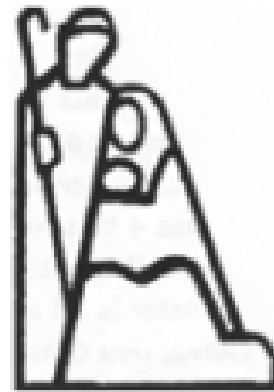


HOLY FAMILY CATHOLIC PRIMARY SCHOOL

Business Manager Application Pack



Closing Date:
Friday 28th March 2025 - midday

Interview Date:
w/c Monday 7th April 2025



Welcome to Holy Family

Dear Applicant,

Thank you for your interest in the position of Business Manager at Holy Family Catholic Primary School, Warton. We are a welcoming and vibrant school community with 151 children on roll, aged 4 to 11, and a dedicated team of staff committed to providing an excellent education in a nurturing environment.

At Holy Family, we take great pride in our strong sense of community, our positive relationships with parents and pupils, and our high standards of education and religious provision. As a Catholic school, our mission—“Love one another as I have loved you”—is at the heart of everything we do, guiding us in creating an environment where children, staff, and families can grow spiritually, morally, socially, culturally, and intellectually.

We encourage you to explore our website (www.family.lancs.sch.uk) to learn more about us, but the best way to experience our school is to visit in person. We would be delighted to welcome you for a tour and answer any questions you may have. Please contact our school office to arrange a visit.

As an equal opportunities employer, we welcome applications from all sections of the community.

We look forward to receiving your application and the possibility of welcoming you to our team.

Best wishes,

Mr Martin Gaughan
Headteacher



“Love one another as I have loved you”

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Business Manager at Holy Family Catholic Primary School, Warton. Holy Family is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

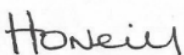
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

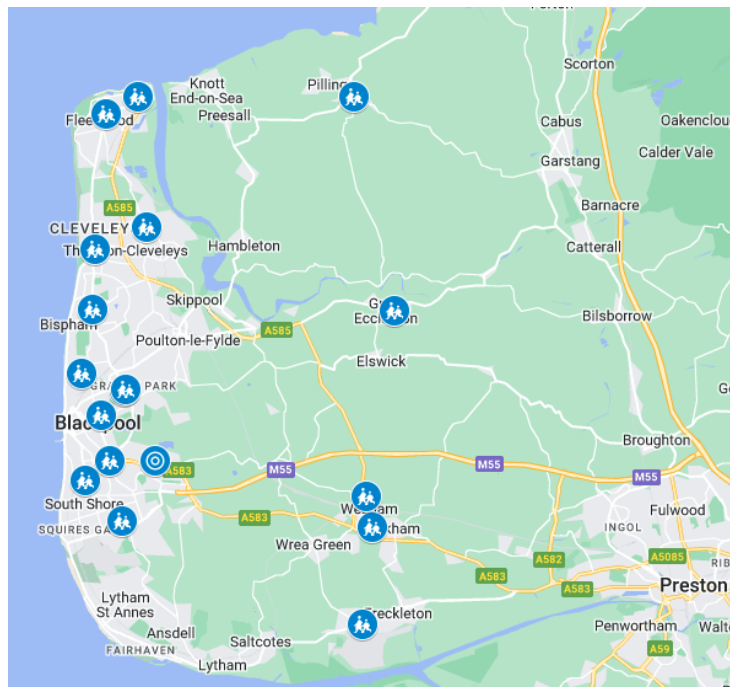
Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Sacred Heart Catholic Primary School		St Bernadette's Catholic Primary School
	St Cuthbert's Catholic Academy		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Teresa's Catholic Primary School
	St William's Catholic Primary School		St Wulstan's & St Edmund's Catholic Primary School
	The Willows Catholic Primary School		



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or would like any additional information about the school / role, or would like to arrange a visit to the school, please contact the school office:

Telephone - 01772 633623

or

Email - bursar@family.lancs.sch.uk

Application process

Applicants must complete the CES application form.

Your application can be submitted electronically to: bursar@family.lancs.sch.uk or can be returned to the school office.

We will acknowledge receipt of your application.

Closing date for applications: Friday 28th March 2025 - midday

Interview date: w/c Monday 7th April 2025

Post Details:

Grade: NJC pay Grade F, scale points range 19 - 24

Salary: Full time equivalent salary £31,067.00 - £34,314.00 (pro rata)

Hours: 37 per week

Contract: Permanent, Term Time only plus 10 days

Required: 9th June 2025 or earlier if possible

Job Description

POST TITLE	Academy Business Manager
JOB PURPOSE	<ul style="list-style-type: none"> • Provide management of the Academy business support staff, to enhance their effectiveness to achieve improved standards of learning and achievement in the Academy. • Assist the Headteacher in their duty to ensure that the Academy meets its educational aims. • With the Headteacher be responsible for the management of the Academy's financial resources.
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	Administration, catering, facilities and cleaning staff
LIAISING WITH (Working relationships)	Headteacher Deputy Head, Trust staff and support staff, external agencies and parents/carers
HOURS OF WORK	
PAY GRADE	Grade F – NJC scale points 19 - 24
LOCATION	
DISCLOSURE LEVEL	Enhanced
MAIN/CORE DUTIES	<ul style="list-style-type: none"> • Responsible for the effective operation and delivery of financial, administration site management, catering and support services within the Academy. • Be responsible for and manage the planning, development, and monitoring of these support services. • Have key responsibilities connected with the receipt, recording, monitoring and summarising of the whole Academy budget activities and ensuring that the Academy makes the best possible use of financial resources. • Be responsible for the management of staff within the designated areas. • To be responsible for the effective risk management and the management of relevant third-party service contracts.
OPERATIONAL/STRATEGICAL PLANNING	<ul style="list-style-type: none"> • Contribute to the project plan for building improvement • Assist in planning to ensure that the Academy makes the best possible use of financial resources available. • Assist the Headteacher and Governing Body with income generation activities and in promoting and marketing the Academy.
SERVICE PROVISION	<ul style="list-style-type: none"> • Develop and monitor management information systems to ensure all computerised information systems are accurately maintained to comply with the DfE Information Management Strategy. • To ensure informed and up to date knowledge of developments in ICT systems and e-government requirements. • Determine the need for and arrange provision, analysis and evaluation of data and detailed financial reports/information for use by senior management and governors, with interpretations and supporting information as required.

Job Description

	<ul style="list-style-type: none"> • Contribute to the design and effective operation of financial procedures. • Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies, for example, DfE. • Be responsible for the appropriate deployment of designated staff, including recruitment. • Interpret matters of policy/procedure/statutory guidance to ensure the Academy's compliance and initiate appropriate action. • Be involved in the exploration of activities which may attract funding. • Be responsible for the management of facilities including use of premises and associated income. • Contribute to the procurement process, including securing appropriate service contracts, licences and insurance. • Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations. • Assist in the preparation of the Academy budget taking account of all funding available to Academy. • Assist in the preparation of all statutory financial returns, Academy based grant claims (such as free school meals, Nursery and childcare) within prescribed deadlines; administration of financial systems and processes within the Academy to ensure proper controls and checks as required within the regulations for public accountability ensuring the Academy is fully compliant. • Be responsible for planning, accurate monthly monitoring and evaluation of budget. • Assist in the management of expenditure from the Academy budget and in mid-year re-alignment of spending plans as required in order to manage funding. • Responsibility for the security of cash and banking arrangements within Academy. • Manage the administration of human resources. • Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
<p>SERVICE DEVELOPMENT</p>	<ul style="list-style-type: none"> • Work with other staff to look at ways to seek improvement /development in facilities management • Work with the Headteacher to establish the service objectives for the Academy support services. • Look to develop and improve financial statements, forecasts and best value procedures. • Actively search for opportunities for generating additional Academy funds.
<p>STAFFING AND STAFFING DEVELOPMENT</p>	<ul style="list-style-type: none"> • Manage Administration, Catering and Site Maintenance staff and assist with induction, training and mentoring. • Undertake return to work interviews for designated staff.

Job Description

RECRUITMENT/DEPLOYMENT OF STAFF	<ul style="list-style-type: none"> • Assist in the recruitment of relevant employees including cleaning staff and facilities. • Ensure the training/induction of new team members is undertaken. • Ensure the effective deployment of relevant staff as directed by the Headteacher.
QUALITY ASSURANCE	<ul style="list-style-type: none"> • In liaison with the SLT determine performance indicators for designated areas of responsibility. • Monitor designated work areas to ensure that services are provided to a high standard. • Ensure that all financial data and records kept are secure and disposed of in accordance with relevant policies. • Undertake regular quality checks on data/records kept. • Undertake regular checks in relation to financial procedures/processes. • Ensure proper controls and checks are in place as required for public accountability and to ensure Academy is fully compliant with the Academies Financial Handbook and Trust Scheme of Delegation.
MANAGEMENT INFORMATION AND ADMINISTRATION	<ul style="list-style-type: none"> • Establish appropriate mechanisms for the co-ordination of financial data collection, the completion of statutory returns ensure that all information is accurate and submitted as required to the Headteacher. • Ensure all statutory and other returns are made to the appropriate bodies in a timely manner. • To ensure the Academy is fulfilling all legal requirements in relation to ICT and appropriate licences and insurance are in place. • Ensure that all systems comply with the Data Protection Act, and are compatible with the Trust systems. • Manage the administrative function ensuring compliance with legal requirements and reporting deadlines (such as census, administration of examinations, attendance). • Be responsible for the and general management of the Academy's administrative and communication systems (MIS – management information systems) including administration of the financial accounting system and records system. • Provide for the preparation and production of all Academy records and publications. • Develop and implement policies within post holders remit. • Interpret matters of policy and procedure to ensure the Academy's compliance and initiate appropriate action arising. • Be responsible for the provision of advice to the Headteacher. • Be responsible for the presentation of financial reports to the Headteacher, provision of financial information to external bodies e.g. OFSTED, the Trust as necessary. • Prepare and maintain reports, records and accounts as are required in relation to financial matters. • Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information for use by senior

Job Description

	<p>management and governors, with interpretations and supporting information as required.</p> <ul style="list-style-type: none"> • Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies, for example, DfE.
COMMUNICATIONS	<ul style="list-style-type: none"> • Maintain positive communications within the Academy and external contacts.
MARKETING AND LIAISON	<ul style="list-style-type: none"> • Establish constructive relationships with parents/carers. • Promote actively the Trusts/Academy corporate policies.
MANAGEMENT OF RESOURCES OTHER THAN PEOPLE	<ul style="list-style-type: none"> • Prepare, maintain and use those resources, data required to meet the business needs of the Academy.
CORPORATE RESPONSIBILITY	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference ensuring all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the Academy. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as may be reasonably required. • Develop constructive relationships and communicate with other agencies/professionals. • Participate in training, learning activities and performance development as may be reasonably directed. • Recognise own strengths and areas of expertise and use these to advise and support others. • Be an active member and delegated representative for the Academy on the Trust School Business Leaders' Network.
OTHER SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out the duties in the most effective, efficient and economic manner. • Participate in the staff, review and appraisal process. • Undertake safety training to ensure current knowledge of safety policy and legislation relevant to the area is maintained.
SAFEGUARDING	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p>
GENERAL STATEMENT	<p>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the postholder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>
DATE	

Person Specification

Academy Business Manager		
Requirements		Essential (E) or Desirable (D)
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's (or equivalent) at grade C or above, to including English, Maths and ICT 	E
Experience	<ul style="list-style-type: none"> • Working in an office environment • Experience of working in a finance role • Working in a school environment • Willingness to be trained in Bromcom (MIS) • Experience of using Microsoft Office • Experience of using school admin systems 	E E D E E D
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Excellent organisational and time management abilities • ICT Skills • Ability to work as part of a team • Ability to work under pressure • To act in a courteous and polite manner when dealing with staff, pupils, parents and outside agencies. • To maintain confidentiality • Ability to work efficiently and be adaptable to change 	E E E E E E E E
Other (including special requirements)	<ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children and young people • Commitment to equality and diversity • Commitment to health and safety • Satisfactory attendance record/commitment to regular attendance at work 	E E E E

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.

