



# **St Nicholas Church of England Primary School**

**Recruitment Information and Applicant Pack**

**School Business Manager**





**Applications are invited for:**

|                       |   |
|-----------------------|---|
| <b>Vacancy:</b>       | Business Manager  |
| <b>Grade:</b>         | H3 (£47,181 – £51,356 pro rata)   |
| <b>Hours:</b>         | Full-time – 37 hours per week;<br>Full-year – 52 weeks with annual leave entitlement based on continuous service. <i>5 leave days may be taken during term time in negotiation with Headteacher</i> |
| <b>Contract:</b>      | Permanent   |
| <b>Required from:</b> | <b>Monday 23<sup>rd</sup> February or as soon as possible thereafter</b>  |
| <b>Closing date:</b>  | <b>Friday 23<sup>rd</sup> January 2026 at 12 noon</b>   |
| <b>Interviews:</b>    | <b>To be confirmed</b>  |

For a confidential discussion about the vacancy or to arrange a visit to the school, please contact the Headteacher, via our school office or by email on the address below.

Applications should be made on the school's application form accompanied by a supporting letter. The supporting letter to your application should be no longer than two pages of A4 paper and must be clear, concise and relate to the role specification provided at the end of this pack. Your application form must be fully completed and legible.

**Completed applications should be returned for the attention of:**

Miss C Taylor - Headteacher  
St Nicholas C of E Primary School  
School Road  
Blackpool  
FY4 5DS

[head@st-nicholas.blackpool.sch.uk](mailto:head@st-nicholas.blackpool.sch.uk)

**Dear Potential Applicant,**

Thank you for showing an interest in our current vacancy.

St Nicholas is an outstanding two-form entry primary school in the South Shore area of Blackpool.

Our school is a large primary school with 418 pupils on roll, which draws primarily from the southern wards of Blackpool as well as Lytham and St. Annes. We have 12 classes and a Foundation Stage setting of 60 pupils.

To get a flavour of what our school is all about please visit our website at:

[www.st-nicholas-blackpool.org.uk](http://www.st-nicholas-blackpool.org.uk)

### **Your opportunity**

An exciting opportunity has arisen to join our supportive and friendly team.

The successful candidate will be an integral part of the senior leadership team and will continue to build on the strong operational foundation that allows the entire school to deliver high-quality education, directly enhancing pupil success.

They will help to improve pupil outcomes by strategically managing finances, premises, HR, and administration, freeing teachers and leaders to focus on teaching, ensuring resources directly impact learning, and creating an optimal, safe environment for education. They will achieve this through efficient budget control, income generation, managing staff, developing facilities, and implementing robust health & safety, ultimately enabling outstanding educational experiences and standards.

This is a varied role that requires a strong team player who has the ability to utilise their team's strengths and will adopt a solution-focussed approach to resolving queries and addressing feedback.

We are looking to appoint a professional, self-motivated and organised individual with high standards. Although experience of working in a school may be an advantage in some ways, we are equally keen to hear from people with management experience in other sectors – this could be the ideal chance for you to see what it's like to work in a school environment.

### **The successful candidate will:**

- Have strong numeracy, literacy, IT and communication skills.
- Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
- Remain calm and positive under pressure.
- Prioritise work to meet school deadlines.
- Lead and manage staff effectively with a capacity to work effectively, respecting input from others and fostering a supportive environment.
- Provide practical solutions that align with school objectives.
- Have a pleasant and confident manner in dealing with people from a range of backgrounds.
- Be skilled at critical thinking and problem-solving.
- Maintain confidentiality.
- Be fully supportive of and committed to our strong Christian ethos.

Key duties of this role include someone who can:

- ✓ Ensure that correct and robust financial controls and procedures are in place and the school complies with all financial regulations and procedures.
- ✓ Demonstrate the ability to think critically, evaluate situations and decide clearly on effective paths forward.
- ✓ Analyse trends and identify opportunities for greater efficiency.
- ✓ Oversee accounting and invoicing for school meals, trips and extra-curricular activities.
- ✓ Negotiate, manage and monitor contracts, tenders and agreements for the provision of support service.
- ✓ Carry out Health and Safety Audits to ensure compliance.
- ✓ Carry out risk assessments.
- ✓ Ensure Cleaning and Catering are monitored and managed effectively and high standards are achieved.
- ✓ Have oversight of the security of the school site, and the day-to-day running of the building.
- ✓ Be responsible for the quality of work by all contractors, cleaning and catering.
- ✓ Act as DPO for the school - GDPR / data protection and compliance with relevant regulations.
- ✓ Manage the school's Single Central Record.

#### **What the school offers its staff:**

St Nicholas C of E Primary School is a popular school with a strong team ethos. We are committed to providing a safe and inclusive environment for our children to learn in and our staff to work in.

As an employer, we have a focus on staff wellbeing and have a range of services available that our employees can access free of charge, including flu jabs, counselling and menopause support.

We welcome applications from colleagues of all faiths and none, who are supportive of and committed to the Christian ethos of our school.

#### **Safer recruitment**

The Governing Body takes safeguarding the pupils of our school very seriously, and to this end, the successful candidate will be required to obtain an enhanced clearance from the Disclosure and Barring Service. The information you provide will be dealt with in a confidential manner in accordance with the DBS Code of Practice.

The successful candidate will also be required to provide documentary proof of identity and qualifications.

**Thank you for considering this vacancy and we look forward to receiving your application.**

**Miss C Taylor**

**Headteacher**

**Our vision:**

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



**Job Profile – School Business Manager**  
**RESPONSIBLE TO:** Headteacher  
**RESPONSIBLE FOR:** Office Staff, Site Staff

| Role Title  | Typically reports to   |
|---|------------------------|
| <b>Business Manager 2</b>   | Headteacher            |
| <b>Information sources</b>  | <b>Date of profile</b> |
| Agreed by School Working Party Job Evaluation Panel   | 150711                 |
| <b>Purpose of the role (job statement)</b>  |                        |
| To be responsible for the planning, development, and implementation of financial and administrative services within the school or cluster of small schools; member of the senior leadership team.   |                        |
| <b>Responsibilities</b>   |                        |
| Key duties:   |                        |
| <ol style="list-style-type: none"> <li>1. Business and financial management of school resources including budget / financial planning and advice to the senior leadership team, governing body and external agencies</li> <li>2. Manage the school's administrative function</li> <li>3. Line management of school support/administrative staff undertaking varied activities across a range of functions or departments including motivation, CPD and development.</li> <li>4. Manage administration of human resources ensuring compliance with policies and procedures including safeguarding, safer recruitment and Single Central Register</li> <li>5. Develop appropriate policies relevant to school support functions</li> <li>6. Contribute to school improvement plan</li> <li>7. Negotiate, manage and monitor licences, insurances and contracts on behalf of the school</li> <li>8. Develop income generating activities including preparation of and submission of bids for funding to external agencies.</li> <li>9. Advises, leads and negotiates on behalf of school in external matters such as contracts, procurement, funding bids; regularly deals with a range of complex whole school finance and HR issues.</li> <li>10. Develops and implements school administrative, financial and related policies and procedures; developed analytical, judgemental or creative skills required to interpret very varied and complex information or situations, including whole school budget preparation and planning, support service monitoring.</li> <li>11. Reports to head teacher, is a member of the senior leadership team. Contributes to and develops strategic policies and initiatives and involves significant decision making affecting the whole of large school or a cluster of small schools.</li> <li>12. Responsible for the physical, financial and information resources.</li> </ol> |                        |
| Individuals in this role may also:  |                        |
| <ol style="list-style-type: none"> <li>1. Be responsible for the development of the marketing strategy for the school</li> <li>2. Manage the delivery of Extended Services activities</li> <li>3. Management of facilities, including premises, lettings and liaising with external contractors</li> </ol>  |                        |
| <b>Indicative knowledge, skills and experience</b>  |                        |
| <ul style="list-style-type: none"> <li>• Significant experience in administrative / finance roles.</li> <li>• Knowledge / skills equivalent to current national qualifications level 5 or having or willing to work towards the Diploma of School Business Management (DSBM).</li> <li>• Knowledge of theory and practice of business and administration management; extensive experience and expertise across a range of activities, such as finance, procurement, administration, staff management.</li> <li>• Extensive managerial experience and skills across a range of activities, such as HR, finance and administration.</li> </ul>  |                        |

**KNOWLEDGE, SKILLS AND EXPERIENCE***Note: E denotes essential / D denotes desirable*

|  |   |
|--|---|
| Proven strategic leadership of teams, motivation and empowerment of staff.   | E |
| Excellent communication skills, both verbal and written.   | E |
| Excellent organisational skills, high level of initiative and the ability to delegate effectively and appropriately.   | E |
| Experience of participation in internal and external inspections, reviews and projects at a senior level.  | E |
| Ability to establish and maintain good working relationships with a wide range of people.  | E |
| Ability to plan and organise at both the strategic and practical level.  | E |
| Detailed knowledge and understanding of the public and education sector.   | E |
| Detailed knowledge and understanding of financial regulations, benchmarking and contract/procurement procedures and their application within a public sector organisation. | E |
| Experience in the preparation of strategic financial plans.  | E |
| Comprehensive knowledge of health & safety legislation and its application in a local authority and school environment.  | E |
| Experience of formulating and implementing policy, procedures and systems.   | E |
| Knowledge and understanding of site management.  | E |
| Sound knowledge and application of key principles of human resource management, and safeguarding principles and procedures.  | E |
| Ability to work flexibly and responsively to the demands of the school.  | E |
| Ability to deal with confidential issues.  | E |
| Up to date working knowledge of Microsoft Office applications.   | E |
| Experience of working within a school setting.   | D |

**Qualifications****E/D**

Knowledge / skills equivalent to current national qualifications level 5.

E

GCSE 9-4 / A\*-C or equivalent in English and Mathematics.

E

**Other****E/D**

Commitment to the vision and values of St Nicholas C of E Primary School.

E

Commitment to the safeguarding of children and young people.

E

Commitment to equality and diversity in the workplace.

E

Be aware of responsibilities for Health and Safety of self and others.

E

Commitment to participate in relevant training programmes.

E