



Application Pack

**Operations School Business Manager
St Cuthbert's RC Primary School**



We would like to take this opportunity to thank you for your interest in the advertised role of Operations School Business Manager at St Cuthbert's RC Primary School in Withington, Manchester. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Operations School Business Manager role will contribute significantly to the strategic direction of the school over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of St Cuthbert's RC Primary School are very much looking forward to recruiting a highly effective Operations School Business Manager. The successfully appointed candidate will join the St Cuthbert's RC Primary School community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO

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VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

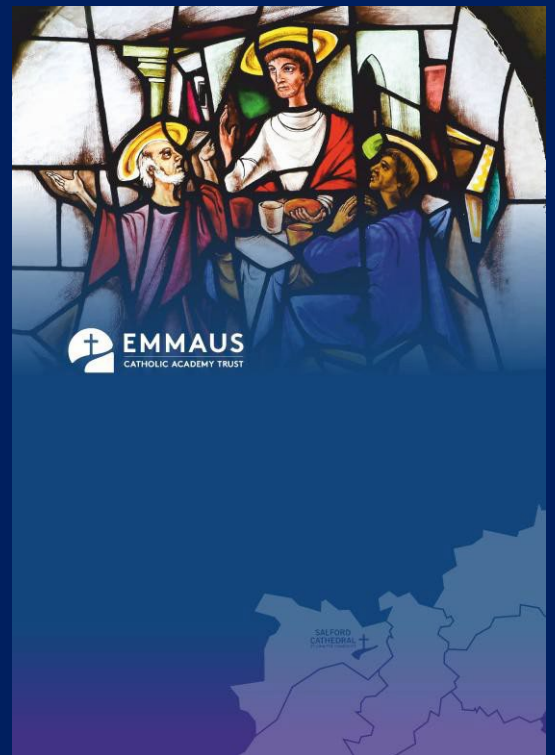
The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune
with you.

Open our eyes, so we see the signs of your presence around
us;

open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.

Amen.



St. Cuthbert's
RC Primary School

WE LOVE,
WE LEARN,
WE GROW

St Cuthbert's RC Primary School
Heyscroft Road
Withington
Manchester
M20 4UZ

Telephone: 0161 4456079

Email: admin@st-cuthberts.manchester.sch.uk



If so, we are looking for:

Operations School Business Manager

Start Date: 1st September 2026

Salary: NJC Grade 8, SCP 31 £41771.00 FTE

(actual salary approx. £37773.35) pay award pending

Contract: 35 hours per week Term Time only plus 3 weeks (Permanent)

The Directors of Emmaus CAT Trust Board, Local Governing Body and Senior Leadership Team of St Cuthbert's RC Primary School wish to appoint a talented individual who is an effective communicator, to provide outstanding business support services to pupils, teaching staff and the wider community.

Could this be you?

If it was you, you would be responsible for the following:

- Strategic leadership of all the support functions within school, to include but not limited to estates management, finance, HR and the training and development of staff, ensuring all policies, procedures and systems are in place.
- Provide business support with prompt and accurate reporting to the Headteacher and Local Governing Body
- Responsible for the management of support staff across the school.
- Responsible for management of the school's support function in collaboration with the CATs central team.
- Work closely with the central finance team with regards to budget monitoring and transactional processing

- Responsible for the school's HR function and processing for payroll

- Demonstrate a robust business acumen combined with outstanding leadership skills
- A strong self-motivator driven to achieve tasks, overcome challenges as well as providing direction for others
- Work positively and inclusively with colleagues, parents and all stakeholders
- Possess a good understanding of estate management, finance and HR administration
- Experienced in Health and Safety issues
- Understand the culture and climate of educational settings
- Working practice of the following systems would be beneficial; PS Financials, Iris, Orovia, Evolve and IAM compliant.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance. Evidence of ID for the successful candidate will be retained on file.

Visits to St Cuthbert's RC Primary School are encouraged and strongly recommended.

Please contact Matt Lawrence to arrange a mutually convenient date and time to visit via; admin@st-cuthberts.manchester.sch.uk

Closing date: Monday 13th July at 12pm

Interviews: Friday 17th July or Tuesday 21st July

Please return completed application forms and supporting documents to:

Matt Lawrence, Headteacher via: admin@st-cuthberts.manchester.sch.uk





School Business Manager

Job Description

The post holder will report directly to the Headteacher

Main purpose of the role:

- The operations school business manager (OSBM) is responsible for all matters relating to the operation of the business functions of the school, ensuring appropriate policies, procedures and systems are in place.
- Business functions include financial management, health and safety, human resources, compliance and administration.
- They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.
- They will provide prompt and accurate reporting to the Headteacher and Local Governing Body on all aspects of school business management, aligned with Emmaus CAT policies and procedures.

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

Finance

- Under the direction of the headteacher, lead on all financial matters in school, ensuring financial decisions are clearly linked to the school's strategic goals and agreed budget
- Support in the management of the payroll provision
- Organised and manage Service Level Agreements (SLAs) at school level.
- In partnership with the headteacher and with support from the Trust central finance team, support and manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- In partnership with the Finance Business Partner, ensure a balanced budget is presented to the Local Governing Body for proposal to Trust Board
- Meet with the Headteacher and central Finance Business Partner on a monthly basis to review year-to-date performance against budget and latest forecast
- Ensure that the school complies with the financial policies and scheme of delegation of Emmaus CAT, including those for procurement of goods, and that staff are made aware of these policies
- Ensure parent payment platforms are maintained
- Liaise with central finance team to ensure suppliers are paid in a timely manner

- Alert the Headteacher and key stakeholders to sources of additional funds/sponsorship and prepare bids as appropriate
- Support in monitoring contracts for the provision of support services and service level agreements at a school-level, including grounds, catering & cleaning.
- Manage, monitor and effectively maintain all aspects of the school's purchase ordering processes to ensure its effective operation according to agreed procedures.
- Support the central finance team with any information required for annual external audit and statutory returns, as required
- Follow financial control processes within school to ensure that any budget virements, business cases or recruitment is appropriately authorised
- Attend central finance termly networking events to receive key updates and training

Human Resources

- Support with recruitment processes, in line with CAT policy and safer recruitment procedures including the administration of staff recruitment campaigns
- Ensure all pre-employment checks are completed, to include right to work, DBS clearance, medical clearance and ensure all staff have appropriate contracts of employment issued in a timely manner.
- Arrange supply staff, including appropriate vetting procedures and ensure accuracy of timesheets.
- Manage, maintain and secure confidential HR records
- Secure and Process Personal data in line with GDPR requirements
- Maintain sickness records and manage the sickness monitoring procedures utilising the CAT absence management system, including return to work interviews as directed by the Headteacher.
- Ensure that HR policies (e.g. disciplinary, grievance, appraisal, flexible working etc.) are administered in line with employment law.
- Seek advice from HR Provider on employee relations issues and HR related policies and procedures as required.
- Administer contract variations for school staff where required and oversee the starter and leaver processes.

- Provide leadership and guidance for staff as appropriate, including direct line management for specified non-curriculum support staff

Health and Safety

- Review, implement and monitor the school's Health and Safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- Advise the Headteacher/Governors about any health and safety issues specific to the school and how they relate to pupils, staff, visitors and contactors.
- Liaise and co-operate with the Fire Service, ensure the installation and maintenance of equipment for protection against and escape from fire.
- Keep records of and ensure regular fire practises and alarm tests.
- Ensure emergency procedures are current, timely and include personal evacuation plans.
- With the headteacher and premises team, supervise the maintenance of the school site
- Organise health and safety training for staff

Compliance

- With the support of the Site Manager, manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register
- With the support of the Site Manager and central team, oversee all aspects of insurance including buildings and public liability insurance and act as the first point of contact for insurers.
- With the support of the central team, ensure all statutory requirements are met relating to obtaining necessary licenses and permissions required for the administration, their relevance and timeliness.
- Preparation of maintenance schedules and the effective operation of all facilities on site.
- All safety checks are carried out as required, repairs and maintenance are scheduled to ensure compliance with legislation and equipment is in good working order.
- Work with the Site Manager to prepare risk assessments and implement risk management and loss prevention strategies in school to reduce insurance costs.

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Scheduling of Diary Dates/Calendar Events, ensuring that key dates/information and Calendar is on the website for parent, carers and key stakeholders
- Support the Headteacher with drafting and managing parent and key stakeholder communications
- Update, monitor and control the school website
- Oversee and maintain school attendance, pupil data records (SIMS) in line with GDPR requirements
- Be responsible for providing school census returns in line with prescribed deadlines (e.g. pupil, school workforce)



Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Management of the catering team and
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.
- Manage the breakfast club and wraparound provision with the support from office admin staff.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that school complies with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
A good standard of education (GCSEs/A Level equivalent) including English & Maths	E
Level 4 diploma in school business management or equivalent professional qualification	D
Evidence of continuous professional and personal development (CPD)	E
Experience	
Successful leadership and management experience in a school, or in a relevant field outside education	E
Involvement in school self-evaluation and improvement planning	D
Line management experience	D
Experience of contributing to staff development	D
Working with children or young people	D
Skills and Aptitudes	
Effective communication skills, both written and verbal	E
Sound knowledge of financial management	E
Ability to build effective working relationships with staff and other stakeholders	E
Excellent organisational skills with the ability to work to deadlines and prioritise effectively	E
Resilient with the ability to adapt to changing conditions and generate effective solutions to new situations and problems as they arise	E
Sound IT skills	E
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E

Commitment to safeguarding and equality	E
Adaptable and able to embrace change	E
Commitment to maintaining confidentiality at all times	E
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-Employment Health Check	E
An appropriate understanding of child protection and data protection	E
Proactive and resourceful, with the ability to anticipate challenges with a positive, problem-solving attitude	E



HOW TO APPLY



EMMAUS Catholic Academy Trust

2nd Floor Crossgate House, Cross Street, Sale, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com

Company No. 12206105

www.emmauscat.com

[X @EmmausCAT](https://twitter.com/EmmausCAT)

Visits to school are warmly welcomed. Please contact us on 0161 4456079 to arrange.

Applications need to be made using the CES application form, available from the school website: <https://www.st-cuthberts.manchester.sch.uk/vacancies-1/>

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