



SAINT BEDE'S
CATHOLIC HIGH SCHOOL

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JOB APPLICATION PACK SCHOOL BUSINESS MANAGER

Grade 10 (£44,711 - £49,764)



Fons Sapientiae - Fount of Wisdom

About Our School

Saint Bede's Catholic High School is a thriving Catholic secondary school dedicated to nurturing the academic, spiritual, and personal development of every child.

Guided by Gospel values and our ethos of 'Being a Bede', we foster a community of love, faith, learning, and service, where all are encouraged to grow in character and excellence.

Job Description

Salary:	LCC Business Manager 3 Grade 10 (£44,711 - £49,764)
Contract Type:	Full-time (All-year) Monday to Thursday: 8.30-4.30pm Friday: 8.30-4pm
Responsible to:	Headteacher Senior Leadership Team
Responsible for:	Assistant Business Manager Administrative Staff
Start Date:	September 2025

Job Purpose:

To lead and manage the strategic and operational business functions of the school, including finance, human resources, administration, income generation, and site management. The School Business Manager will work with and report to the Senior Leadership Team (SLT), providing high-level support to the Headteacher and Governors to ensure the school operates efficiently, effectively, and in compliance with all statutory and local authority requirements.

Key Responsibilities:

1. Strategic Financial Planning and Management

- Lead the strategic financial direction of the school, ensuring effective planning and use of all funding streams.
- Ensure robust financial management, compliance, and reporting in line with statutory guidelines, LCC financial regulations, and DfE policy.
- Oversee the full budget cycle, including preparation, monitoring, forecasting (including 3-year forecasts), and year-end accounts.
- Provide timely and accurate financial reports to the Headteacher, SLT, and Governing Body.
- Use benchmarking data to support financial decision-making and ensure value for money.
- Liaise with LCC and funding bodies to ensure accurate allocations and financial planning.
- Ensure compliance with Schools Financial Value Standards (SFVS) and audit requirements.
- Manage financial services, contracts and Service Level Agreements with external providers, recommending changes where necessary.
- Support and train budget holders to ensure effective financial management across departments.
- Ensure the curriculum is costed and aligned with financial planning.
- Oversee and administer financial processes including procurement, invoicing, reconciliations, and FMS operations.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Support payroll processes in collaboration with the external payroll provider.
- Collaborate with the SLT to actively contribute to the development and implementation of the School Improvement Plan.
- Attend key school events, SLT and Governor meetings as required.
- To be responsible for the development of the marketing strategy of the school.
- To manage the delivery of Extended Services activities.
- To manage the facilities; grounds, premises, lettings and liaising with external contractors.
- In partnership with the facilities contractor, manage the school's compliance with health and safety regulations and put in place processes and procedure to ensure the safety of all in school.

Job Description

2. Income Generation and Business Development

- Identify and pursue additional income opportunities, including lettings, grants, partnerships, and parental donations.
- Lead on the preparation and submission of funding bids and proposals.
- Maximise income from the commercial use of school facilities.
- Research and evaluate local, national, and international funding opportunities to enhance school provision and infrastructure.
- Asset management and Disaster recovery planning.
- To negotiate, manage and monitor licences, insurances and to process claims where loss or damage occurs.
- To work with the SLT in supporting pupil wellbeing initiatives.
- Ensure school census delivery is accurate for purposes of maximising income to the school and maintain knowledge of government policy in this area.

3. Human Resources Administration

- Manage recruitment processes, including advertising, pre-employment checks, contracts, and induction for both teaching and support staff.
- Demonstrate a strong commitment to safeguarding and promoting the welfare of pupils, including the maintenance and regular updating of the Single Central Record (SCR).
- Maintain accurate payroll and HR records in compliance with GDPR.
- Monitor and report on staff absence, turnover, CPD, appraisals, and performance.
- Provide HR support and advice to staff and SLT.
- Produce HR data reports for SLT and Governors.
- Develop and maintain HR and finance-related policies in line with LCC guidance.

4. Administration and Site Support

- Line manage the Assistant Business Manager and have overall oversight of the school's business and administrative functions, ensuring their efficient operation.
- Provide financial and project management support for site development and capital projects.
- Advise SLT on the effective use of revenue and capital funding for site improvements.
- Collaborate with site staff and external contractors to ensure high standards of site maintenance and development.
- Manage relationships with external providers responsible for ICT provision, premises maintenance, and cleaning services to ensure high-quality and cost-effective delivery.
- Undertake other duties commensurate with the role as directed by the Headteacher.

Person Specification

Essential:

- School Business Management qualification (e.g. DSBM, CSBM) or an equivalent professional qualification.
- Substantial experience in senior administrative and/or finance roles.
- Demonstrable experience of managing budgets with complexity and associated risk.
- Experience of working in accordance with school policies and procedures.
- Ability to perform effectively under pressure and manage competing priorities.
- Excellent verbal and written communication skills.
- Demonstrated approachability, patience, and empathy in working with others.
- Ability to work collaboratively as part of a team, with a clear understanding of school roles, responsibilities, and your own position within the structure.
- Experience in leading, coaching, and mentoring staff to support their professional development.
- Proven ability to maintain confidentiality and exercise discretion at all times.
- Willingness and flexibility to attend school events, including Governing Body meetings, as required.

Desirable:

- Currently working towards the Advanced Diploma in School Business Management (ADSBM) or an equivalent qualification.
- Experience of contributing to or participating in a school Senior Leadership Team (SLT).
- Demonstrated experience in income generation, including the preparation and submission of funding bids.
- Proven ability to identify and implement strategic priorities within an educational setting.
- Capacity to support the training and development of support staff, ensuring they are equipped to deliver high-quality, responsive services.
- Strong multitasking skills with the ability to manage conflicting priorities effectively.
- A flexible and adaptable approach to working hours and responsibilities to meet the evolving needs of the school.

Person Specification

Safeguarding Commitment

- This school is committed to safeguarding and protecting the welfare of children and young people. All staff and volunteers must follow school policies and the staff code of conduct.

Personal and Professional Conduct

- Demonstrate integrity and uphold public trust by maintaining the highest standards of ethics and behaviour, both within and beyond the school environment.
- Show consistent professionalism by respecting and adhering to the school's ethos, policies, and practices, in alignment with the Staff Code of Conduct.

Attendance

- Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance and punctuality record/commitment to sustaining regular attendance at work.

Equal Opportunities

- We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

This job description is intended as a general guide to the duties and responsibilities of the role. The postholder is expected to demonstrate flexibility and may be required to work in other areas or undertake additional tasks appropriate to the grade, as directed by the Headteacher.

How To Apply

To apply please use the CES application form, and supporting recruitment documents, attached with this pack and available from the school website.

For your supporting statement, we ask that you complete this on the application form using Calibri/Arial font size 11, and no more than two pages in length.

Your supporting statement must demonstrate the way you meet the job criteria and person specification.

Completed CES Application Forms should be emailed to head@stbedeslytham.lancs.ch.uk or posted to:

MR P MARSDEN, THE HEADTEACHER,
SAINT BEDE'S CATHOLIC HIGH SCHOOL,
TALBOT ROAD, LYTHAM ST ANNES, LANCASHIRE, FY8 4JL

Please note that the closing date for applications is Monday 7th July 2025 at 12 noon.

Candidates will be invited to interview by telephone and should ensure that a working contact number is included in their application.

The required start date is September 2025 (start date negotiable for successful candidate).

If you would like to visit our school before applying, please contact Mrs Kelly, School Operations Manager, on 01253 667 526 or by emailing skelly@stbedeslytham.lancs.sch.uk

