



Application Pack

**School Business Manager
St Francis RC Primary School,
Gorton, Manchester.**

We would like to take this opportunity to thank you for your interest in the advertised role of School Business Manager at St Francis RC Primary School, Gorton, Manchester. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the School Business Manager will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Team we are very much looking forward to recruiting an innovative School Business Manager. The successfully appointed candidate will join St Francis RC Primary School, leading the delivery of highly effective business services to support the efficient management of the school.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely


Catherine Anderson
Chair of Directors


Daniel Copley
CSEL/CEO





MISSION

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To assist parents, who are the prime educators of their children, in the education and religious formation of their children;

To be of service to the local Church – the Diocese – the Parish and the Christian home;

To be of service to society

VISION

We enable our schools to provide great Catholic education across Greater Manchester.

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to serve society.

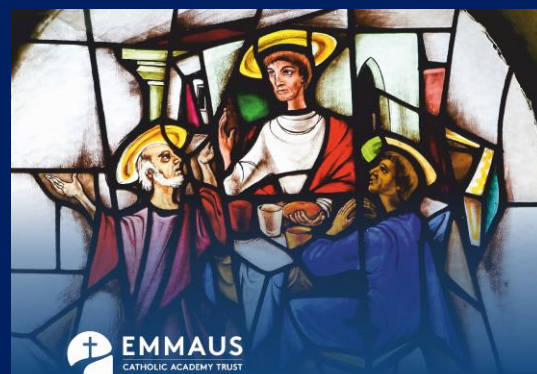
The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.

Open our eyes, so we see the signs of your presence around us;

open our hearts, so we may receive your peace and love; and empower us to pass on to others the grace you have shared with us so freely.

Amen.



SALFORD
CATHEDRAL



6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To work collegially as a family of great schools, strong in faith, serving society.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.



4) How will we succeed?

Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Curriculum Knowledge and Academic Rigour

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

Emmaus Talent is Key

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



5) What is most important, right now?

Strategic Priorities–2024/2025

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be **strong in faith**.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society**.

Emmaus CAT currently educates approximately 8,265 children, and employs approximately 1,180 staff.

- St Antony’s RC High – 686
- St Anne’s RC High School – 607
- St Chad’s RC Primary School – 230
- St Matthew’s RC High School – 1319
- Mount Carmel RC Primary School – 455
- Holy Family RC Primary School – 214
- St Kentigern’s RC Primary School – 454
- St Edward’s RC Primary School – 266
- St Mary’s RC Primary School – 114
- St Joseph’s RC Primary School – 503
- St Francis RC Primary School – 248
- St Stephen’s RC Primary School – 410
- St Mary’s RC Primary School, Failsworth – 458
- St Patrick’s RC Primary School, Oldham – 213
- Saint John Henry Newman RC College – 1502
- St Anne’s RC Primary School – 227
- St Christopher’s RC Primary School, Tameside – 251
- Our Lady of the Rosary RC Primary School – 235

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 13,250 children, and employ approximately 1,800 staff.

- St Thomas More RC College – 778
- St Dunstan’s RC Primary School – 329
- St Margaret Mary’s RC Primary School – 342
- St Edmund’s RC Primary School – 238
- St Patrick’s RC Primary School, Manchester – 196
- St Winifred’s RC Primary School – 401
- St Herbert’s RC Primary School – 333
- Holy Rosary RC Primary School – 234
- St John Fisher RC Primary School – 246
- English Martyrs RC Primary School – 225
- St Malachy’s RC Primary School – 233
- St John Bosco RC Primary School – 223
- St Joseph’s RC Primary School, Oldham – 227
- Corpus Christi RC Primary School – 349
- St Anne’s RC Primary School, Oldham – 232
- St Teresa’s RC Primary School – 162
- St Monica’s RC Primary School – 334



School Business Manager

St Francis RC Primary School, Ellenbrook Close, Gorton, Manchester, M12 5LZ

Start Date: as soon as possible

Salary: NJC Grade 8, SCP 31-35 FTE £40,476 - £44,711.

Actual salary approx. £35,554 - £39,274. TTO+ 10 days.

The Directors of Emmaus CAT Trust Board, Local Governing Body and Senior Leadership Team of St Francis' RC Primary School wish to appoint a talented individual who is an exceptional leader, to provide outstanding business support services to pupils, teaching staff and the wider community.

Could this be you?

If it was you, you would be responsible for:

- Strategic leadership of all the support functions within school, to include but not limited to estates management, finance, HR and the training and development of staff, ensuring all policies, procedures and systems are in place.
- Provide business support with prompt and accurate reporting to the Headteacher and Local Governing Body
- Responsible for the management of support staff across the school.
- Responsible for management of the school's support function in collaboration with the CATs central team.
- Work closely with the central finance team with regards to budget monitoring and transactional processing
- Responsible for the school's HR function and processing for payroll

If so, we are looking for:

- Demonstrate a robust business acumen combined with outstanding leadership skills
- A strong self-motivator driven to achieve tasks, overcome challenges as well as providing direction for others
- Work positively and inclusively with colleagues, parents and all stakeholders
- Possess a good understanding of estate management, finance and HR administration
- Experienced in Health and Safety issues
- Understand the culture and climate of educational settings
- Working practice of the following systems would be beneficial; PS Financials, Iris, Orovia, Evolve and IAM compliant.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance.

Visits to St Francis RC Primary School are encouraged and strongly recommended.

Please contact Mrs O'Dwyer Headteacher to arrange a mutually convenient date and time to visit via; head@st-francis.manchester.sch.uk

Closing date:

Interviews:

Please return completed application forms and supporting documents to: Mrs O'Dwyer, Headteacher via; head@st-francis.manchester.sch.uk





The post holder will report directly to the Headteacher

Main purpose of the role:

- The school business manager (SBM) is responsible for all matters relating to the strategy and operation of the business functions of the school, ensuring appropriate policies, procedures and systems are in place.
- Business functions include financial management, health and safety, human resources, compliance and administration.
- 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.
- They will provide and present prompt and accurate reporting to the Headteacher and Governing Body on all aspects of school business management, aligned with Emmaus CAT policies and procedures.

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

Finance

- Under the direction of the headteacher, lead on all financial matters in school, ensuring financial decisions are clearly linked to the school's strategic goals and agreed budget
- In partnership with the headteacher and with support from the Trust central finance team, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- In partnership with the Finance Business Partner, ensure a balanced budget is presented to the Local Governing Body for proposal to Trust Board
- Meet with the central Finance Business Partner on a monthly basis to review year-to-date performance against budget and latest forecast
- Ensure that the school complies with the financial policies and scheme of delegation of Emmaus CAT, including those for procurement of goods, and that staff are made aware of these policies
- Ensure parent payment platforms are maintained and any outstanding monies due are collected promptly
- Liaise with central finance team to ensure suppliers are paid in a timely manner

- Alert the Headteacher and key stakeholders to sources of additional funds/sponsorship and prepare bids as appropriate
- Manage and monitor contracts for the provision of support services and service level agreements at a school-level, including grounds, catering & cleaning.
- Manage, monitor and effectively maintain all aspects of the school's purchase ordering processes to ensure its effective operation according to agreed procedures.
- Manage and monitor the school's payroll provision for all school staff, including the processing of new starters, leavers, contractual changes, timesheets, car mileage and reconciliation of all expenditure.
- Support the central finance team with any information required for annual external audit and statutory returns, as required
- Follow financial control processes within school to ensure that any budget virements, business cases or recruitment is appropriately authorised
- Attend central finance termly networking events to receive key updates and training

Human Resources

- Be responsible for recruitment processes, in line with CAT policy and safer recruitment procedures including the administration of staff recruitment campaigns
- Ensure all pre-employment checks are completed, to include right to work, DBS clearance, medical clearance and ensure all staff have appropriate contracts of employment issued in a timely manner.
- Arrange supply staff, including appropriate vetting procedures and ensure accuracy of timesheets.
- Manage, maintain and secure confidential HR records
- Secure and Process Personal data in line with GDPR requirements
- Advise Headteacher/Governors on assessment of salaries/staffing capacity, sickness and maternity/paternity procedures, etc.
- Maintain sickness records and manage the sickness monitoring procedures utilising the CAT absence management system, including return to work interviews as directed by the Headteacher.
- Ensure that HR policies (e.g. disciplinary, grievance, appraisal, flexible working etc.) are administered in line with employment law.
- Seek advice from HR Provider on employee relations issues and HR related policies and procedures as required.
- Administer contract variations for school staff where required and oversee the starter and leaver processes.
- appraisal, training and development.

- Provide leadership and guidance for staff as appropriate, including direct line management for specified non-curriculum support staff including recruitment, induction, appraisal, training and development.

Health and Safety

- Review, implement and monitor the school's Health and Safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- Advise the Headteacher/Governors about any health and safety issues specific to the school and how they relate to pupils, staff, visitors and contactors.
- Liaise and co-operate with the Fire Service, ensure the installation and maintenance of equipment for protection against and escape from fire.
- Keep records of and ensure regular fire practises and alarm tests.
- Ensure emergency procedures are current, timely and include personal evacuation plans.
- With the headteacher and premises team, supervise the maintenance of the school site
- Organise health and safety training for staff

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register
- Oversee all aspects of insurance including buildings and public liability insurance and act as the first point of contact for insurers.
- Ensuring all statutory requirements are met relating to obtaining necessary licenses and permissions required for the administration, their relevance and timeliness.
- Preparation of maintenance schedules and the effective operation of all facilities on site.
- All safety checks are carried out as required, repairs and maintenance are scheduled to ensure compliance with legislation and equipment is in good working order.
- Prepare risk assessments and implement risk management and loss prevention strategies in school to reduce insurance costs.

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Scheduling of Diary Dates/Calendar Events, ensuring that key dates/information and Calendar is on the website for parent, carers and key stakeholders
- Support the Headteacher with drafting and managing parent and key stakeholder communications
- Update, monitor and control the school website
- Oversee and maintain school attendance, pupil data records (SIMS) in line with GDPR requirements
- Be responsible for providing school census returns in line with prescribed deadlines (e.g. pupil, school workforce)



Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that school complies with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
A good standard of education (GCSES/A Level equivalent) including English & Maths	E
Level 4 diploma in school business management or equivalent professional qualification	D
Evidence of continuous professional and personal development (CPD)	E
Experience	
Successful leadership and management experience in a school, or in a relevant field outside education	E
Involvement in school self-evaluation and improvement planning	D
Line management experience	D
Experience of contributing to staff development	D
Working with children or young people	D
Skills and Aptitudes	
Effective communication skills, both written and verbal	E
Sound knowledge of financial management	E
Ability to build effective working relationships with staff and other stakeholders	E
Excellent organisational skills with the ability to work to deadlines and prioritise effectively	E
Resilient with the ability to adapt to changing conditions and generate effective solutions to new situations and problems as they arise	E
Sound IT skills	E
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E

Commitment to safeguarding and equality	E
Adaptable and able to embrace change	E
Commitment to maintaining confidentiality at all times	E
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-Employment Health Check	E
An appropriate understanding of child protection and data protection	E
Proactive and resourceful, with the ability to anticipate challenges with a positive, problem-solving attitude	E
The ability to work under pressure and manage conflicting demands	E
Strong organisational and time management skills with the ability to delegate appropriately	E



HOW TO APPLY



EMMAUS Catholic Academy Trust
Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

[X@EmmausCAT](#)

Applications need to be made using the CES application form, available from the [Emmaus CAT website](#) / [St Francis RCPS website](#).

Closing date:

Interviews will take place:

Please return completed application forms and supporting documents to Mrs Anne O'Dwyer, Headteacher via email headteacher@st-francis.manchester.sch.uk



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