



**Blessed
Christopher Wharton**
CATHOLIC ACADEMY TRUST



School Business Manager

30 hours per week
Permanent - TTO + 3 days
Pay Scale: PO1 SCP 27-30
£26,743 - £28,896 per annum actual
Required from June 2026

The Governors at St Walburga's Catholic primary School are looking for an enthusiastic School Business Manager to join our wonderful school from June 2026.

We are looking for someone who;

- is experienced in financial management, budgetary planning and control
- has proven experience of responsibility for the management of all aspects of the role including: finance, personnel, human resources, safeguarding, contracts, lettings, GDPR and ICT services
- possesses well-developed organisational skills, demonstrates attention to detail and has excellent written and verbal communication skills
- can work alongside the Senior Leadership Team to ensure strategic leadership and development of the business and resources function of the school
- has the ability and desire to build relationships and interact in a pleasant and professional manner with staff, parents and pupils
- is able to safeguard and promote the welfare of our children

Visits to the school are encouraged and can be arranged by contacting the school office:
helen.earl@wal.bcwcatholic.co.uk / laura.long@wal.bcwcatholic.co.uk

Please note, we can only accept applications completed on the CES Application form. CES Application packs are available on our website and from the school office.



Closing date for applications:

12 May 2026

Interviews:

w/c 18 May 2026

The school is committed to a rigorous implementation of our safeguarding policy. All successful applicants will be subject to pre-employment checks and an enhanced DBS check, prior to a formal offer of employment being made. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 2013 and 2020

The Role

Prime Objectives of the Post:

Working alongside the Senior Leadership Team, you will organise and supervise whole school administrative and office systems; contributing to the management and implementation of all office functions as well as plan and implement new initiatives to ensure an effective service to the school under the guidance of the Headteacher.

You will be required to:

Responsibilities:

- In liaison with the Headteacher you will be responsible for the management, improvement, development and supervision of the whole school administrative function including those which are complex in nature; delegating relevant activities and liaising between other members of the management team/teaching staff as appropriate.
- Participate in training and other learning activities and performance development as required.
- Provide advice and guidance to staff and others on complex issues; undertaking research and obtaining information to inform decisions, some of which may be outside established policies and procedures.
- Attend and participate in regular meetings including finance committee meetings; recognising own strengths and areas of expertise, share these skills and use these to advise and support others.
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters as well as liaising with external organisations to ensure appropriate clearance and checks are received.
- Be responsible for the procurement, selection, management, maintenance, repair and safe keeping of resources, including regular audits, issuing of invoices and ensuring settlement of accounts. Prepare work specifications for tender, assist with the selection of contractors and report to the Governing Body as required.
- Take a lead role in the development and maintenance of the whole schools recording/information systems and ensure confidential data is retained in accordance with legal requirements.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Take a lead role and be responsible for the planning, development, organisation and administration of procedures and policies including those relating to safeguarding, security, data protection, HR and payroll; liaising with the Headteacher, Senior Leadership Team and Governing Body as and when appropriate.



The Role

- Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE, LEA, other agencies and stakeholders.
 - Take a lead role in the planning, monitoring and evaluation of the schools budget; developing a long term financial strategy for the future of the school; ensuring all expenditure is correctly coded to allow maximum use of all budgets and grants as well as providing financial information as requested.
- Provide ongoing budgetary information and reports to the relevant bodies in a timely manner whilst ensuring compliance with financial regulations and in line with best value procedures; seeking specialist expertise where necessary.
- In the absence of the Headteacher; take delegated responsibility for decision making where appropriate.
- In liaison with the Headteacher; oversee the management and maintenance of the school site, premises, lettings and associated income.
- Prepare maintenance schedules and ensure the efficient operation of all facilities on the property in liaison with the site manager.
- Take a lead role in marketing and promoting the school including taking responsibility in seeking sponsorship and funding.
- As the schools Health and Safety lead officer; ensure compliance with all Health and Safety requirements including clear communication to all staff and pupils as well as recording and reporting health and safety matters to the Senior Leadership Team, Governors and other agencies as required.
- Be responsible for the line management of office, site and cleaning staff.
- Proactively manage absence, completing Return-to-work meetings for all support staff and completing absence review meetings, escalating to Trust HR where appropriate.
- Work alongside the lead Fire officer; ensuring emergency procedures are current and timely; plan, instigate and maintain records of fire safety practices and alarm tests in liaison with the site manager.



The school can offer

- A welcoming school community with strong values and Catholic ethos
- Supportive line management and Trust-wide support
- Induction and regular CPD to support your development
- Varied and rewarding day-to-day duties
- A secure and permanent contract within a growing Trust

Person Specification

Experience	Essential or Desirable
2-3 years experience of working in a school office environment at a senior/decision making level to include development, management and operation of administrative/ICT systems as well as the full range of reception duties and dealing with a complex workload.	E
Extensive experience using Microsoft Office and complex databases such as Arbor with excellent IT skills. This should include the production of detailed and complex reports and spreadsheets etc.	E
Experience of financial management including strategic financial planning, budgets and financial reporting; preferably in an Education setting.	E
Experience of supervising and/or managing staff.	E
Experience of dealing with HR/payroll/Health and Safety matters.	E
Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level.	E

Qualifications	Essential or Desirable
Level 4 School Business Manager specific qualification e.g. DSBM, CSBM, ADSMB or relevant degree e.g. School Business Management.	D
GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1.	E
Evidence of continual professional development	E

Knowledge/Skills	Essential or Desirable
Will possess a comprehensive working knowledge of the School's relevant policies and procedures with an outline understanding of relevant legislation.	E
Experience of maintaining complex financial information systems and making payments.	E

Person Specification

Knowledge and experience of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements.	E
Understand national and regional educational services and how an administrative support service within a school is run.	E
Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines.	E
Excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently.	E
Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience.	E
Excellent numeracy/literacy/ICT skills.	E
Ability to self-evaluate learning needs and actively seek new learning opportunities.	E
Knowledge and commitment to schools Equality policy.	E
Ability to remain calm under pressure; prioritising conflicting demands.	E
Demonstrate good co-operative, interpersonal and effective listening skills.	E
Maintain confidentiality in all matters relating to the school, its pupils, parents or carers in line with the Data Protection Act.	E
Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.	E
In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level.	E
Demonstrate good co-operative, interpersonal and effective listening skills.	E
Maintain confidentiality in matters relating to the school, its pupils, parents or carers.	E



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CATHOLIC ACADEMY TRUST



Unlocking Opportunities: Our Offer to You



Employee Assistance Programme

Telephone counselling and mental health support is available through our EAP app with Sonder.



24/7 GP Service

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



Excellent Professional Development Opportunities:

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



Vivup Lifestyle Benefits:

Enjoy a range of high street discounts through Vivup.



Excellent Pension Scheme:

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



Regular Learning Days:

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



Positive Work Environment:

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



Opportunity to Make a Difference:

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



Staff Awards

Annual Staff Awards where outstanding performance is acknowledged and rewarded.