



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Recruitment Pack

Assistant School Business Manager

Full time, Permanent role starting October 2024

Closing date: Monday 23 September at 9am

Our School

Thank you for your interest in working at our school. I hope that the information below will help to give you a good understanding of the school and our values, and that you can see yourself contributing to our continued success.

Cardinal Heenan Catholic High School is a very successful 11-16 school in Leeds. We are heavily oversubscribed in applications each year demonstrating our reputation in the wider community. Our students come from across Leeds, attracting a diverse range of socio-economic backgrounds – we are proud to be a truly comprehensive Catholic school. At Cardinal Heenan we have a strong focus on the personal development of all of our students and encourage in everyone a desire to achieve to their full potential in all areas of school life - spiritual, academic, creative, physical and emotional. Whilst valuing and achieving academic excellence through strong academic, vocational and extra-curricular programmes, it is equally important to us that students are able to develop into well-rounded, happy, capable, tolerant, compassionate people who recognise their self-worth and strive to be the best person that they can be.

We have an incredible staff team at Cardinal Heenan and colleagues at every level are encouraged to develop their own practice and experience. We are fully committed to developing staff and provide every opportunity for appropriate and effective CPD. The successful candidate will be joining a school that has a happy, friendly and committed staff, where each member of staff is supported and encouraged to develop professionally. We have excellent links with our local schools and work well together to support the education of the young people in Leeds. We have particular links with the Catholic schools and Academies, colleges and university in Leeds and have a commitment to develop collaborative working through such networks. Our school is a happy and enjoyable place to work. Colleagues at all levels are supportive and our students are wonderful.

This appointment comes at an exciting time for the school as our current PFI (Private Finance Initiative) comes to an end in the summer of 2025 – opening up new opportunities to develop our school still further. We are keen to receive applications from colleagues who have previous experience of working within schools or who have similar transferable skills that would allow you to contribute to the successful transfer from PFI school to running our own facilities whilst ensuring the school continues to provide outstanding facilities and opportunities for our students and staff. We are looking for a team player, who is flexible and supportive and has an ambition to help make our school even better.

I hope that this has given you a brief insight into our school community, but please visit our website for further details of what our school offers with links to our Ofsted report, Diocese of Leeds report and school prospectus. If, following your research, you have any questions about our school or you would like to visit the school, please contact Angela Fieldhouse (afe@cardinalheenan.com).

Applications should be emailed to: recruitment@cardinalheenan.com by 9am on 23 September. Thank you once again for taking the time to apply for this post and good luck.

Mr D Kelly
Headteacher

Assistant School Business Manager

Grade S01—S02, Points 23-25, 26-28

Salary £32,076 - £36,648, pro rata to weeks worked

37 hours per week, 52 weeks per year. (Term Time only + additional days may be considered)

Permanent Post Required As Soon As Possible

Our school is a happy school, where relationships are positive, respect is prevalent and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors. Our staff work incredibly hard to ensure that our students get everything that they could possibly need in order to achieve and we have an active staff community with regular social events and outstanding support networks.

Governors are seeking to appoint an enthusiastic and highly motivated Assistant School Business Manager. This is an exciting position for an experienced, organised and proactive person. You will work alongside the School Business Manager, HR Officer and other key staff to help support all business aspects of the school.

We encourage our staff to develop their career path, and offer opportunities to access CPD and training. We envisage that the successful candidate will take a leading role in moving the school through our PFI contract termination (2025) and see opportunities for significant development of responsibilities and role.

This is an exciting time to join our happy, oversubscribed school and be part of a dynamic team who contribute to our school community. If you can offer vision, drive & a commitment to supporting our Catholic school, and will share our commitment to improving the life chances of young people regardless of background, we would like to hear from you.

Willingness to support the Catholic ethos of the school is essential.

Further details and our Catholic Education Service application form is available from the school website www.cardinalheenan.com. If you would like any further information about the role or department, or would like to visit the school, please email recruitment@cardinalheenan.com.

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates can offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

Closing date: Monday 23 September 2024 at 9:00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.

We promote diversity and want a workforce which reflects the population of Leeds.

Job Description

Postholder	Assistant School Business Manager
Salary/Scale of Post	S01 – S02 depending on experience. Points 23-25, 26-28 (£32,076 - £36,648) 37 hours per week. 52 weeks per year full time. Term time only, plus additional days may be considered.
Line Manager	School Business Manager
Job Purpose	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.

Key Tasks	<ul style="list-style-type: none"> • To assist with the financial administration of the school in line with financial regulations, ensuring that internal and external requirements and deadlines are met. • To assist with the administration of human resources processes. • To contribute to and support the day to day operations of the school. • To support the school’s administrative functions through effective planning, developing, designing and completion of administrative procedures. • Administration and coordination of orders and deliveries • 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 best value for money. • To work with the Facilities Manager to ensure that the school grounds, premises and buildings are maintained to a high standard. • 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 overseeing performance management (appraisals) as required. • To assist with income generation, including through lettings and the promotion and marketing of the school. • To manage the updating of the school’s website and monitor regularly to ensure it is compliant. • To oversee the school’s use of social media – ensuring regular and positive updates are shared across a range of platforms.
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Key tasks...	<ul style="list-style-type: none"> • Deputise for the School Business Manager in their absence as appropriate. • Undertake relevant CPD to develop your experience and competence in School Business Management. • 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.
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Other Tasks	<ul style="list-style-type: none"> • To commit to safeguarding and promoting the wellbeing of all children in line with school policy and national guidelines. • 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. • Attend training and continuous professional development events and be responsible for their own professional updating. • To ensure high standards of professional appearance in line with the school's dress code. • Ensure promotion and support of Equal Opportunities and Health & Safety.
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Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	
			Application – A Interview – I References - R
Qualifications/Training			
GCSE English Language and Maths Grade C or above (or equivalent)	✓		A, I
Willingness to undertake training if required	✓		A, I
Professional / other qualifications		✓	A, I
Working towards or willing to work towards the Diploma for School Business Managers		✓	A, I
Experience			
Experience of working in an administrative role, working with finance and/or HR	✓		A, I, R
Experience of working in a busy school environment		✓	A, I, R
Using Microsoft Office and other IT programmes	✓		A, I, R
Comprehensive understanding of the work practices and procedures relevant to the role		✓	A, I, R
Experience of managing budgets and resources		✓	A, I
Good written and verbal communication skills	✓		A, I, R
Experience of short, medium and long term planning		✓	A, I
Knowledge of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements		✓	A, I
Experience of working in a fast-changing environment where you are able to demonstrate your initiative	✓		A, I



Person Specification

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References - R
Specific Aptitude			
Good timekeeper	✓		A, I, R
Work effectively as an individual and as part of a team	✓		A, R
Good interpersonal skills including influencing skills	✓		A, R
Willingness to constructively challenge the work of self and others to continually improve own and team performance	✓		A, I, R
Well organised and confident	✓		A, I, R
Ability to meet deadlines	✓		A, I, R
Ability to carry out work in an accurate, calm, clear and positive fashion	✓		A, R
Open and honest approach	✓		I, R
An interest in developing your own experience and ability	✓		A,I
Motivation and Social Skills			
Show initiative	✓		R
Supportive of the school Catholic ethos	✓		A, I, R
Has vision, energy and enthusiasm	✓		R
Flexible, positive attitude to work	✓		I
Ability to contribute to other aspects of school life	✓		I, R
Smart, professional appearance	✓		I, R
Commitment to safeguarding and promoting the wellbeing of all children	✓		I

Safer Recruitment

Cardinal Heenan is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Application Form

If you wish to apply for the vacancy, please complete our Catholic Education Service application form which is on the school website (www.cardinalheenan.com).

References

Please include the contact details of 2 referees on your application form.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references on all short-listed candidates, where possible prior to interview.

If currently employed, one reference must be from your current manager and the other from the establishment before that. The reference for school based staff must be the Headteacher.

Referees will be asked for information about:

- all disciplinary offences (including those where the penalty is “time expired” if related to children) and
- all child protection allegations including the outcome of any child protection investigations.

Disclosure and Barring Service (DBS) Check

Before any offer of employment can be confirmed a satisfactory enhanced DBS check must be completed.

Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020), all roles at our school are classed as regulated activity and as such an enhanced DBS check will be carried out.

We will also conduct checks against the DfE Barred List and conduct a check to see if a Prohibition Order issued by the Secretary of State for Education or GTCE sanction exists for roles in the teaching profession.

Online Checks

Online checks will be carried out for all shortlisted candidates to determine if there is any information in the public domain that may impact on their suitability to work in a professional role with children.

The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview.

The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.

Right to Work in the UK

All applicants will be asked for verification of their identity and proof that they are entitled to live and work in the United Kingdom. Original documentation will be required.

Our Commitment to Wellbeing

The term “wellbeing” can be used to describe our holistic health, including our physical, mental and emotional health. When we have good levels of wellbeing we feel that life is in balance and that we can generally cope well. We feel motivated and engaged and that we can “bounce back” from life’s challenges.

(Supporting staff wellbeing in schools, Anna Freud Foundation, 2023)

At Cardinal Heenan Catholic High School our Catholic identity drives our mission to look after our staff body and we understand that happy, healthy staff add so much to the communities that they so proudly serve. Staff are proud to work at this school. We are also acutely aware of the challenges existing across the profession, and we see it as our duty to support our colleagues. We have a strong commitment to wellbeing.

Our wellbeing initiatives include:

Catholic Life

- A strong Chaplaincy tradition so that all staff can feel part of the Catholic Community.
- Voluntary staff prayer every Friday morning.
- Fortnightly voluntary Masses held in school for both staff and students.
- Staff have access to Catholic Care support services.

Staff Professional Development

- A clearly planned and structured internal CPD provision that develops teaching and support staff.
- Bespoke support for individual career progression.
- All new initiatives are workload assessed.
- Fully supportive of external CPD opportunities for all staff.
- A staff wellbeing library where staff can borrow books and resources to support their wellbeing.

Workload

- Teaching ratio of 83% to support staff development.
- Careful consideration given to staff timetables.

Communication

- A visible and approachable SLT who all hold wellbeing as a key value for the whole school community.
- Clear communication with staff in the form of a weekly staff briefing and bulletin.
- Wellbeing drop in’s so that staff can share views.
- Supervision support for support staff.
- A staffroom committee which meets with the headteacher regularly.
- Regular staff surveys.
- Staff suggestion box.
- Solution Circles for staff to share their concerns and support other staff.
- Staff have access to Leeds City Council Employee Assistance Service.

Community

- A welcoming, supportive and active staffroom.
- Staff activities including weekly HIIT, staff football, cake Friday.
- Fair and open opportunities for all to attend trips and events.
- Whole school staff recognition in the form of weekly “staff star”.
- Staff gratitude slips.

Inspiring excellence by encouraging every individual to be the person God calls them to be.

Our Mission Statement

John Carmel Heenan (1905-1975) was Bishop of Leeds, Archbishop of Liverpool and Cardinal Archbishop of Westminster. This school is a living tribute to a very faithful servant of God. We are proud to bear his name.

We wear the word Veritas (Truth) on our school blazers in memory of St Thomas Aquinas. He lived a life of prayer and study which led him to the Dominican Order, whose motto is “Veritas” or “Truth”. He sought truth wherever it could be found and burned with the desire to know the one truth, God, which gives meaning to all truths.

The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. Our aim is to **inspire excellence by encouraging every individual to be the person that God calls us to be**, in preparation for this life and the life to come.



Cardinal Heenan Catholic High School

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www.cardinalheenan.com