



Closing date

Monday 15th September 2025 at 9am



Grade

Grade 8 SCP 24 – 27 (FTE £35,412 – £38,220)

Actual Salary (£30,833- £33,277)



Location

St Joseph's Catholic Primary School, Newgate, Pontefract, WF8 4AA



Hours

37 hours per week

Permanent

Term time only (plus 5 days)

The Bishop Konstant Catholic Academy Trust has created a brand-new School Business Manager role at St Joseph's Catholic Primary School (Pontefract).

The BKCAT prides itself on being an organisation that supports individual professional goals and career development; therefore, we are offering the successful candidate the opportunity to complete an accredited Level 4 Diploma for School Business Managers, which could lead further career progression within the Trust and beyond. We welcome applications from both experienced Business Managers and Office Managers or Senior Administrators, eager to advance their careers and take on a new challenge. The successful candidate will have access to the expertise of colleagues in the Trust.

As the School Business Manager post is based in school, the successful candidate will be required to work term time only, which is fantastic for those who want to develop in their career, but also have outside priorities, such as childcare to consider. Alternatively, the school holidays provide frequent rest periods from your role, imagine the travel destinations you could tick from your bucket list within 6 weeks! The successful candidate will have 5 days extra to work during the school holidays throughout the academic year, the extra working days are flexible and to be agreed with the line manager.

We are looking for a highly efficient and passionate person to join our dedicated staff team where everyone is valued and supported. As a member of the Senior Leadership Team, you will be responsible for the strategic and operational business functions within the school.

The successful candidate will provide leadership in a range of areas including finance, human resources, facilities management, administration and GDPR/data protection. You should be highly organised and a confident communicator who is capable of thinking strategically, with the ability to lead and deliver an outstanding service.

St Joseph's is a vibrant and caring one form entry primary school with nursery provision. Set in the heart of the town of Pontefract, they are proud of their school community and value the contribution that they make to the local area. They are all immensely proud of the school and are committed to providing the very best possible education for all children. The school has a dedicated team that works hard to reach high standards in everything they do.

All applicants must be happy to play a full part in the life of our Trust and its schools and actively support the distinctive Catholic ethos.

The successful candidate will:

- be professional when dealing with parents, staff, children and other stakeholders in the school
- be committed to supporting the Catholic ethos of the school
- have proven leadership and organisational skills in education sector administration and financial management
- have drive, initiative and is passionate about making a difference to the children and community we serve
- have the ability to mentor and supervise staff to deliver an outstanding service
- be flexible, enthusiastic and resilient
- be a confident decision maker with the ability to persuade and negotiate
- have excellent knowledge of relevant legislation and keep up to date with changes in the role and sector

Key duties will include:

- managing the recruitment process
- taking a lead role in planning, monitoring and evaluation of budgets and management of expenditure
- providing advice and guidance to staff, SLT and Academy Council on a range of complex issues, including specialist areas
- the development, implementation and monitoring of support systems/procedures/policies, including those directed by the Trust
- managing non-teaching operations and the line management of support staff as directed
- analysing and evaluating information, providing detailed reports and recommendations
- taking ownership of issues, queries or complaints received into the school office and either resolve these where possible, or ensure that they are dealt with by the appropriate person
- managing the facilities and premises including compliance with health and safety legislation

Please see the recruitment pack for information relevant to the specific schools, the Trust and the benefits and employee offer available to you upon your successful appointment.

We always welcome speaking to interested candidates. For further information about the school or role, please call Michaela Tomlin, Headteacher on 01977 701493 or email admin@sjp.bkcat.uk

We only accept applications submitted via our website. Please follow the below link to the BKCAT careers page.

Applications should be submitted online at [Vacancies | The Bishop Konstant Catholic Academy Trust](#)

Before applying, please download the job specification for full details on the job responsibilities and person specification. This will be helpful for you when completing your application, and throughout the recruitment process. Please note that the essential criteria listed will be used for shortlisting purposes.

We reserve the right to close this vacancy earlier than the published closing date.

The Bishop Konstant Catholic Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The post is subject to an enhanced DBS with barred list check and other appropriate checks including references. In line with Keeping Children Safe in Education Guidance (2024), online searches will be carried out on shortlisted candidates. This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Prior to interview, all shortlisted candidates will be required to complete a form for self-disclosure of their unprotected criminal record or information that would make them unsuitable to work with children.