



# Cathedral Primary School

**School Business Manager**  
Recruitment Pack



**CATHEDRAL  
SCHOOLS  
TRUST**

**Cathedral**  
**Primary School**  
*'Many Voices, One Harmony'*





# Headteacher's Welcome



Welcome to Cathedral Primary School

I am delighted that you are considering our school as a potential place of work, and would like to take this opportunity to provide you with some information about our wonderful school.

Cathedral Primary School is a unique primary school in the heart of Bristol. Our main school building is located on College Square, in the lower levels of the historic Bristol Central Library. CPS has a music specialism, and acts as a feeder school to Bristol Cathedral Choir School, on the adjacent site.

Our amazing staff team is the absolute heart of our community. The support and collaboration between colleagues, coupled with our nurturing culture for all the children in our care are the key factors of our success. We are excited to be looking to appoint a new School Business Manager to join our team in September.

This pack will give you a first insight into our school and our approach, including our collaborative work within Cathedral Schools Trust, but I would encourage you to visit our school to meet our wonderful children and learn more about the role. I look forward to meeting you!

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**Sara Yarnold**

Headteacher

welcome

'Many Voices One Harmony'





# The Role

## School Business Manager

The Headteacher is looking to recruit an outstanding School Business Manager, who shares the vision for Cathedral Primary School as a centre of excellence for primary education, committed to inclusion and grounded in a strong musical tradition.

Applications are invited from charismatic, enthusiastic and suitably experienced individuals, for this varied, rewarding and demanding post. The successful candidate will demonstrate exceptional organisation skills, will be confident in financial processes, with a high level of numeracy and literacy. Whilst experience within the education sector is desirable, candidates with significant levels of transferable skills are strongly encouraged to apply.

## Job Details

Hours of Work: 30 hours per week (pattern to be agreed)

Working Pattern: Term time plus two weeks

CST Payscale: Points 38 to 41

Gross full time equivalent range: £41,357 - £44,653

Actual part time term-time salary (0.6862FTE): £28,377 - £30,639

Start Date: 1st September 2024 or as soon as possible thereafter

Contract: Permanent





# Become part of a great team...

**At Cathedral Primary School, we have a lot to offer**

## **Culture**

There really is a 'CPS culture' based on an ethos of friendship and positivity. Our team is the heart of our school and there is so much support on offer, be it professional or personal. We have many staff initiatives including social events, sporting activities, staff choir, end of term fun and more. Everyone is welcome!

## **Curriculum**

Our fully sequenced, cumulative curriculum is underpinned by detailed schemes of work and additional resources to support the planning and delivery of excellent lessons. This approach is mirrored in other Trust schools, providing a multitude of opportunities for collaboration between teams.

## **Behaviour**

At CPS we aim to make it easy for our pupils to behave well by teaching them the behaviours we expect. We have a skilled Pastoral Team (including Pastoral Mentor, ELSA and MELSA), as well as a behaviour curriculum that provides staff with a consistent approach to rewards and routines across the school. Behaviour is fully supported by a responsive SLT.

## **Enrichment**

We are extremely lucky to have specialist teachers and support staff leading on music, sport and Forest School at CPS. All children have access to these activities each year.



# Workload and Wellbeing



At CPS we take the workload and wellbeing of staff seriously. Leaders are committed to working in partnership with all staff to regularly review workload. We have recently established a Staff Wellbeing Forum; we have two trained Senior Mental Health Leaders in our school, and we are working to identify and embed the relevant pledges within the DfE Staff Wellbeing Charter.



Trained mental health first aiders



Access to our Employee Support Scheme and Staff Wellbeing Forum



No specified frequency, type or volume of marking and feedback



A sensible and proportionate approach to assessment data



Honest communication, including our anonymous Staff Feedback form.



Open door SLT



Electric Vehicle salary sacrifice scheme



Cycle to work scheme



Competitive pension schemes through Teachers' Pension Scheme or LGPS



10% discount on Pure Gym membership, plus zero joining fee



# Cathedral Primary School

'Many Voices One Harmony'



## Our Values

At Cathedral Primary School, we celebrate the many voices of our diverse community and how they come together to create one harmony.

As a Church of England School, we enjoy stories which promote our values from the bible and beyond, respecting and celebrating all religions and worldviews.

We reinforce the importance of our school values to our pupils through our weekly Collective Worship Assemblies and our termly Values Assemblies, held in Bristol Cathedral.

At Cathedral Primary School, our vision is rooted in compassion and equality. We celebrate the **many voices** of our diverse community and how they come together to create **one harmony**. This is underpinned by the biblical verse:

### Creativity



### Respect



### Courage



*though we are many, we are one body in union, celebrating the fact  
we all have different gifts and talents to use'*

(Romans 12:5)

Our values are for everyone; those of all faiths and those of none





# Cathedral Schools Trust

## We are proud to be a part of Cathedral Schools Trust

Cathedral Schools Trust (CST) is a multi-academy trust of 9 schools based in the South West, predominantly in Bristol.

Working at CPS will give you access to fantastic opportunities for staff professional development and collaboration across trust schools, including:

- Central team at CST supporting on HR and Finance;
- Supportive network of Business Managers across CST, with regular termly meetings;
- Whole trust INSET training
- Bespoke professional development programmes

## Equal Opportunities

**Whilst CPS is a Church of England school, we welcome applications from candidates of all faiths or none.**

Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.





# Visits and More Information

## Visit our school

We would love you to come and see us in person, to have a look around our beautiful (and rather unusual!) school building. This would give you a chance to meet some of our wonderful students and to see their school environment. Please contact the school to book a tour.

To arrange a visit or phone call  
please contact:

admin@cathedralprimaryschool.org

Tel: 01 17 353 2052



[www.cathedralprimaryschool.org](http://www.cathedralprimaryschool.org)



@primarybristol



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## Applications

All applications should be made via the [CST Website](#) > [Careers](#) > [Current Vacancies](#). We are not able to accept CVs or written application forms.

## Safer Recruitment

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

**Our Safer Recruitment checks include: verifying original forms of ID; verifying academic and professional qualifications; conducting online searches of applicants; prohibition checks; two satisfactory and appropriate references, as well as a barred list check.**