



Job Advert

School Business Manager



Closing date

Monday 13th January 2025 at 12 Noon



Grade

Grade 8 SCP 24 – 27 (FTE £34,314 - £37,035)

Actual (£29,877- £32,246)



Location 1

St Joseph's Catholic Primary School, Newgate, Pontefract, WF8 4AA



Location 2

St Ignatius Catholic Primary School, Storrs Hill Road, Ossett, WF5 0DQ



Location 3

English Martyrs Primary School, Dewsbury Road, Wakefield, WF2 9DD



Hours

37 hours per week

Permanent

Term time only (plus 5 days)

The Bishop Konstant Catholic Academy Trust has created a brand-new School Business Manager role. There are three School Business Manager posts available at St Ignatius Catholic Primary School (Ossett), St Joseph's Catholic Primary School (Pontefract) and English Martyrs Catholic Primary School (Wakefield).

The BKCAT prides itself on being an organisation that supports individual professional goals and career development; therefore, we are offering each successful candidate the opportunity to complete an

accredited Level 4 Diploma for School Business Managers, which could lead further career progression within the Trust and beyond.

As the School Business Manager post is based in school, the successful candidates will be required to work term time only, which is fantastic for those who want to develop in their career, but also have outside priorities, such as childcare to consider. Alternatively, the school holidays provide frequent rest periods from your role, imagine the travel destinations you could tick from your bucket list within 6 weeks! The successful candidates have 5 days extra to work during the school holidays throughout the academic year, the extra working days are flexible and to be agreed with the line manager.

We are looking for a highly efficient and passionate person to join each of our dedicated staff teams where everyone is valued and supported. As a member of the Senior Leadership Team, you will be responsible for the strategic and operational business functions within the school to which you are appointed.

The successful candidates will provide leadership in a range of areas including finance, human resources, facilities management, administration and GDPR/data protection. You should be highly organised and a confident communicator who is capable of thinking strategically, with the ability to lead and deliver an outstanding service. The successful candidates will have access to the expertise of colleagues in the Trust.

Each school is a vibrant and caring one form entry primary school with nursery provision. They pride themselves on their engagement within their school communities, and the contributions made within their local areas. High expectations permeate throughout the schools, they truly believe in quality, dedication and aspirational thinking in all areas. Children, staff and each member of the school communities are encouraged to strive for greatness through self-belief and determination.

All applicants must be happy to play a full part in the life of our Trust and its schools and actively support the distinctive Catholic ethos.

! Please note: There are three school business manager roles available within the Trust at the school locations cited above which should be applied to separately via the website. We only accept applications submitted via our website. Please follow the below link to the BKCAT careers page.

+ The successful candidate will:

- be professional when dealing with parents, staff, children and other stakeholders in the school
 - be committed to supporting the Catholic ethos of the school
 - have proven leadership and organisational skills in education sector administration and financial management
 - have drive, initiative and is passionate about making a difference to the children and community we serve
 - have the ability to mentor and supervise staff to deliver an outstanding service
 - be flexible, enthusiastic and resilient
 - be a confident decision maker with the ability to persuade and negotiate
 - have excellent knowledge of relevant legislation and keep up to date with changes in the role and sector
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+ Key duties will include:

- managing the recruitment process
 - taking a lead role in planning, monitoring and evaluation of budgets and management of expenditure
 - providing advice and guidance to staff, SLT and Academy Council on a range of complex issues, including specialist areas
 - the development, implementation and monitoring of support systems/procedures/policies, including those directed by the Trust
 - managing non-teaching operations and the line management of support staff as directed
 - analysing and evaluating information, providing detailed reports and recommendations
 - taking ownership of issues, queries or complaints received into the school office and either resolve these where possible, or ensure that they are dealt with by the appropriate person
 - managing the facilities and premises including compliance with health and safety legislation
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Please see the recruitment pack for information relevant to the specific schools, the Trust and the benefits and employee offer available to you upon your successful appointment.

Candidates are most welcome and encouraged to arrange a visit to the school by appointment, contact details are available within the schools recruitment pack.

Applications should be submitted online at [Vacancies | The Bishop Konstant Catholic Academy Trust](#)

All of our staff uphold the Core Values and Catholic Ethos of the Trust. All appointments are subject to an enhanced DBS with barred list check in line with our Safeguarding and Safer Recruitment Policy. Please note, as part of the recruitment process, we will carry out an online search for any short-listed candidates in order to comply with the guidance given in the September 2024 update of the 'Keeping Children Safe in Education' document.