



# St Edmund Arrowsmith Catholic High School

*Prepare the way of the Lord*

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## **VACANCY: SCHOOL BUSINESS MANAGER (SBM)**

<b>Hours of Work:</b>	37 hours per week: 8.00am to 4.00pm: (Mon to Thurs), (Fri) to 3.30pm Full year
<b>Salary:</b>	G12 (SCP 42-45), £51,802 – £55,600 <i>Pay Award Pending*</i>
<b>Contract:</b>	Permanent
<b>Start Date:</b>	01 September 2025
<b>Closing Date:</b>	<b>Thursday 19 June 2025 @ 9.00am</b>

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### **What is it like to attend this school?**

*Pupils are happy at St Edmund Arrowsmith Catholic High School. They feel safe and well looked after. Pupils enjoy good relationships with each other and staff. They said that their teachers set high standards for pupils' behaviour and achievement.*

*Ofsted report – November 2021*

Due to the retirement of the current post holder, Governors wish to appoint an outstanding and highly motivated School Business Manager to start in September. The successful candidate will work alongside the Senior Leadership Team, providing strategic direction for the school in a number of key areas.

This role is multi-faceted and has significant responsibilities including, but not limited to, managing a school budget, managing health and safety across school, human resources including line managing support staff, and producing reports for the Local Authority, Headteacher and Governing Board.

The successful candidate will be: -

- A strategic thinker who can think creatively and problem-solve
- Professional, positive and proactive, forming good relationships with all stakeholders
- Experienced at managing all aspects of school business, finance and resources
- Skilled at managing school HR systems and people
- Ability to enhance organisational efficiency and effectiveness

Visits are welcomed and encouraged. Please contact Mrs P Lennon to arrange via email [plennon@arrowsmith.wigan.sch.uk](mailto:plennon@arrowsmith.wigan.sch.uk)

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### **About St Edmund Arrowsmith Catholic High School**

We are a forward-looking and flourishing school, well regarded for the excellence of our academic achievement and the high level of motivation of pupils and staff. Visitors to our school never fail to comment on our respectful students, the positive team ethos amongst staff and the friendly welcome that they receive.

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To apply for the position please visit the school website: [www.arrowsmith.wigan.sch.uk](http://www.arrowsmith.wigan.sch.uk) to download an application form, which must be returned addressed to the Headteacher at the school address or via email to [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk). If you require further information about the vacancy please contact Mrs P Lennon, Clerk to Governors, at the school on 01942 7286512 x 2223 or [PLennon@arrowsmith.wigan.sch.uk](mailto:PLennon@arrowsmith.wigan.sch.uk).

The school is committed to safeguarding and promoting the welfare of children. Offer of employment is subject to safeguarding checks, including an Enhanced Disclosure and Barring Service clearance, pre-employment health check and references.