

Applicant Information



ST. MARK'S CE SCHOOL

ONE SCHOOL • SERVING ALL • THROUGH EXCELLENCE

Executive Headteacher

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all - through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that teachers can teach and nurture students without being bombarded by bureaucracy. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

One School

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

Serving All

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

Through Excellence

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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School Business Manager

Grade: 12: £58,126-£61,769 FTE Actual: £53,766 - £57,136

**37 hours per week plus 3 weeks to be worked in the holidays
[7.15am to 5pm Mon, Tues, Thurs and Fri]**

We are seeking an experienced and strategic School Business Manager to join our Senior Leadership Team. In this pivotal role, you will be responsible for providing expert advice and support in the areas of finance, HR, ICT, facilities management, and administration.

Key Responsibilities:

- Lead the management and development of the school's financial resource, ensuring compliance with all relevant regulations and policies
- Prepare, manage, and monitor allocated budgets to achieve value for money
- Oversee the effective administration and maintenance of accounting systems and records
- Manage contracts, tenders, and agreements to secure the best value for the school
- Seek out grant opportunities and other income-generating initiatives
- Ensure safer recruitment practises are adhered to and oversee the recruitment process
- Maintain accurate HR records and support staff through processes such as absence management and disciplinary procedures
- Liaise with the IT team to manage the school's systems, networks, and equipment
- Oversee compliance and quality checks for the school's premises and health and safety procedures
- Provide strategic advice and support to the Senior Management Team and Governing Body

Qualifications and Experience:

- Relevant professional qualification in finance, HR, or a related field
- Significant experience in a senior business management role, preferably within the education sector
- Excellent financial management and budgeting skills
- Strong HR knowledge and experience in managing people-related processes and supporting all staff with their wellbeing,
- Proven track record in leading and managing teams
- Ability to think strategically and contribute to the school's overall vision and direction

Desirable Qualities:

- Proactive and solutions-oriented approach
- Excellent communication and interpersonal skills
- Ability to listen to staff wellbeing issues and be proactive and supportive.
- Ability to work collaboratively with a range of stakeholders
- Commitment to continuous improvement and professional development

Job Description

PURPOSE OF THE POST

To be a member of the school's Senior Leadership Team, providing advice and support in respect of the financial, HR, legislative, administrative, ICT and facilities management of the school

To contribute to the strategic vision of the school and acting as an effective and articulate ambassador to raise its profile

KEY TASKS

Finance

- To lead the management and development of the school's financial resource management and to ensure compliance with all relevant financial regulations and policies across the school.
- To prepare, manage and monitor allocated budgets, ensuring that value for money is obtained from any procurements
- To ensure the effective administration and maintenance of accounting systems and records and to prepare financial statements and returns as required
- To prepare, negotiate, manage and monitor contracts, tenders and agreements, ensuring best value for money,
- To actively seek grant opportunities and other opportunities to generate additional income for the school and make bids as required.
- Ensure all SCC timelines are met including budget setting, half year budget and SFVS.
- Ensure the financial year end is processed accurately and on time
- Meet with a governor on an annual basis to complete the SFVS return.
- Monitor the budget with the Finance Assistant on a monthly basis and advise the Executive Headteacher of any concerns.
- Work with the Finance Assistant to check the payroll reports to the access budgeting system.

HR

- Ensure safer recruitment practices are adhered to at all times.
- Oversee and monitor the recruitment process and report to the Executive Headteacher if there are any issues.
- Input accurate data into all HR systems ensuring all records including SIMS and the SCR are maintained.
- Oversee the production of contract paperwork and check that all new contracts or amendments are accurate and payroll have been advised in time for the pay run to reflect any changes.
- Oversee the return to work process including identifying and actioning cases that reach the trigger points.
- Action all absence requests and any resulting cover needs.
- Assist the Executive Headteacher with any investigations or any disciplinary actions. Perform the role of investigating officer as and when required including preparing the packs and presenting to the panel.
- Ensure all overtime or time in lieu requests are processed correctly.
- Make referrals to Occupational Health as necessary.

- Attend Capita briefings and amend practices to allow any new legislation to be implemented.
- Process the annual teacher and support staff pay rises.
- Monitor timekeeping for any concerns raised and for new staff whilst in their probation period.
- Ensure all leaders are working with new staff on their induction, monthly reviews and other procedures.
- To assist with personnel queries and to provide advice and support to staff.
- Be the staff mental health lead.

ICT

- To liaise with the Systems Manager regarding the school's IT systems, networks and equipment and the management of the asset register.
- Oversee subscriptions and licences to ensure no duplication and the products are fully utilised.
- Ensure GDPR and data protection is managed correctly by the IT team.

Premises

- Oversee compliance and the quality of checks and returns.
- Ensure all health and safety issues or concerns are quickly addressed.
- Review all associated policies including Fire Safety, Health and Safety and the disaster plan with the site manager and ensure they are taken to the governors in a timely manner.
- Review planned holiday works.
- Liaise with the site manager over the instruction of contractors ensuring the correct paperwork is in place.
- Perform a termly site walk with the site manager.
- Oversee and evaluate all fire drills and lockdowns and ensure they are within the required timescales.
- Work with the site manager to produce a 5-year affordable maintenance plan for the school.
- To liaise with the after school lettings company, the extended school's provider and nursery that leases the school premises to ensure any issues are quickly resolved

Governors

- Prepare reports for governors as required
- Attend governor meetings and present report as necessary
- Prepare paperwork for the pay committee on an annual basis

Leadership

- To deputise for the Executive Head Teacher in relevant areas of expertise
- To positively promote the school and identify opportunities to raise its profile within the local community and with other relevant audiences.
- To take a leadership role and provide strategic advice to the Senior Management Team and Governing Body on matters relating to Finance, Human Resource Management, ICT, Facilities Management and relevant legislation.
- To manage the school's finance, HR, site management, ICT and administration teams, providing leadership, guidance and support, setting priorities and objectives and managing performance.
- To prepare and send statistical reports and other returns to the Governing Body, LA, DfE and external organisations/bodies as required.
- Assist the Executive Headteacher with updating the annual staff handbook, code of conduct and HR procedures.
- Maintain confidentiality at all times.

General

- To manage a range of complex projects and initiatives, including managing organisational change, as may be required and as directed by the Executive Headteacher.
- To lead and oversee the arrangements for all lettings including the annual checks on the associated documentation.
- To ensure all teams are actively helping other areas of the school and provide a good service to visitors, parents and school staff.
- Monitor teams to ensure safeguarding is adhered to at all times, by all staff.
- To keep up to date with Government, Regional and local policies, understand the implications for the school and develop appropriate policies and procedures to reflect any new initiatives or changes in legislation/guidance.
- Monitor and review all parago requests for teams to ensure they are actioned promptly.
- Act as keyholder and respond to callouts as necessary.
- Highlight when statutory training is needed to the Executive Headteacher and ensure new staff complete this training.

Person Specification

Please find a separate document for this Person Specification

How to apply

Closing date: 10th March 2025
Interview date: 18th March 2025

If you would like to come for a tour of the school, please email
kwolf@st-marks-southampton.org.uk

To apply please visit our website:
<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

And complete the 'support staff' Application form, when completed please email
to: recruitment@st-marks-southampton.org.uk

If you need any more information on the role please call:
02380 772968.

St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires an enhanced DBS.



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