



# **St Edmund Arrowsmith Catholic High School**

*Prepare the way of the Lord*

**SCHOOL BUSINESS MANAGER**

**CANDIDATE INFORMATION PACK**



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Ashton-in-Makerfield,  
Wigan, WN4 9PF  
Telephone: 01942 728651  
Email: [office@arrowsmith.wigan.sch.uk](mailto:office@arrowsmith.wigan.sch.uk)  
Web: <http://www.arrowsmith.wigan.sch.uk>  
Headteacher: Mr. M. J. Dumican  
B.A. (Hons), PGCE, NPQH, MSc, MEd

May 2025

Dear Potential Colleague

Thank you for your interest in the vacancy for a **School Business Manager** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert, **Thursday 19 June 2025 at 9.00am.**

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

**M J DUMICAN**  
**Headteacher**



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## **JOB DESCRIPTION: SCHOOL BUSINESS MANAGER**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers.

<b>JOB PURPOSE:</b>	<p>The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.</p> <p>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.</p>
<b>RESPONSIBLE TO:</b>	Headteacher, Governing Body
<b>LIAISES WITH:</b>	School Leadership Team, Teaching Staff, Support Staff, Pupils, Parents, Governing Body, LA Officers, Archdiocesan Officers, External Agencies, Contractors and Building Surveyors.
<b>HOURS OF WORK:</b>	37 hours per week: 8.00am to 4.00pm (Mon to Thurs) 3.30pm (Fri) Full-year
<b>SALARY</b>	G12 (SCP 42-45), £51,802 – £55,600

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The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

## MAIN DUTIES AND RESPONSIBILITIES

### **Preservation and development of the Catholic character of the school**

- Preserve and develop the Catholic character of the school
- Work in partnership with your Diocesan Education Service to ensure diocesan requirements are fulfilled and expectations are met
- Lead by example providing inspiration for pupils, staff, governors and parents, demonstrating the governing body's vision and values in everyday work that manifests itself in day-to-day practice

### **Leadership and Strategy**

- Contribute to the future direction of the school by attending Senior Leadership meetings
- Plan and manage changes in accordance with the school development/strategic plan
- Attend appropriate meetings of the governing board and any sub-committees thereof
- Lead and manage all support staff
- Maximise opportunities to expand scope and resources to enable higher standards and better resources for pupils
- Prioritise tasks to ensure effectiveness
- Communicate effectively e.g. influence, negotiate and engage with others, particularly the senior leadership team/deal confidently with opposition/adopt an enthusiastic, motivational and inspiring management style/possess developed presentation skills/be a confident public speaker to a range of audiences
- Manage time effectively
- Adopt a flexible approach and possess the ability to adapt to change within the working environment
- Keep up to date on financial implications or impact of policy changes for the school
- Develop knowledge and networks to increase awareness of funding opportunities to support the objectives of the school and make applications when feasible to do so
- Understand and measure impact and manage risk for each area of responsibility

### **Financial Resource Management** : *with support from the Finance Team*

- Ensure compliance with the School's Financial Handbook
- Ensure compliance with the charitable objectives of the school
- Contribute to the school's financial scheme of delegation
- Contribute to the school's financial management handbook and review annually in line with ESFA guidance
- Evaluate information and consult with the senior leadership team and governors to prepare a realistic and balanced budget for school activities
- Submit the proposed budget to the governing board and senior leadership team and headteacher for approval and assist the overall financial planning process
- Discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Undertake benchmarking analysis to provide evidence of value for money or action plan to highlight areas of potential savings compared to statistical neighbours
- Identify and inform the governing board of the causes of significant financial variance and take prompt corrective action as authorised
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people including the governing board, senior leadership team and finance committee, as appropriate
- Coordinate the annual audit, liaising with all relevant personnel, agreeing the timing for audit visits and preparing all relevant documentation in advance
- Support the senior leadership team in its functions relating to finance
- Ensure that the relevant financial policies are in place and reviewed in accordance with the requirements of the School's Financial Handbook
- Promptly advise the governing board if fraudulent activities are suspected or uncovered

- Maintain a strategic financial plan that will indicate trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the governing board's proposed activities
- Seek and make use of specialist financial expertise
- Maximise income through lettings and other activities subject to the governing board's lettings policy which will be in accordance with diocesan trustees' requirements
- Select types of investments which are appropriate taking account of risks, views of stakeholders, the Catholic character of the school and identify possible and suitable providers in order to maximise return
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate costs and repayment schedules
- Monitor the effectiveness and implementation of agreements entered into by the governing board
- Oversee the efficient management of the financial software system for the school and ensure segregation of duties in the financial processes
- Ensure all funding, both restricted and unrestricted, is received and accounted for correctly

**Administration Management** : *with support from PA to SLT/HR Manager & Clerk to Governing Body*

- Manage the school's administrative function and lead all support staff
- Design and maintain administrative systems that deliver outcomes based on the governing board's aims and objectives
- Establish and use effective methods to review and improve administrative systems
- Manage systems and link processes that interact across the school
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to avoid duplication
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Benchmark systems and information to assess trends and make appropriate recommendations to the governing board and other relevant parties
- Prepare information for publication and returns for the DfE, ESFA, local authority, the Charity Commission, Ofsted and any other appropriate agencies and stakeholders
- Ensure that paper records meet data protection requirements and that the process for access and review is clearly defined in the data protection policy
- Obtain necessary licences and permissions for services within the school/academy

**Management Information Systems and ICT** : *with support from the IT Network Manager*

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people to introduce new technology or improve existing technology for various purposes
- Ensure that the asset register of all ICT equipment is kept up to date
- Ensure that the governing board has a strategy for using technology aligned to their overall vision and plans, ensuring value for money
- Communicate the strategy and relevant policies, including in relation to data protection, for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable staff to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Present/deliver data in a way that is user-friendly to a wide range of internal and external audiences, including the board
- Ensure that data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied, giving regard to publications on data management for teachers' workload

**Human Resource Management:** *with support from PA to SLT/HR Manager & Clerk to Governing Body*

- Manage the payroll services for all staff including the management of pension schemes and associated services
- Monitor and maintain single central record data for all staff, volunteers (including directors and local governors), agency staff and visitors as appropriate
- Ensure the governing board's equality policy is clearly communicated to all staff
- Ensure the governing board's whistleblowing policy is clearly communicated to all staff
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with CES, legal and regulatory requirements and with the Bishops' expectations as stipulated in the Bishops' Memorandum on Appointment of Teachers in Catholic Schools
- Manage recruitment, performance management, appraisal and development for all support staff taking account of the Bishops' Memorandum and any diocesan requirements
- Advertise support staff vacancies as required
- Monitor any relevant legal, regulatory, ethical and social requirements and the effect they have on the school and the staff
- Ensure people have a clear understanding of the governing board's policies and procedures
- Monitor the way policies and procedures are actioned and provide support where necessary
- Ensure the safeguarding and security of all personnel records, both manual and electronic, in accordance with data protection requirements
- Seek and make use of specialist expertise in relation to HR issues
- Evaluate the governing board's strategic objectives and obtain information to assist the governing board in workforce planning
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
- Ensure that all relevant staff, board members, governors and local governors have access to high-quality training and continued professional development opportunities
- Ensure that there is a clearly costed staff training and development plan linked to the school's/academy trust company's development plan
- Ensure that any new members of staff receive appropriate induction to their role, their team and the wider school

**Facilities and Property Management :** *with the support of the Premises Manager*

- Ensure that the capital strategy policy of the Diocesan Education Service has been implemented by the governing board and that capital priorities for the year have been identified
- As part of the capital strategy policy, develop potential projects ready for submission in coordination with the Diocesan Education Service
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations and any diocesan requirements
- Ensure the safe maintenance and security operation of all premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced services
- Ensure a safe and secure environment
- Ensure ancillary services e.g. catering, cleaning etc, are monitored and managed effectively
- Ensure measures are put in place to protect diocesan assets, including the land and buildings, and ensure that they remain under the control of the diocesan trustees at all times
- Manage the letting of school premises to external organisations, in accordance with diocesan requirements, for the development of extended services and local community requirements
- Seek professional advice on insurance, in accordance with any diocesan requirements, and advise the senior leadership team on appropriate insurances for the governing board and implement and manage such schemes accordingly
- Ensure all insurance policies provide adequate cover and obtain alternative quotes to ensure value for money as necessary
- Ensure capital funding opportunities are regularly reviewed

### **Health & Safety** : *with the support of the Premises Manager*

- Act as the governing board's health & safety coordinator and fire officer
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the governing board's written health & safety policy statement is clearly communicated and available to everyone
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with relevant parties on health & safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the senior leadership team, directors/governors and, where appropriate, the Health & Safety Executive
- Ensure the maximum level of security consistent with the type and phase of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
- Ensure that the school is meeting all statutory and other requirements relating to safeguarding pupils

### **PR & Marketing** : *with support from the PA to SLT/HR Manager & Clerk to Governing Body*

- Actively promote the school by building excellent relationships with the local media to maximise opportunities to promote the school through submission of regular press releases to local media including local newspapers, magazines and radio
- Create and oversee a programme of events for the school to generate opportunities for pupils and generate positive publicity
- Produce a weekly newsletter
- Manage the school's marketing plan and budget and monitor return on investment
- Manage the school's website

### **GDPR**

- Ensure the school is fully compliant with GDPR and Data Protection requirements.
- Providing advice and support and liaising with the external DPO as and when required.
- Organise staff training on GDPR issues

### **Accountability**

- Provide information, objective advice and support to the governing board and senior leadership team to enable the governing board to meet its responsibilities and to deliver its core functions effectively
- Reflect on feedback from others relating to your personal contribution to the company and take action as appropriate

### **Other Duties**

- To fulfil any other task reasonably requested by the Headteacher/governing board
- Seek out opportunities to develop your own skills and expertise to support your role as Business Manager
- Participate in training and implement newly acquired skills, knowledge and expertise to develop your role within the school
- Attend regular local events for Business Managers
- Liaise/network with other schools and Business Managers to develop best practice

### **REVIEW**

A job description may be amended by the Headteacher after consultation with the support staff member and preferably with her/his agreement. On her/his own initiative, a support staff member may request that amendments are made to her/his job description and a request will be considered carefully.



## PERSON SPECIFICATION: RECEPTIONIST

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

### Training and Qualifications

	Essential	Desirable	Source
3 x GCSE grade C (or above) in Maths and English (or equivalent qualification)	✓		A
A School Business Management qualification or willingness to obtain, other equivalent professional qualifications	✓		A
Willingness to participate in development and full training opportunities	✓		A, I
Finance qualification (AAT or similar) accreditation.		✓	A
Evidence of finance training relevant to the role		✓	A, I
Safer Recruitment Qualification		✓	A

### Experience

	Essential	Desirable	Source
Experience of working in school/Educational environment	✓		A, I
Experience of preparing financial reports and presenting them to a committee	✓		A, I
Experience of working in a finance accounting, or administrative role	✓		A, I
Experience of managing budgets and financial reporting systems, including audits	✓		A, I
Experience of financial accounting and administrative systems and IT packages	✓		A, I
Experience of managing different teams/colleagues	✓		A, I
Experience of prioritising own workload successfully, working under pressure and to deadlines	✓		A, I
Experience of using Microsoft Office, Excel	✓		A, I
Good knowledge and understanding of safeguarding and child protection		✓	A, I
Experience of project management		✓	A, I
Experience of using Arbor, FMS6. Access or similar software systems.		✓	A, I
Experience of performance management appraisal systems		✓	A, I
Successful experience in the submission of bids, securing funds in the public sector		✓	A, I
An understanding of school management issues and the role of the Governing Body		✓	A, I



### Personal Qualities/Attributes/Experience

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post

	Essential	Desirable	Source
Excellent communication and negotiation skills demonstrating integrity, confidentiality and confidence	✓		A,I,R
Excellent manner, having a calm and friendly approach to a variety of queries	✓		A, I, R
Understanding of using an email system, ie Microsoft / Outlook	✓		A, I
Experience of working in an office environment	✓		A, I
Excellent written and oral skills	✓		A, I, R
To be able to develop positive relationships with children, colleagues and parents	✓		A, I, R
To be flexible and approachable in a busy day to day environment to assist colleagues with tasks	✓		A, I, R
Ability to adapt to change	✓		A, I, R
To demonstrate the commitment towards being part of the life of the school	✓		A, I, R
Ability to cope with conflicting demands, deadlines and interruptions	✓		A, I, R

### Essential to Appointment

The applicant must be legally entitled to work in the UK (Asylum and Immigration Act 1996)  
An enhanced DBS clearance is required prior to appointment  
2 references must be provided prior to appointment

**KEY:** A = Application, R = Reference, I = Interview

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

## What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk) and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

## The Interview Process

Deadline:	Thursday 19 June 2025
Interview Date:	To be confirmed
Start Date:	September 2025

### **All candidates will be given a tour of the school**

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



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