



HOLY CROSS

Multi-Academy Company

BUSINESS MANAGER
APPLICATION PACK

Our Motto, Mission and Aims

Our Schools

Coventry



Achieving together in faith



Holy Cross Catholic Multi-Academy Company

May 2021

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of Business Manager at Cardinal Newman Catholic Secondary Academy within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties, please contact the school.

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.



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The 'Relevant skills & experience' section of the form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

The closing date for receipt of applications is via email to suzanne.harris@cncs.school by 9.00am on Tuesday 8 June 2021.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.



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WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS CHECKS

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

Ms E O'Connor
Headteacher
Cardinal Newman Catholic School



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Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

High aspirations for all

Outstanding education - To create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance

Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do

Young people – who are resilient and make a positive contribution to their diverse and changing communities

Community - strengthening and nurturing the Catholic life of our schools

Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community

Optimising our resources to realise best-value by sharing assets and using economies of scale

Standards - To maintain the highest quality of Catholic education by ensuring accountability at all levels

Service to God by serving others in our school and local communities and national and international communities in need.



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JOB DESCRIPTION

JOB TITLE	School Business Manager
GRADE	Grade 10
HOURS	37 per week, all year round

Job Purpose : as a member of the School's Leadership Team, to ensure the effective and efficient provision of support services across the school : taking a lead in the strategic planning, organisation and delivery of financial and budgetary management, personnel and administration management, community administration, and ensuring that the site, premises, and associated services are developed to meet the educational aims, objectives, and changing needs of the school.

Duties and Responsibilities :

Senior Leadership Team – Strategic Role

- 1 To work with the central academy structure and Chief Financial & Operations Officer/Finance Office who will be coordinating large scale contracts such as catering, MFDs etc.
- 2 To contribute to the formulation of policy and planning within the School as a member of the Leadership Team, and to take a lead and be responsible for implementation on assigned matters with particular regard to the support services (including finance, HR, administration, site management, health and safety, risk assessment, community).
- 2 Develop and evaluate strategies, policies, processes and procedures to promote continuous improvement in quality, initiating and managing change in order to meet the organisational goals of the school's development, improvement and action plans.
- 3 To share with SLT responsibility for performance review.
- 4 To actively promote (and consistently apply) the school's ethos and culture amongst staff and students.
- 5 Through active involvement in the Leadership Team, ensure that all forthcoming events are appropriately catered for in terms of support services and availability of accommodation and resources.





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- 6 To attend Local Academy Committee meetings and other appropriate committees at the invitation of the Governors and/or when required by the Headteacher, providing appropriate information, advice and reports for Governors' consideration.

Finance

- 1 To prepare three year financial forecasts and other reports for the central MAC.
2. To advise the Head and Governors in investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
3. To prepare for approval by the Head and Governors the annual estimates of income and expenditure. To obtain agreement of budgets, and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
4. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Leadership Team accordingly.
5. To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review. To ensure the school follows the MAC operational procedures in line with the Academies Financial Handbook.
6. To monitor all accounting procedures and resolve any problems, including:
 - (i) The ordering, processing and payment for all goods and services provided to the school.
 - (ii) The operation of the bank account, ensuring that a full reconciliation is undertaken at least once per month.
 - (iii) Maintaining an Assets Register.
 - (iv) Preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
7. To assist in the preparation of the final accounts for the MAC and to liaise with the Auditors where necessary. To provide detailed management accounts for the Governors, Headteacher and MAC according to an agreed schedule, reporting immediately any exceptional problems.



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8. To be responsible for the operation of the payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
9. To assist in the preparation of all financial returns by the MAC for the ESFA and other central and local government agencies within statutory deadlines.
10. To be responsible for dealing with the school's rating assessment and VAT liabilities and advising on the financial implications of charitable status with respect to the current and any future tax legislation.
11. To maximise income generation within the ethos of the school.
12. To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations, in liaison with the MAC.
13. To negotiate, manage and monitor some contracts, tenders and agreements for the provision of support services. To assist the MAC in the procurement of MAC wide contracts. To purchase, either directly or indirectly, the school's energy supplies.
14. To be responsible for the arrangements for school facilities including:
 - (i) catering operations;
 - (ii) minibuses and drivers;
 - (iii) bookings for school facilities;
 - (iv) provision of facilities for additional tuition out of school hours, including Music.
15. Operating approved insurances and handling any claims that arise.

Human Resources

- 1 To undertake the role of HR Manager and to line manage the Assistant Business Manager in order to oversee arrangements for all support staff on matters relating to Resourcing, Employee Relations and Training and Development including overseeing recruitment and inductions procedures, ensuring procedures are adhered to.
- 2 To administer the grievance and disciplinary procedures as required, and ensure that Equal Opportunities and Health and Safety policies are complied with.



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- 3 To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination, data protection etc. and the implementation of these policies in the school.
- 4 To lead on the use and further development of an effective support staff personal development and training policy, and to ensure the ongoing monitoring and evaluation of the review process identified within it.
- 5 To continuously develop and train the support staff team in order to meet changing requirements and roles, keeping them fully informed about issues such as workforce reform and single status.
- 6 To ensure that the support staff team provide a high quality support service to the school, and are valued as partners to the teaching team.
- 7 To ensure the provision of appropriate and timely support in personnel matters required in connection with teaching staff, including the coordination of administration for teacher recruitment.
- 8 To ensure that the sickness notification, self-certification and absence recording procedures are correctly applied for all employees [including teaching and support staff] throughout the School.
- 9 To liaise with the MAC payroll provider, providing information in a timely manner, and seeking advice and guidance as necessary.
- 10 To formulate, monitor and implement the school's safety policies in conjunction with, and through supervision of the Site Officers.
- 11 To ensure the provision of a school meals service within the School in liaison with the MAC catering provider.

Administration

- 1 To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures and record systems throughout the School, including the administration and operation of related IT systems.
- 2 To initiate and lead revisions of local policy and activities within the School relating to finance, support staffing, administration, clerical procedures, new technology applications, lettings and other relevant matters as required by the Headteacher.



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- 4 To prepare statistical returns to the MAC and other outside agencies as may be required by the Headteacher.
- 5 To represent the school's management team at meetings held both with the local authority and other external bodies.
- 6 To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
- 6 To oversee school transport issues; to liaise with bus companies and LA regarding home to school transport policy, to deal with problems on a day-to-day basis, eg student behaviour and notification of closure.

Site Management

Through supervision of the School's Site Service Officers :

- 1 to ensure the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also, for the installations and plants for lighting, heating, domestic hot water, cooking ventilation, water softening, energy conservation etc.
- 2 to support the Site Service Officers in the development and monitoring of site security policies and general maintenance plans, and the updating of the school's Asset Management Plan.
- 3 to support the MAC in the management of capital projects to include the drawing up of outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and architects.
- 4 in co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of, and to initiate, regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
- 5 to be responsible for the upkeep of playing fields, gardens, all weather surfaces, tennis courts and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way.
- 6 to purchase, repair and maintain all furniture and fittings.



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- 7 to oversee action in relation to the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
- 8 to know what the elements of fire safety are and the associated risks to the school through the process of risk assessment and maintain the fire risk assessment.
- 9 to be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community
- 10 to know about risk assessment tools and how to use them to identify hazards within the school and the associated risk involved.
- 11 to be aware of the importance of a disaster recovery plan and its place within the management procedures of the school.

Community

- 1 To ensure effective and efficient administration of the school's lettings.
- 2 To ensure the provision of support to the Headteacher and Governors in publicising the School and its facilities to parents and members of the local community.
- 3 To ensure that effective lines of communication are maintained between the school and local residents.
- 4 To report to the Local Academy Committee on community development.

Any other duties as directed by the Headteacher which are commensurate with normal roles and responsibilities.

Postholder reports to : Headteacher

Support to : MAC, SMT and Local Academy Committee

Level of supervision : plans own work to meet defined objectives

Responsible for : All designated Team Leaders and/or Supervising Officers



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Business Manager

Person Specification

Criteria	Essential
Knowledge	<ul style="list-style-type: none">• Good knowledge of the law pertaining to health and safety requirements, employment practices, equal opportunities etc.• Advanced knowledge of ICT (including Word, Excel, PowerPoint, MS Outlook, SIMS) and the ability to identify and operate appropriate systems.• Excellent knowledge and understanding of financial procedures and practices, to meet audit, legal and statutory requirements.• Knowledge of PS Financials and SIMS would be an advantage but training will be provided.•
Skills	<ul style="list-style-type: none">• Advanced verbal, written and presentation skills, including the use of appropriate packages where necessary, and evidence of successful and productive liaison with a variety of audiences including colleagues, subordinates, customers and directors/Governors.• Advanced communication skills in order to advise, guide and negotiate successfully with external organisations, colleagues, Governors, students and their parents, and members of the public.• Excellent numeracy skills in order to undertake financial planning and control.• Evidence of the ability to problem solve.• To work methodically, with accuracy, speed and flexibility, using own initiative.• Commercial and business flair, and aptitude for seeing and pursuing funding and income generating opportunities.• Evidence of negotiating high value commercial projects.



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Abilities	<ul style="list-style-type: none"> • The ability to make a strategic input to the school's Leadership Team, evidence of previous high quality experience in a similarly complex and high profile environment. • Evidence of the ability to initiate ideas, propose solutions, take ownership, and personally manage projects through to successful conclusion. • To provide appropriate supervision, guidance and motivation to individuals or groups of staff. • To control own workload to meet agreed deadlines through effective and efficient prioritisation and organisation. • Through team supervision, support staff with prioritisation of tasks through effective delegation and team working.
Educational Achievements	<ul style="list-style-type: none"> • Holder of the National College of School Leadership Bursar or evidence of equivalent professional financial qualifications, or the ability to demonstrate equivalent proficiency from another employment sector.
Experience	<ul style="list-style-type: none"> • Substantial, professional experience in a financial environment. • Extensive experience of small business accounting systems, including manual and computerised solutions. • Experience of recruitment and selection of staff. • Evidence of successful coaching, motivation of staff teams, monitoring and reviewing performance. • Experience of premises management, awarding and managing of contracts etc. • Working in, and promoting an environment of equal opportunities.

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.



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Our Schools



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Our school is named after one of England's foremost Catholics, the Blessed John Henry Newman and we are very proud to be associated with his love of learning and his strong commitment to providing the best pastoral support for those in his care.

Our mission statement "Knowledge through the light of faith" is at the heart of all we do and we endeavour to make known to every student that they are made for greatness because they are a child of God and are uniquely created and loved by God.

Every student is called to live out the gospel values by loving God, others and themselves and by being prepared to always do their best and be the best person they can be.



We insist on the highest standards of behaviour, uniform, attitude to learning and respect for one another and the environment. By providing a traditional, yet broad and balanced curriculum for all our students regardless of ability and background, we are able to recognise and develop individual talents and interests including academic, creative and sporting provision that is appropriate for every child from our special needs students to our Oxbridge applicants. We also have a varied extra-curricular activities

programme that includes a wide variety of clubs as well as day and residential visits to enhance each student's learning experience.

We are blessed to have an amazing staff who work tirelessly for our students so that they are given every opportunity to fulfil their true potential and we pride ourselves on excellent relationships, where we work together to form a happy, loving and caring community, based on clear boundaries, accepted values and high expectations.

We are very proud of our successes and our GCSE results in 2018 placed us as one of the highest performing secondary schools in both the Diocese and Coventry Local Authority. We are determined to continue to improve to meet the needs of our students in an ever-changing world and we are confident that we will achieve our vision, which is simple: to become an outstanding catholic school in all we do.

At Cardinal Newman we want for your child exactly what you want as parents – the best and nothing but the best.





Bishop Ullathorne Catholic Secondary Academy



At Bishop Ullathorne Catholic Secondary Academy, we recognise the uniqueness of each child and the need to build upon the firm family Catholic values established in the home and in our partner primary schools. Our mission as a Catholic school is to be an active Christian community of love and service where all feel they belong and are valued. We believe strongly that each child has a right to excellence and to be actively encouraged to be the person God wants them to be.

Working together, we enable our students to recognise and to have confidence in their own abilities. It is important to us to raise the aspirations of each of our students and provide them with the love and support to grow as the very special person that they are. We focus on rounded development: spiritually, morally, socially, physically and academically. Every member of our school community is valued and their sense of belonging is paramount. Whilst great emphasis is placed on each student's academic achievement, we also foster traditional values. Your child's sense of belonging at school contributes to our sense of community in a happy supportive atmosphere. Hard working, caring and sympathetic staff work in partnership with parents to ensure that your child's secondary school career is enjoyable and successful.

Our outstanding Catholic school has a long standing record of high quality education and academic excellence. Student achievement is a continued strength at both key stage 4 and key stage 5. All progress and attainment measures significantly exceed the national averages. Each member of our school community is highly valued.

We are guided daily through our own expectations, known as the Ullathorne Way. This calls us to be:

- Compassionate
- Faith filled and Prophetic
- Attentive
- Eloquent
- Curious and Wise
- Grateful



Only by extolling these virtues can we show the love of Christ in our daily actions and grow to be our true self.



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Christ the King Catholic Primary Academy



Christ the King Catholic Primary Academy provides an excellent, Christ centred education through inspirational teaching and empowerment of all pupils to reach their full potential spiritually, intellectually, physically, socially and morally, in a happy, caring, stimulating environment promoting self-esteem and confidence. Our school offers all-through primary education for 420 pupils, complemented by 52 nursery places.



Our teaching philosophy is centred on an environment of mutual respect where the staff, the pupils and the whole community work together for the common aim of educating to achieve the highest standards of competence and ability and to be responsible and worthy citizens of the world.

The diverse backgrounds represented by our pupils and staff contribute to a rich learning environment where the communication of knowledge is informed by professional expertise and personal experience. A differentiated teaching programme delivers the curriculum at the rate appropriate to the individual child.

We aim to develop and extend every pupil to enable them to achieve their full potential, irrespective of academic ability or social background. Our curriculum encompasses the widest range of concepts, attitudes, skills, responsibilities and cross-curricular issues relevant to a pupil's life in its widest perspective.



The school offers a wide range of sporting and artistic activities to complement the core academic expectations of the National Curriculum.

Our pupils make excellent academic progress, and impressive results are achieved on the sports field and in the arts arena.



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St Augustine's Catholic Primary Academy



St Augustine's Catholic Primary Academy is located in the heart of Radford in Coventry. We are a happy and vibrant two form of entry school with a Nursery. As a school we aim to work in partnership with parents, guardians, the parish and the Academy family of schools to support our children and families on their journey of Faith. As part of the family of God we work hand in hand.

'To listen to God's call, to learn from God's word and to share God's love through service.'



Our extensive grounds include a Forest School site which is used to develop a range of skills with pupils, a Thrive nurture room, a sports Muga and counselling facilities.

Our staff here are committed to working together to support our children to be the best they can be spiritually, morally, academically, mentally and physically. We aim to provide a broad and balanced curriculum that will both engage and educate our pupils shaping them into caring future disciples and knowledgeable, responsible citizens.



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St Elizabeth's Catholic Primary Academy



St Elizabeth's is truly a special place, a happy place where staff, parents, governors and children work in harmony together. The school has developed an individual identity since its creation over 100 years ago which combines the best of traditional educational values with a modern vibrant vision.

At St Elizabeth's we pride ourselves on celebrating the cultural diversity of our locality. We are a school community in which all children are welcomed and valued as unique members of God's family, a family of different faiths and backgrounds living, loving and learning together joyfully following in the footsteps of Jesus Christ.



Central to our philosophy are the values and virtues Christ taught us through the Gospels, these values run through every aspect of school life like a golden thread, intertwined and bound throughout all of our relationships and the experiences we provide for our children. Our reliance on these values ensures the spiritual formation of every member of our school family.

We aim to provide a rich and diverse curriculum that develops our children morally and socially as well as academically. Children leave St Elizabeth's as faithful, aspirational, responsible and resilient young people ready to make positive contributions to the wider communities in which they live.

At St Elizabeth's we take enormous pride in knowing all of our children and families very well. We are fully committed to ensuring that each child is offered the finest start to their education in a stimulating, caring and loving environment, an environment which influences a lifelong love of learning and one in which our children thrive and live life to the full.



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St John Vianney Catholic Primary Academy



Welcome to St John Vianney where Christ is at the centre of everything we do. We have one school rule which is:

Love one another as I have loved you

We strive to promote the values of our Christian faith throughout our daily life. We provide a religious syllabus, which develops our children's knowledge and understanding of our faith. However, more important to this school are those values, which we try to relate to all the aspects of our life within the faith community of St John Vianney Parish.

St John Vianney is a happy and caring school where every child is known and loved. We seek to challenge and support all our children and make them excellent citizens of the future, knowing how important it is to do their best and care for those around them.



We are conscious of the necessity to provide our pupils with a broad and balanced curriculum and constantly review and evaluate the achievements of the school. Our curriculum is exciting and engaging aiming to bring the humanities alive through first-hand experience wherever possible. We aim to provide both high academic and non-academic standards, a good faith basis and involvement in the wider community. Moreover, developing the whole child by enabling them to acquire knowledge, appreciate their creative abilities and master the challenges of physical education and sport.



St John Vianney Catholic Primary Academy strives to achieve its aims through a strong partnership between governors, staff, children, parents and Parish. Most of our governors are parents or past parents and members of our Church community. We believe that this improves the level of co-operation and the sense of shared commitment and responsibility. We believe that we can only achieve the best for your child by close co-operation between home and school. Without the involvement of parents, our task is that much more difficult and less enjoyable. We hope that parents will take a

close interest in what their children are doing in school and will encourage learning and its importance in later life.

It is our view that Primary School years lay the foundations for a lifetime of learning and work hard to cultivate the fundamental partnership between Home and School by welcoming parents to become involved in their child's education.



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St Thomas More Catholic Primary Academy



St Thomas More's motto is "Learn and Grow as God's Holy People" and this underpins everything we do at the school. We believe that every child should be pushed and supported to achieve their God-given potential and that it is our responsibility to get the best out of all of our students – academically, socially and spiritually. We are a very diverse, multi-ethnic community with a highly inclusive ethos.

Children are happy to come to school here and they thrive on the nurture and support offered. We are situated in a suburban residential area of south Coventry, a 30 minute walk from the city centre, but we draw our children from a much wider catchment area. The school is housed in a modern building which opened in September 2014 and we have very generous grounds which include a large field, allotment, forest school, a pond and a chicken pen.

We are committed to academic excellence and are always keen to innovate, using research-based methods to develop and improve our practices further. We keep our curriculum under constant review so that it is appealing and relevant to our current situation and we place great emphasis on the importance of a consistent approach from Nursery to Year six. Our children's learning experience is very hands-on: an example of this is our maths mastery programme which focuses on underlying mathematical concepts and number sense through the use of manipulatives all the way from Reception to Year 6. We see it as our duty to produce well-mannered, respectful and motivated young people and our behaviour and discipline policies are reflective of this. Children leave St Thomas More with all the qualities they need to make a positive contribution to society. We have excellent relationships with



our local parish and the children make good use of the church. Our vocation to Catholic life is evident across the curriculum and throughout the school. Our families are very supportive of our ethos and work well with school leaders to ensure positive outcomes for all. Many parents comment that St Thomas More is like an extension of the family.

The school received a highly positive Ofsted inspection in January 2018 and we aim to build on this as we continue to improve and push ourselves to be the best we can possibly be.



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Holy Cross MAC Schools



Why work in Coventry?



Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry has recently been awarded the City of Culture for 2021. You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey.

The Ricoh Arena hosts both football and rugby, along with music concerts. Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. In December, Birmingham was named host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times. The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival, which is the biggest free family festival in the UK.

Coventry also has two universities, Coventry University which was awarded 'University of the Year for *Student Experience*' by The Times in 2014 and the University of Warwick, which is in the top 10 on the league tables. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS Trust and Coventry City Council.





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