



School Business Manager

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark

Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,
Mike Wilson
Headteacher
St Gregory's Catholic School



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 28 academies of which 23 are primary schools and five are secondary schools.

A seven-form entry secondary school located in Tunbridge Wells, St Gregory's is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks. As an inclusive academy, its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world.

In its most recent denominational inspection in June 2024, St Gregory's was judged as 'Outstanding' for Catholic Life and Mission and 'Good' for both Religious Education and Collective Worship and, in its latest Ofsted inspection in October 2024, the school was judged as 'Good' in all areas. At the heart of the report is recognition of the school's mission to ensure that 'every child is known and loved' inspectors highlighted a "warm and welcoming environment", where students feel valued, supported and able to thrive.

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School vision and values

Our Vision

We provide every student in our care with a world-class Catholic education, welcoming them into our inclusive and caring community in which **every child is known and loved.**

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach the opportunities of their education with vigour. We aim for our students to adopt the role of servant leaders, acting with empathy and integrity to make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

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School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance
- Demonstrate respect, compassion and empathy towards the beliefs and values of others

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Role description

St Gregory's Catholic School is seeking a highly skilled and motivated **School Business Manager** to play a key strategic role in supporting our Catholic educational mission. Reporting directly to the Headteacher and working in close collaboration with Kent Catholic Schools' Partnership (KCSP), this is an exciting opportunity to lead on finance, estates, health & safety, and operational management across our thriving school community.

If you are an experienced, solution-focused professional with a strong background in financial planning and school operations, we would love to hear from you.

Benefits of working at St Gregory's Catholic School

- A supportive and caring working environment for staff and students
- As part of KCSP (Kent Catholic Schools' Partnership), our staff have access to excellent training opportunities, access to formal qualifications as well as specialist courses and conferences.
- Generous Pension scheme for all staff
- Access to our Fitness Suite
- Access to Kent Rewards which offers a range of local and national discounts in shops and health clubs, as well as discounts on travel, holidays, insurance and Kent Adult Education courses.
- Flu vaccination reimbursement
- Eye test subsidy
- Employee Assistance Programme which offers confidential, practical and emotional support including financial guidance, legal enquiries, counselling, and additional support services



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Job description

Title	School Business Manager
Salary	KR12 (£50,239 – £58,491)
Responsible to	Headteacher
Hours	37 hours per week
Weeks	Full Time, all-year-round

The **School Business Manager (SBM)** will be accountable to the Headteacher of St Gregory’s Catholic School but the role will also include intermittent reporting as required/requested to Kent Catholic Schools’ Partnership (KCSP) CEO and Chief Financial & Operations Operator.

Purpose of the Post

To play a key role in contributing to the achievement of the school's Catholic educational vision through sound financial planning and accountability, and by helping to ensure a safe and secure school environment.

To have overall responsibility for the strategic financial planning and management, Payroll, Estate Management, Health & Safety, and services managed by contract of St Gregory's Catholic School and to advise the Headteacher and Local Governance Committee on all matters of a financial and service provision nature.

To discharge the above in line with the overall Catholic ethos and financial position of KCSP, working to KCSP’s Chief Financial & Operations Officer so that KCSP’s strategic financial imperatives are maintained and ensured.



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Job description

Key Responsibility Areas

Strategic Finance

- Working to Chief Financial & Operations Officer to help ensure school budgets align with the ongoing integrity of KCSP's accountabilities as a Catholic multi-academy trust (MAT).
- Play an active part in helping devise and ensure the implementation of KCSP's vision as a Catholic MAT.
- Financial Planning, Management, and Monitoring in respect of St Gregory's Catholic School:
 - Prepare Three Year Financial Forecasts.
 - Prepare the annual budget as part of three-year financial plans.
 - Prepare the financial reports, estimates, and financial returns required by KCSP Central Office and the EFA.
 - Ensure the effective operation of financial control within the school, and look to achieve value for money in all expenditure.
 - Develop and update appropriate financial regulations and work with the Headteacher to ensure compliance.
 - Promote best practice and ensure compliance with the financial processes and procedures set out in the policies of the Multi Academy Trust and Academies Financial Handbook.
 - Devise appropriate accounting procedures to control, monitor, and disburse the school's budget.
 - Oversee and ensure all significant control processes are completed each month.
 - Ensure preparation of monthly management accounts and periodic re-forecasts as required by KCSP Central Office.
 - Monitor cash flow.
 - Prepare financial appraisals of projects as necessary.
 - Ensure Local Governance Committee meetings have high quality and all necessary information in order to discharge their duties effectively.
 - Attend Local Governance Committee meetings as required and agreed with the Headteacher.
 - Be responsible for the school's procurement and contract management, monitoring service agreements and contracts for effectiveness of delivery, and ensuring the school receives value for money.
 - Compare financial performance against other schools.
 - Ensure the school's compliance with the requirements of a school that is part of a MAT.
 - Develop and maintain a Risk Register for the school.
 - Develop and maintain a Business Continuity Plan for the school.

Job description

Estate Management

- Oversee the effective management and maintenance of the school's grounds and buildings.
- Oversee the effective planning, management, and delivery of significant building projects.
- In conjunction with the Headteacher, develop plans and processes to be adopted by the school which ensure the effective management and maintenance of the school's grounds and buildings.

Health & Safety

- Develop and update appropriate policies and procedures for adoption and lead implementation in the school to ensure compliance with the health and safety (H&S) policy and relevant legislation by the school.
- Support the Headteacher in the effective implementation of those policies.
- Be a key member of the school's Health & Safety Committee.
- Develop and update appropriate policies and procedures for adoption and implementation in the school relating to contractor safeguarding and all contractor activities.
- Ensure adequate funding is budgeted for H&S matters.
- Liaise with the H&S Executive (HSE) and emergency services as appropriate.

IT Systems

- Oversee the effective management of IT Network Support across and in the school.
- Support the provision of an effective IT infrastructure which meets the evolving needs of the school and aligns with any overall strategic position of the Trust.
- Develop and update financial, management accounting, and administrative systems in line with school and Trust requirements.
- Oversee ICT functions as appropriate to the school.

Payroll/HR

- Oversee the effective management of the payroll service and act as liaison with the external payroll provider (SPS), ensuring payroll audit trails adhere to guidance, and appropriate checking and authorisation is carried out each month.
- Ensure school HR records are consistent in SIMS (workforce census); SPS (payroll) and OROVIA (budget system).
- Deal with personnel matters relating to salary, pension, and HMRC enquiries.

Procurement

- Develop and update appropriate policies and procedures for adoption and implementation in the school concerning the buying and ordering of all school supplies and services.
- Monitor the operation of policies concerning buying and ordering, and prepare such reports as may be required.
- Ensure that contractual relationships with suppliers deliver best value and are consistent with Catholic ethos, values, and policy.

Job description

Audit Services

- Advise Governors and Headteacher on financial regulations implemented by KCSP and the ESFA.
- In conjunction with KCSP Central Office liaise with auditors and plan all audit arrangements.
- Implement audit recommendations.

Insurances

- In conjunction with KCSP Central Office make arrangements for appropriate insurance cover as required.
- Liaise with Insurance companies regarding claims and necessary inspections to preserve cover.
- Ensure all contractors engaged have appropriate insurance cover.

Asset Control

- Ensure accurate records are kept by the school of all assets via Parago.
- Develop and update appropriate policies and procedures for adoption and implementation in the school for the procurement, capitalisation, and disposal of all assets.
- Update, as part of one-year financial plans, an asset maintenance programme for the school.
- Prepare, as part of one-year financial plans, a detailed capital purchase programme for the school.
- Prepare bids to KCSP Central Office as necessary to access the MAT capital funding allocation.

Staff Management

- Provide line management for direct reports including all aspects of performance management.
- Provide leadership, motivation, support, and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour and performance are demonstrated.
- Support Headteacher with necessary information for teaching and support staff promotions and annual pay reviews.

Other areas

- Build and maintain strong relationships between the school and across KCSP.
- Attend public events as a member of the school Senior Leadership Teams (SLTs) as appropriate.
- Represent the school at KCSP finance forums, and KCC finance forums and EFA update meetings as required by KCSP's Chief Financial & Operations Officer.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

Person specification

Criteria	Qualities	Essential/ Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practicing Catholic	D
Qualifications and Training	Qualified accountant, ACCA, ACA, CIMA or equivalent, or with AAT qualification	D
	NVQ Level 4 in Administration/Business (or equivalent)	E
	Evidence of excellent ICT skills	E
	Evidence of appropriate continuing personal & professional development	E
	Qualifications at Level 6.	D
	CSBM qualification or equivalent professional experience and proven success/ability in financial management & strategic planning	D
	Successful leadership and management experience in a school or a relevant field outside education.	E
Knowledge & Experience	Involvement in school self-evaluation and improvement planning.	E
	Experience of managing financial systems & procedures	E
	Evidence of managing budget preparation & monitoring	E
	Experience of people & site management	E
	Appropriate awareness of data protection and associated security and confidentiality of data management	E
	Line management experience.	E
	Contributing to staff development.	E
	Experience of negotiating & monitoring contracts, tenders & quotes	D
	An awareness of current legislative issues facing schools & education with regard to finance and business management	D
	Evidence of leadership qualities & the ability to manage people successfully	D



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Person specification

Criteria	Qualities	Essential/ Desirable
Skills and Abilities	Proven ability to identify opportunities for improvement in services	E
	An ability to develop teams & train other staff	E
	Proven ability in strategic management, leadership & planning	E
	An ability to direct & co-ordinate the work of others, devolving responsibilities & delegating tasks	E
	Excellent attention to detail.	E
	Effective communication and interpersonal skills.	E
	Ability to communicate a vision and inspire others.	E
	Ability to build effective working relationships with staff and other stakeholders.	E
	Understanding of data protection and confidentiality.	E
	CSBM qualification or equivalent professional experience and proven success/ability in financial management & strategic planning	D
	Ability to prioritise, plan, organise & evaluate the work of specific areas of the schools	D
	Expert knowledge of financial management.	D
Leadership & Management & Personal Qualities	Commitment to promoting the Catholic ethos and values of the school.	E
	Demonstrate personal and professional integrity	E
	Think strategically, analytically and creatively and demonstrate initiative in solving problems	E
	Analyse and interpret information in order to make informed decisions and exercise good judgement	E
	Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school.	E
	Ability to work under pressure and prioritize effectively.	E
	Commitment to maintaining confidentiality at all times.	E
	Commitment to safeguarding and equality.	E
	Embraces change well.	E
	Deals with difficult situations effectively.	E
Approach to work	High motivation and professional commitment	E
	Confidentiality, integrity & reliability	E
	A commitment to and understanding of equality of opportunity	E
	Adaptable, flexible, diplomatic & committed to raising standards	E
	Willingness to undertake training in response to identified needs	E
	Ability to work on his/her own initiative	E

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Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach using [CLICK HERE](#)

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 28 April 2025 at 09:00 am

Start date: May 2025

All applicants need to have the Right to Work in the UK to be considered for this role.

This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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