



**CARDINAL HEENAN**  
CATHOLIC HIGH SCHOOL

## Cardinal Heenan Catholic High School

### Job Description

<b>Postholder</b>	<b>Assistant School Business Manager</b>
<b>Line Manager</b>	School Business Manager
<b>Salary</b>	S01 – S02 depending on experience. Points 23-25, 26-28 (£30,151 - £34,723) pro rata
<b>Details of Appointment</b>	37 hours per week term time only plus additional days 8:00 am – 4:00pm Monday – Thursday and 8:00am to 3:30pm Friday
<b>Job Purpose</b>	To work with and enhance the School Business Management Team to ensure that the school is able to provide the best support for staff and students, ensuring that the school facilities and resources are well managed and resourced.
<b>Key Tasks</b>	<ul style="list-style-type: none"> <li>• To assist with the financial management of the school in line with financial regulations, ensuring that internal and external requirements and deadlines are met.</li> <li>• To assist with the administration of human resources processes.</li> <li>• To contribute to and support the day to day operations of the school.</li> <li>• To support the school’s administrative functions through planning, developing, designing and monitoring administrative systems and procedures.</li> <li>• 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.</li> <li>• To assist in the procurement process, including securing appropriate service contracts and service level agreements, licences and insurance ensuring compliance and best value for money.</li> <li>• To work with the Facilities Manager to ensure that the school grounds, premises and buildings are maintained to a high standard.</li> <li>• To support the implementation of the school’s health and safety policies and procedures as directed.</li> </ul>

	<ul style="list-style-type: none"> <li>• To assist with the management of support staff including overseeing performance management (appraisals).</li> <li>• To assist with income generation, including through lettings and the promotion and marketing of the school.</li> <li>• Identify and raise opportunities for improving procedures and processes within teams to support the continuous improvement of services.</li> <li>• Deputise for the School Business Manager in their absence as appropriate.</li> <li>• Undertake relevant CPD to develop your experience and competence in School Business Management</li> <li>• 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.</li> </ul>
<p><b>Other Tasks</b></p>	<ul style="list-style-type: none"> <li>• To commit to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines.</li> <li>• 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.</li> <li>• To assist in providing an atmosphere in which effective learning can take place.</li> <li>• To support the promotion of positive relationships with parents, carers and outside agencies.</li> <li>• To work within school policies and procedures.</li> <li>• Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role.</li> <li>• Attend training and continuous professional development events and be responsible for their own professional updating.</li> <li>• To ensure high standards of professional appearance in line with the school's dress code.</li> <li>• Ensure promotion and support of Equal Opportunities and Health &amp; Safety.</li> </ul>