



"I have come that you may have life and have it to the full."
John 10:10

Headteacher: Mr P Bowker
Address: Buckstone Crescent, Alwoodley, Leeds, LS17 5ES
Telephone: 0113 293 9901
Email: school.office@stpaulscps.org.uk
Website: www.stpaulscps.com

School Business Manager Vacancy

Start date: 1st September 2026

30 hours per week, Term Time Only (The Academy Council are willing to consider other working patterns and hours for the right candidate)

Grade: SO1 (£24,278)

St Paul's Catholic Primary School, VA is a high-achieving school with fantastic and supportive parents, wonderful children and a dedicated and hardworking staff team. As a school community we journey together in faith, hope and love and this underpins everything we do. We are proud to be a faith school and the catholic life and mission of the school is recognised by Ofsted (S48 January 2026) as outstanding. Pupils thrive here!

We are looking to appoint an outstanding School Business Manager to run our busy school office. This role requires somebody who is passionate about catholic education and has the children at the heart of everything they do.

We are seeking to appoint an experienced and suitability qualified School Business Manager working four days per week, term time only basis. However, for the right candidate The Academy Council are willing to consider alternative working patterns and hours.

We are looking for a skilled, committed, enthusiastic professional who is able to work as part of a team as well as using their own initiative to solve problems and challenges. As the School Business Manager, you will have responsibility for managing the school finance, human resources, facilities management and administration, working in partnership with Central Trust colleagues.

We are looking for somebody who:

- Is committed to safeguarding and child protection and is rigorous in their maintenance of the school's safeguarding and welfare admin systems.
- Has a good understanding of data protection and safer working practice.
- Understands that all pupils are unique and difference should be celebrated.
- Has excellent communication skills and is a positive role model to the children and other staff.
- Is able to provide support to the Head Teacher and Senior Leadership Team.
- Is skilled at dealing with all front office enquiries and questions.
- Has a good understanding of finance and is prepared to undertake training on new finance models.
- Can effectively and systematically co-ordinate financial and administrative tasks, prioritising key tasks.
- Can work effectively with other School Business Managers in the trust.
- Is passionate about education and wants all children to enjoy and achieve in their learning.

The successful candidate will have appropriate transferrable skills to respond with confidence and initiative, to a changing educational landscape. Experience of working in a school is not essential for this post. We will provide relevant training for the post including use of bespoke software packages. Senior Trust colleagues will also support with induction and training.

If you would like to arrange a visit please contact the headteacher: Mr P.Bowker (01132939901) or email the school office; school.office@stpaulscps.org.uk

Appointments made are subject to Enhanced DBS checks as part of the Trust's rigorous approach to safeguarding and child protection. Please apply using the CES application form. CVs are not accepted.

Closing date: Monday 1st June 2026 12pm.

Shortlisting: Monday 1st June 2026 3.30pm

Interview date: Wednesday 10th June 2026.

St Gregory the Great Catholic Academy Trust is a charity and a company limited by guarantee. Registered in England and Wales. Company number 10785982 Registered office Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW

Website: stgregorythegreatacademytrust.org.uk

Tel: 0113 8246360

Email: info@sgtgcatholic.org.uk

CSEL: Mr Peter Hughes NLE