



# CARDINAL ALLEN CATHOLIC HIGH SCHOOL

*'Living to make Christ known'*



*'Pupils are happy to attend this kind and welcoming school' Ofsted*

## BUSINESS MANAGER APPLICANT INFORMATION PACK



# Welcome to Our School

**September 2025**

Dear Applicant,

Thank you for your interest in working as a part of our Senior Leadership Team at Cardinal Allen Catholic High School.

This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes a copy of the advertisement, information about the school, along with the job description and person specification. I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

I hope that you will feel encouraged to apply for this post and I very much look forward to receiving your application. If you are interested and would like to discuss this opportunity and our ambitions further, or even visit the school, please email [t.sales@cardinalallen.co.uk](mailto:t.sales@cardinalallen.co.uk).

Yours sincerely,

Andrew Cafferkey  
**Headteacher**



# Advert – Business Manager

## CARDINAL ALLEN CATHOLIC HIGH SCHOOL

### Business Manager

**LCC Grade 11 / 12 depending on experience**

*Required for January 2026, full time, full year*

The governors of this very successful Catholic High School wish to appoint a Business Manager to join our Senior Leadership Team.

Cardinal Allen is a great place to work and an excellent community to belong to. We receive tremendous support from our committed group of Governors. Our pupils actively engage in all aspects of school life, and there is a culture of mutual support and openness.

#### The successful person will:

- Provide strategic vision and leadership to all aspects of business and financial management of school resources including budgeting and financial planning
- Provide strategic vision and leadership in the provision and management of all support services across the school, including human resources, administration, finance, pastoral and facilities, including in-house catering and cleaning.

Cardinal Allen is a forward looking, oversubscribed, outstanding Catholic school, evaluated by Ofsted as a '**good school**'. Inspectors said, '**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**'. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Application forms and further details are available via the school website. Candidates are more than welcome to call for an informal discussion or to visit the school prior to application. Please contact Tracey Sales, Headteacher's PA, if you would like to do this.

The closing date for applications is Tuesday 7<sup>th</sup> October 2025 at 9.00am. Applications should be sent to [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk)

**Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659**

**head@cardinalallen.co.uk ♦ [www.cardinalallen.co.uk](http://www.cardinalallen.co.uk)**





# General Information

## THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school, in which discipline is good and where a high value is placed on order, respect for others and personal endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We were once again oversubscribed for September 2025 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported by [Ofsted](#) and in our [Section 48 Denominational Inspection Reports](#). We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country and have been redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years, have been National Eco School of the Year, and we are a strategic partner in the Catholic Teaching Alliance.

## OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and our pupils:

“The students at Cardinal Allen embrace and benefit from the opportunities for Catholic life and mission offered them by the school. Most feel deeply cared for and respected in their uniqueness and human dignity.” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted)

“Behaviour in lessons is outstanding and pupils are able to understand how well they are doing, following regular formative feedback from their teachers.” (Section 48)



“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted)

“Students are provided with excellent opportunities for prayer and liturgy at Cardinal Allen and they respond enthusiastically and with interest” (Section 48)

## THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway, which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute journey following the completion of two major road developments on the M55 and A585.

## THE ROLE

To be responsible for the management, planning, development, and implementation of all support services within school, including in-house catering and cleaning services. To be a member of the Senior Leadership Team.

## WHO ARE WE LOOKING FOR?

The successful candidate must have excellent communication and interpersonal skills along with the ability to manage their own time and workload without close supervision. You must be able to respond to the needs of school staff and pupils whilst maintaining confidentiality at all times.

The successful candidate will be a proactive and positive person, who is approachable and has a calm, professional manner. You will be flexible enough to meet the changing demands of a busy school day and able to organise and prioritise workload to meet deadlines.

## WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.





## HOW TO APPLY

If, having considered all of the information available, you wish to apply for the post, please take note of the following:

### Applications

- Only applications made on the version of the CES application form that is available from the school website will be considered;
- Page 10 of the form invites you to write a supporting statement – this supporting statement should be clear, concise, and related to this specific post at our school;
- Applicants should also submit an additional three completed forms:
  - Recruitment Monitoring Form;
  - Rehabilitation of Offenders Act Form;
  - Consent to Obtain References Form;
- Completed applications should be addressed to the Headteacher, Andrew Cafferkey, and sent to [head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk). All applications will be acknowledged;
- The closing date for applications is **Tuesday 7<sup>th</sup> October 2025 at 9.00am** with interviews to follow. Applications received after the closing date will not be considered.



### References

Candidates are required to provide the details of referees, as outlined on the application form, who will provide a positive recommendation in support of an application for this post. References will be requested immediately after short listing has taken place. To prevent any delay, and to ensure that references are available for the interviews, please inform your referees that you have applied and that we may be contacting them. If currently employed in a school, one of your referees must be the Headteacher of the school.



# Job Description – Business Manager

## JOB DESCRIPTION FOR:

## Business Manager

### Key responsibilities:

1. To provide strategic vision and leadership to all aspects of business and financial management of school resources including budgeting and financial planning of at least a year's timescale.
2. As a member of the Senior Leadership Team, to have a strategic lead in the writing and creation of the school improvement plan, including developing the school's ethos and vision.
3. To provide strategic vision and leadership in the provision and management of all support services within the school, including human resources, administration, finance, pastoral and facilities including in-house catering and cleaning.
4. To provide business and financial direction to the Senior Leadership Team, governing body and external agencies.
5. To develop and implement appropriate policies relevant to school support functions.
6. To negotiate, manage and monitor licences, insurances and contracts on behalf of the school.
7. To develop, as a regular function of the role, income generating activities including preparation of and submission of bids for funding to external agencies.
8. To manage sustainability programmes.
9. To be responsible for the development of the marketing strategy for the school.
10. To be the health and safety manager for the school.
11. To be responsible for the ICT Network.
12. To be the Data Protection Officer for the School.

### General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos, work, and aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- To be aware of the confidential nature of issues
- Be aware of the school's duty of care in relation to staff, pupils and visitors, and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, pupils, parents, carers and other professionals of the school;
- Be aware of and comply with the staff code of conduct, dress code, regulations and policies of the school.

### VARIATION IN ROLE

Given the dynamic nature of the role it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

**Line Manager:** Headteacher

**Line Managing:** Assistant Business Manager, Finance & HR Manager, Office Manager, Site Manager, IT Manager

**Liaising with:** Staff and any relevant external agencies

**Working Time:** 37 hours per week full year

**Grade:** LCC Grade 11 (Pts 40-44) £51,356 - £55,612 / Grade 12 (44-48) £55,612 - £60,147 depending on experience





# Person Specification – Business Manager

**Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.**

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Selection Criteria	Essential / Desirable
<b>Experience, Skills, Knowledge and Understanding</b>	
GCSE or equivalent at Grade 4/C or above in both Maths and English	E
Qualified professional or equivalent, with minimum 4 years of relevant experience	E
Evidence of continuing professional development	E
Strong understanding of school business, financial, and resource management	E
Knowledge of health and safety regulations and responsibilities	E
Knowledge of Data Protection / GDPR responsibilities	E
Experience in senior administrative and/or finance roles	E
Experience of managing budgets of significant size and complexity (+£3 million)	E
Experience of line managing and developing teams of support staff	E
Experience of HR administration for teaching and support staff	D
Experience of contract negotiation, insurance, and licence management	E
Experience of facilities and premises management	E
Experience of partnership working with external organisations	E
Experience of marketing and income generation (e.g. funding bids, lettings)	D
<b>Communication and Self Management Skills</b>	
Ability to plan, develop and implement school policies	E
Strong communication and presentation skills, including reporting to Governors and external bodies	E
Skills in resolving complex problems and managing conflicting issues	E
Ability to develop and review School Improvement Plans alongside senior staff	E
ICT skills, including use of finance and HR systems	E
<b>Personal Qualities</b>	





# Cardinal Allen

## Catholic High School

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Melbourne Avenue, Fleetwood, Lancashire, FY7 8AY  
[head@cardinalallen.co.uk](mailto:head@cardinalallen.co.uk)