



St John's Catholic
Primary School

**School Business
Manager
Application Pack**



Letter from the Chair of Governors

Employer: St John's Catholic Primary School

Location: Trowbridge, Wiltshire

Salary: Grade I18-20 £34,434-£36,363 per annum pro rata

Contract Type: 37.5 hours per week, 43 weeks of the year

Contract Term: Permanent

Start Date: 16th March 2026 or soon after

Dear Prospective Applicant,

Thank you for applying for the post of School Business Manager at St. Johns. We are very proud of our Catholic school where we live and breathe our mission of family and community, knowing all are welcome.

Our staff promote high standards of behaviour and learning which are shown in the children's attitude and achievements. The school have close links with the parish, local schools and both local and international communities which are supported with enthusiasm by the children. The children, staff and governors are proud of the "St. Johns" feeling which I am certain you will experience when you visit.

Best Wishes

Mike Simmons

Chair of Governors



Letter from the Headteacher

Dear Prospective Applicant,

Thank you for taking the time to learn more about our wonderful school – St John's Catholic Primary School, Trowbridge. I am highly ambitious for our school and passionate about driving school improvement founded on evidence informed practice. The School Business Manager role is an essential element of this. Every child has the right to receive excellent teaching and learning, a rich range of experiential learning opportunities and for schools to be guardians of childhood. Our school is embarking on an exciting new chapter with a commitment team of highly professional colleagues.

Our mission and Catholic Social Teaching values are the golden thread woven through our rich curriculum. We have invested significant time in developing our unique curriculum and invested in providing exciting rich experiential learning opportunities.

I strongly encourage you to visit our school in order that you can get a flavour of what we offer and how we are unique. I encourage you to meet the school team and wonderful children so that you can experience first hand the learning opportunities created for the children in our care. Please do not hesitate to contact the school office if you have any questions or would like to arrange a tour of our school. I really look forward to meeting you at St John's Catholic Primary School and wish you well on your future career journey.

Best Wishes

Mrs Kim O'Rourke

Headteacher



Mission Statement

We live our Mission by:

- ensuring that our attitudes and values are transmitted through a curriculum that is consistent with the Catholic faith & embraces the principles of Catholic Social Teaching
- delivering a curriculum that is relevant, varied, interesting, stimulating, balanced and appropriate
- developing schemes of work and policies on teaching and learning, assessment and additional needs which recognise that R.E. is an integral part of the curriculum
- developing sound teaching and effective classroom management strategies
- generating a positive attitude to learning where realistic expectations of pupils and high standards of work are expected
- using a variety of teaching approaches that reflect the needs of individual pupils
- participating in projects which focus on the needs of others including local and international charities.

About St Johns Catholic Primary School

The Sisters of St. John of God founded St John's school in 1927. Since then the school has grown & flourished into the thriving school it is today.

Although the sisters of St John's left the parish in the summer of 2014, continuity with the 1927 Foundation continues to live on in the school. Fr Richard Elson from St John The Baptist Catholic Church is our school chaplain. He regularly visits pupils in classes and assemblies. All classes hold a class liturgy or Mass which is well supported by families. The school has strong links with the Parish Community and St John's pupils and staff contribute to Sunday Mass on a termly basis, leading the music, choir and readings and are always seeking ways to maintain and strengthen these links.

Many of the pupils naturally continue to St Augustine's Catholic College, Trowbridge, for their education. The new Headteacher, Mrs. Kim O'Rourke, has embraced the Headship role since September 2024 after seven years of service as Deputy Headteacher at the school. There are eleven classes and the school employs 51 staff.

- **Further Information** The latest OFSTED and Section 48 reports, along with information on the Governing body and much else, can be found on the school website www.st-johns-trowbridge.wilts.sch.uk

Catholic life, Religious Education, and the Wider Curriculum We are a Catholic school, providing a broad, creative, supportive family environment centred on the Gospels and on the example and teachings of Jesus Christ. We highlight the unique nature of the individual, everyone's right to be shown respect and everyone's responsibility to give their best for the community. We are inclusive and aim to find areas of excellence in all our members (Governors, pupils, staff, parents / carers and volunteers) to help them grow as individuals and achieve their potential. All are fully supportive of our mission and give copiously of their time and expertise.

We were graded as Outstanding in all areas in our Section 48 inspection in November 2025.

Parents We have very supportive parents/carers who actively engage in supporting pupils the school and parish community. St John's has an active School Association called the Friends of St John's who regularly run social and fund-raising events & have contributed to numerous projects within the school. These are not only enjoyable but also a very valuable aspect of our parish and local community life

Collaboration with other schools We are committed to working in collaboration with other schools including a range of support provided by both Senior Management and Governors. We are a member of the Emmaus Catholic Partnership and Trowbridge Collaborative Schools.



School Business Manager - Person Specification

	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none">➢ Educated to degree level or equivalent.➢ An accountancy or Business Management qualification or equivalent demonstrable experience.	<ul style="list-style-type: none">➢ Degree level or equivalent ideally in business management, accountancy or a related discipline.
Experience	<ul style="list-style-type: none">➢ Demonstrable experience of business management.➢ Successful leadership and management experience in school, or in a relevant field outside education.➢ Line management experience	<ul style="list-style-type: none">➢ Demonstrable experience working in school business management.➢ Experience of working in a Catholic school or Catholic Trust
Skills and Knowledge	<ul style="list-style-type: none">➢ Appropriate experience in management and operation of finance and accounting systems, audit procedures and SFVS.➢ Detailed knowledge of Health and Safety issues and legislation.➢ Detailed knowledge of facilities management.➢ Detailed knowledge of purchasing, procurement and tendering processes including Best Value.➢ Knowledge of Safer Recruitment processes and Child Protection issues and legislation.➢ Knowledge of marketing and promotion	<ul style="list-style-type: none">➢ Accredited qualification or recent CPD in the essentials skills areas.

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> ➢ Competent with commonly used software packages and specific packages relating to project management, risk and fire assessment and financial management. ➢ Have an understanding of the issues concerning ICT online network security, filtering and safe use of ICT with respect to safeguarding. ➢ Have an understanding of Data Protection and Freedom of Information issues. Liaise with Schools Data Protection Officer. ➢ A proactive record of Continual Professional Development. ➢ Leadership, management and organisational skills. ➢ Excellent verbal and written communication skills are required. ➢ Involvement in school self-evaluation and improvement planning 	
Personal Qualities	<ul style="list-style-type: none"> ➢ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils. ➢ Ability to work as part of a team and demonstrates positive relationships at all levels; motivating, nurturing and challenging others to be the best they can be ➢ Flexibility and use of initiative ➢ Commitment to acting with integrity, honesty, loyalty and fairness ➢ High expectations of self and others ➢ Hard working and enthusiastic ➢ Good organisational skills including the ability to prioritise own work and that of others in line with the school's strategic aims. ➢ Commitment to safeguarding and equality. 	

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> ➤ Commitment to own professional development. ➤ Proactive, must give attention to detail, with the ability to work under pressure to strict deadlines. ➤ Ability to liaise and influence effectively at all levels. ➤ Deals with difficult situations effectively. 	

Completing your application

Our method of Application is via the school website. We will not accept applications that are not submitted through this method, this includes CVs and letters of application.

Please be thorough and accurate when completing your application as we review these forms carefully during the shortlisting and selection process.

Shortlisting

Formal shortlisting will take place through a panel. Following this, successful applicants will be invited to interview and asked to confirm their attendance by return.

Online Checks

All candidates are subject to an online check for all shortlisted candidates with the intention of seeing your publicly viewable digital profile. We may choose to discuss this with you at interview.

Visits to the school are encouraged. To arrange a visit please contact Pam Poulter, our Business Manager via admin@st-johns-Trowbridge.wilts.sch.uk or on 01225 752006

Applications must be received on 9th February 2026 at 9.00am

Interviews will take place 12th February 2026