROVIDING DIRECTION</b></p> <p><b>Ensures compliance with legal, regulatory, ethical and social requirements</b></p> <ul style="list-style-type: none"> <li>▪ Develops strategic improvement plans for governance.</li> <li>▪ Works strategically with governing board.</li> <li>▪ Monitors compliance with legal, regulatory, ethical and social requirements across the school and extended services.</li> <li>▪ Ensures that the school has a compliant sustainability plan.</li> </ul> <p><b>Manages risk</b></p> <ul style="list-style-type: none"> <li>▪ To proportionate risk management and a school culture in which staff are risk aware but are confident and prepared to take acceptable risks in undertaking activities.</li> </ul> <p><b>Foster Catholic Salesian Work practices</b></p> <ul style="list-style-type: none"> <li>▪ Work with the Headteacher to support the spiritual, moral, social and cultural development of the school.</li> <li>▪ Measures, analyses and reviews organisational performance within the context of organisational culture. Leads and develops organisational culture in and out of schools that translates vision into action in line with the Catholic Salesian ethos of the school.</li> <li>▪ Uses national and international trends to build future scenarios and assess their implications at a local level.</li> <li>▪ Fosters a learning culture in which individuals and collective success is recognised and celebrated.</li> <li>▪ Develops a whole school culture of best practice and best value.</li> <li>▪ Fosters an open, fair and equitable culture.</li> </ul> <p><b>FACILITATING CHANGE</b></p> <p><b>Plans, lead and implement organisational change</b></p> <ul style="list-style-type: none"> <li>▪ Innovates and supports change management within and across the school.</li> <li>▪ Understands and manages the political, bureaucratic and resource barriers to change.</li> <li>▪ Thinks conceptually to identify new and improved ways of operating and overcoming barriers.</li> </ul> <p><b>Develops innovation</b></p> <ul style="list-style-type: none"> <li>▪ Develops an organisational strategy for innovation across the school and wider settings.</li> <li>▪ Successfully communicates, leads and implements proportionate innovative projects across the school and extended services.</li> <li>▪ Think creatively.</li> <li>▪ Develops systems for measuring and reporting on proportionate innovation within and across the school and providing information on organisational performance to relevant parties.</li> </ul>	

- Recognises and manages proportional risk in innovation and encourages others to take acceptable risks in pursuing innovation.
- Be a lead in facilitating industry links with school securing alternative sources of income – e.g. sponsorship.

#### **Build capacity for organisational change**

- Encourages a problem-solving approach by all teams to address any weaknesses and remove obstacles to whole school improvement.
- Evaluates proposals and takes critical decisions to implement and resource organisational change projects.

### **WORKING WITH PEOPLE**

#### **Allocate and monitor the progress of work**

- To lead and monitor the progress of work across the whole school.
- To manage the extended schools including school lettings and multi-agency teams using the school site.
- To plan work considering priorities and critical activities across whole school teams, extended services and multi-agency teams.

#### **Develop productive relationships with colleagues and stakeholders**

- Consults with colleagues and stakeholders in relation to key whole school decisions and activities taking account of views, priorities, expectations and risks.
- Recognises, monitors wider developments and manages political and diversity issues when dealing with colleagues and stakeholders.
- Represents the school and facilitates the work of the Parent, Staff Association.

#### **Manage staff performance and development**

- Builds leading edge multi-professional networking and learning communities.
- Promotes a culture of continuous performance improvement.
- Leads training for all staff on H&S/data protection/GDPR.

#### **Build, develop and lead teams**

- Strategically leads and develops multi professional teams across the whole-school.
- Celebrates team and individual successes together promoting achievements locally, nationally and internationally.

#### **Be accountable for ensuring compliance with the Schools Financial Value Standards (SFVS). Appropriate use of financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the Headteacher accordingly.**

- To ensure annual estimates of income and expenditure are prepared for approval by governors.
- To interpret matters of policy, procedure and statute, to ensure the schools' compliance, including the preparation of policies, guidance and working procedures.
- To lead and prepare appraisals for particular projects and the development of long-term initiatives for the school as appropriate.
- To be accountable for ensuring all financial returns for the DfE, LA and other central and local government agencies are submitted within statutory deadlines.
- To maximise income generation within the ethos of the schools and meet the annual budget requirements for income generation.
- To be responsible for the management of the finance staff, ensuring its efficient operation according to agreed procedures, good financial practices and 'Best Value' principles.

- Prepare accurate reports in advance of, attend and actively participate at Governing Board Finance, Premises & Staffing Committee meetings.
- To oversee the management of the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the schools maximise their potential from the LA.
- To oversee where appropriate capital bids to the diocese, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors and manage thereafter.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets effectively.
- To ensure that information given to staff, students and parents is accurate and readily accessible and that it is stored confidentially when appropriate.
- To ensure inventories of equipment and stock are maintained; all statutory and statistical returns are completed as appropriate; the efficient running of the IT administration systems.
- To work with colleagues to develop a modern, leading edge, strategic ICT plan for the school that supports effective learning and teaching, the administration of pupil data and other school administrative functions.

### **Manage Health, Wellbeing and Safety**

- Leads an organisational culture in which health and safety is prioritised across both the school and extended school services informing the school's strategy, planning and decision making.
- Supports and ensures well-being initiatives for all people, students and users of community and extended school services.
- To ensure that the school has an effective and up to date health and safety policy which is reviewed and including the introduction of all Risk Assessment procedures advising all staff as appropriate.
- Ensure that all members of staff, students and partner organisations on site are aware of their responsibilities for promoting safe working practices and the need to protect visitors who may be present.
- To ensure there are systems in place to ensure the installation and routine maintenance of equipment for fire protection and escape.
- To ensure emergency procedures are current and timely.
- To ensure that all accidents are reported and investigated and appropriate action taken to minimise the risk of recurrence.
- To ensure trends are monitored and accident prevention is promoted and that an annual safety report is prepared for governors.
- To join with others in promoting health and wellbeing amongst staff and students.
- To oversee Educational Visit working with the EVC Coordinator for all educational visits both day visits and residential.
- To work with the catering manager and catering consultants to ensure that menus are well balanced and include healthy options in line with statutory guidance.
- To take a lead role in planning for evacuation and inevacuation procedures and develop a plan for disaster recovery.

### **Manage physical resources**

- Lead and strategically manage physical resources across school and services considering future demands and priorities.
- To lead on site development matters; to represent the school in meetings and on strategy groups with respect to the future development of the school facilities within Bolton.

- To lead on compiling, and implementing, a Premises Development Plan including energy conservation;
- Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
- Advising on all health & safety matters, including measures in the event of emergencies.
- To be responsible to the Headteacher through liaison with the Facilities Manager for the security, maintenance, heating, cleaning and other general site services within the premises.
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering including Compulsory, Competitive Tendering.
- To ensure the quality of work by contractors, site and cleaning staff is monitored, reporting to Governors as appropriate.
- To ensure the school transport requirements are met efficiently and effectively, with a view to both cost and safety.
- To take the lead on GDPR as the nominated data controller and to facilitate the data breach log.

#### **Manage environmental impact**

- Promotes and ensures a culture of continuous improvement and efficiencies linked to minimal environmental issues.
- Seeks and achieves environmental standards and awards.

### **ACHIEVING RESULTS**

#### **Implementing school service improvements**

- Leads a framework and organisational culture in which marketing school services inform marketing strategy, planning and decision making.
- Lead and strategically manages school improvement services across extended school(s) considering future demand priorities and issues.
- Engages regularly with students, parents, communities and stakeholders to deliver effective school service provision.

#### **Manage projects**

- Strategically leads and monitors the progress of complementary projects across the school including large building work projects and holiday/term time projects.

#### **Manage school processes**

- Strategically leads school business processes to enhance learning and teaching outcomes and personalised learning.
- Recognises, monitors wider developments and manages priorities, expectations and risks associated with future school business processes.

#### **Develop and strengthens community services**

- Leads, promotes and ensures a culture of continuous community centred service improvements across school communities.
- Create a stakeholder voice forum through our Student Voice and parental consultation groups.

- Develops and maintains effective strategic partnerships
- Seeks and achieves external recognition for innovative school community services.

#### **Improve school performance**

- Leads a consistent and continuous focus on students' achievement, using data and benchmarks to monitor school performance.
- Leads, demonstrates and articulates high expectations and sets stretching targets for school communities across extended services.
- Challenges underperformance at all levels.

#### **Customer Care**

- To provide quality services that are what our students, governors, parents and staff (community) want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To quality assure services delivered.

#### **MANAGING SKILLS IN SELF AND OTHERS**

##### **Managing own resources**

- Delegates tasks, responsibilities and maximises use of own resources.
- Role models exemplary time management and work-life balance principles.

##### **Maintain CPD**

- Uses research methods to inform and extend professional development for self and seek qualifications at higher degree level.
- Engages in dialogue with other professionals to reflect on their own personal and professional learning.

##### **Develop personal networks**

- Develops professional communities and multi agency networks through on-going collaboration and networking.
- Builds collaborative learning cultures and actively engages with other schools to build effective learning communities.
- Extends networking opportunities including mechanisms such as conferences, seminars, local groups, discussion forums, professional development programmes and on-line communities.
- Make active use of the information and resources gained through personal networks, to develop own skills and contribute to fostering distributed leadership.

##### **Maintain professional values and ethics**

- Leads and mentors' professional colleagues through local and national networking groups by raising the professional profile and representing professional views.
- Leads and embeds the school business management role across educational services.
- Acts with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the school.

### **Provide leadership**

- Develop leadership structures across a range of agencies and learning providers.
- Uses different and appropriate leadership styles in different situations and seeks and makes use of feedback on leadership performance.
- Understands the dominant types of organisational culture in education and their strengths and limitations.
- Creates an inclusive and innovation leadership approach that enables wider collaboration and develops schools' abilities to respond to new opportunities.
- Is integral to the School Self Evaluation process.

### **Plan school improvements**

- Develops strategic school improvement plans across extended services.
- Taking a leading role in the development and implementation of the strategic school improvement plan and future resource requirements including new school builds.

### **Valuing Diversity**

- To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

# Person Specification for School Business Manager

**JOB TITLE:** School Business Manager

**STAGE ONE** Disabled Candidates are guaranteed an interview if they meet the essential criteria

<b>MINIMUM ESSENTIAL REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT</b>
<b>1. Skills and Knowledge</b>	
1.1 In depth previous experience and understanding of financial management, budget setting, computerised systems for budget monitoring and reporting.	Application Form / Interview
1.2 Previous experience and understanding of financial regulations and good financial practice.	Application Form / Interview
1.3 Theoretical, practical and procedural knowledge across the areas within the job specification including full working knowledge of relevant policies/codes of practice/legislation.	Application Form / Interview
1.4 Previous experience of leading and managing teams and the use of performance management strategies.	Application Form / Interview
1.5 Experience of benefit realisation of effective use of technology and prior experience of systems and networks in schools.	Application Form / Interview
1.6 Proven knowledge of employment legislation and related policies and procedures to deploy and manage staff effectively.	Application Form / Interview
1.7 Previous experience of project management and understanding of work allocation systems. To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes.	Application Form / Interview
1.8 Prior knowledge and understanding of DfE, LA, OFSTED and Examining Board policies, practices, procedures and statutory requirements.	Application Form / Interview
1.9 In depth previous experience of financial regulations and good financial practice.	Application Form / Interview
1.10 Demonstrable strong team leadership and motivational skills to influence the teams reporting to him/her and lead the schools as part of the senior team.	Application Form / Interview
1.11 Excellent communication, negotiation and persuasion skills when working with students, staff, contractors, Governors and the community.	Application Form / Interview
1.12 Excellent budget management skills and the ability to present and explain financial information in simplistic terms for all to understand.	Application Form / Interview
1.13 Demonstrable high-level analytical skills to analyse budget and other information and draw appropriate, relevant conclusions.	Application Form / Interview

1.14 Excellent organisation and prioritisation skills. An ability to manage self and multi disciplinary team effectively.	Application Form / Interview
1.15 Advanced ICT skills.	Application Form / Interview
1.16 Initiative and independence to work with minimum reference to the Head Teacher or Governors, whilst keeping them informed of the financial position and relevant issues.	Application Form / Interview
1.17 Ability to self-evaluate learning needs and actively seek learning opportunities	Application Form / Interview
<b>Customer Care</b> - Listen and respond to customer needs, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application Form / Interview
<b>Valuing Diversity</b> - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	Application Form / Interview
<b>Developing Self and Others</b> - Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. Support others' learning and share learning with others.	Application Form / Interview
<b>2. Experience/Qualifications/Training etc.</b>	
2.1 Previous experience of working within a school / learning environment with responsibility for monitoring and managing budgets at a senior level	Application Form / Interview
2.2 Previous experience of SIMS & FMS packages essential.	Application Form / Interview
2.3 Previous experience of statistical returns e.g. DEF and of reporting to a board of governors and senior team	Application Form / Interview
2.4 Previous experience of successful management of a team of staff – ideally with responsibilities across specialist and diverse activities	
2.5 Experience of the implementation, development, management and operation of school and wider based systems	Application Form / Interview
2.6 Evidence of recent and relevant CPD and a willingness to participate in relevant training and development opportunities	Application Form / Interview
<b>3. Work Related Circumstances – Professional Values and Practices</b>	
3.1 High expectations of all students, respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements in keeping within the ethos of a Catholic school.	Application Form / Interview
3.2 The role holder will be required to dress and act at all times as an example to the students within the school and to create a professional image for parents and other visitors.	Application Form / Interview

3.3 Ability to build and maintain successful relationships with students and adults, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	Application Form / Interview
3.4 Demonstrate and promote the positive values, attitudes and behaviour they expect from the students and adults with whom they work or meet.	Application Form / Interview
3.5 Ability to work collaboratively with colleagues and carry out roles effectively, knowing when to seek help and advice.	Application Form / Interview
3.6 Ability to liaise sensitively and effectively with parents and carers recognising their role in student learning.	Application Form / Interview
3.7 Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form / Interview
3.8 Desirable - Practicing Roman Catholic	Application Form / Interview/Reference

**STAGE TWO - Will only be used in the event of a large number of applicants meeting the minimum essential requirements**

<b>Additional Requirements</b>	<b>Method of Assessment</b>
<b>1. Experience / Qualifications / Training</b>	
1.1 Essential - NVQ Level 4, Degree or equivalent qualification – Highly desirable - post graduate qualification. 1.2 Essential - NCSL – Certificate in School Business Management	Application Form / Interview/ original documents

<b>Date Job Description prepared/updated February 2025</b>
<b>Job Description prepared by Mr M Fitzsimons</b>

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy as published in the Staff Handbook and having regard to the School Teachers' Pay and Conditions Document.*