



**St Francis Xavier's  
Catholic Academy**



**St Joseph**  
Catholic Multi Academy Trust

## **Candidate Information Pack**

# **School Business Manager**

**St Francis Xavier's Catholic Academy**



**Required as soon as possible**

**Woolton Hill Road, Woolton, Liverpool, L25 6EG**

**[www.sfx1842.org](http://www.sfx1842.org)**

**Telephone: 0151 288 1000**

**@sfx1842**

**May 2024**



## **School Business Manager**

**Required as soon as possible**

**Permanent, all year round, full time, 37 hours per week  
Salary Range NJC SCP 45-50 / £53,577 to £59,161 per annum  
Local Government Terms and Conditions and Pension Scheme**

Are you a dynamic and forward-thinking professional seeking a rewarding opportunity to make a significant impact in education? Have you got a keen eye for detail and meticulous in your work? Are you resilient, hard-working, and able to work in a busy environment?

We are searching for an inspiring individual to join our team as a School Business Manager, playing a crucial role in the success and growth of our vibrant school. We require a highly motivated, enthusiastic, suitably experienced, or aspiring School Business Manager to join our growing, innovative, and forward-thinking organisation.

As part of St Joseph Catholic Multi Academy Trust, we believe in fostering an environment of academic excellence, creativity, and community spirit. Our commitment to providing a world-class Catholic education is at the heart of everything we do. As we continue to grow and innovate, we are looking for a School Business Manager to join us on our journey.

### **What we offer**

- Flexible working – we are happy to discuss ways we can make the role fit your requirements
- A dynamic and collaborative work environment with opportunities for professional development and growth
- The chance to be part of a team that is shaping the future of education

We are part of a Catholic MAT and require candidates to support our Mission and values with 'Christ at the Centre', however, candidates do not need to be a practicing Catholic. You are strongly advised to visit our website for further information about our school: [www.sfx1842.org](http://www.sfx1842.org) and the Trust website: [www.sjcmat.co.uk](http://www.sjcmat.co.uk)

For the job description, person specification and application form please visit the school website. Visits to school are also recommended, to arrange a tour please contact Vicky Hill, HR Officer, on 0151 288 1000.

## Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children.

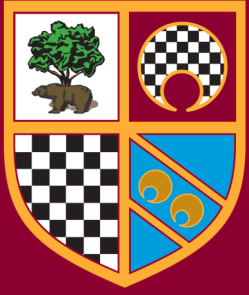
The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks.

St Joseph CMAT is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Where the post is engaged in regulated activity, and/or an opportunity for contact with children the position will be subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.





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# Values and Beliefs



## **Faith**

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We strive to have a meaningful relationship with God, our community, each other and ourselves.

## **Ambition**

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We want to be the best version of ourselves, reaching our full potential in all we do.

## **Integrity**

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We must be honest, trustworthy and take responsibility for all our actions.

## **Respect**

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We show respect to property, belongings, each other and ourselves.

# Timeline and Application Information

## Closing date

Completed applications should be returned no later than **9am on Monday, 27 May 2024**

## Interview

It is currently envisaged that interviews will be held **week commencing Monday, 3 June 2024**

## How to apply

Please complete the application form provided.

The supporting statement in your application should be no longer than 2 sides of A4 with a minimum font of Arial 11. It should address the precise selection criteria detailed in the person specification and should reinforce this by giving examples to support your candidacy.

Please note that covering letters and other extraneous material will not be accepted as part of the application.

Your application should be returned by email to [vhill@sfx.sjcmat.co.uk](mailto:vhill@sfx.sjcmat.co.uk)

**Please note that applications must be submitted in Microsoft Word document format.**

If you have any queries about the application process please contact the school.

