

# Candidate Pack

## Business Manager

Application Deadline:

**11am, Monday 16 March 2026**

Interviews:

**Week commencing Monday 23 March 2026**



THE  
**BRIAN CLARKE**  
CHURCH OF ENGLAND ACADEMY

[WWW.BRIAN-CLARKE.ORG](http://WWW.BRIAN-CLARKE.ORG)



Listening & Acting Award  
2024/25

edurio

For more info visit:

[careers.cranmereducationtrust.com](https://careers.cranmereducationtrust.com)



PROUD TO BE PART OF  
**Cranmer**  
Education Trust



## Welcome from the Headteacher

Mrs Ash, MA, NPQH

### Thank you for your interest in becoming our new Business Manager at The Brian Clarke Academy.

A role in a new school is an opportunity education professionals dream about. You will be part of a talented and committed staff team that has been growing a school from Year 7 upwards, supporting the development of its ethos and embedding it into the community of school. We also have the benefit of a brand-new building, with state-of-the-art facilities, and supported by the local, successful, and experienced Cranmer Education Trust.

This is an exciting time to join the school. We have realised our ambition as a full school with 1200 pupils; we are embarking on our first ever GCSE exams and developing a brand-new build for September 2027, adding an inclusion provision to our state of the art building. The school has also achieved three out of four Outstanding judgements in its first Ofsted inspection - a testament to the commitment and dedication of an incredible staff team.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high-level of support and access to expertise. Alongside Brian Clarke, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub.

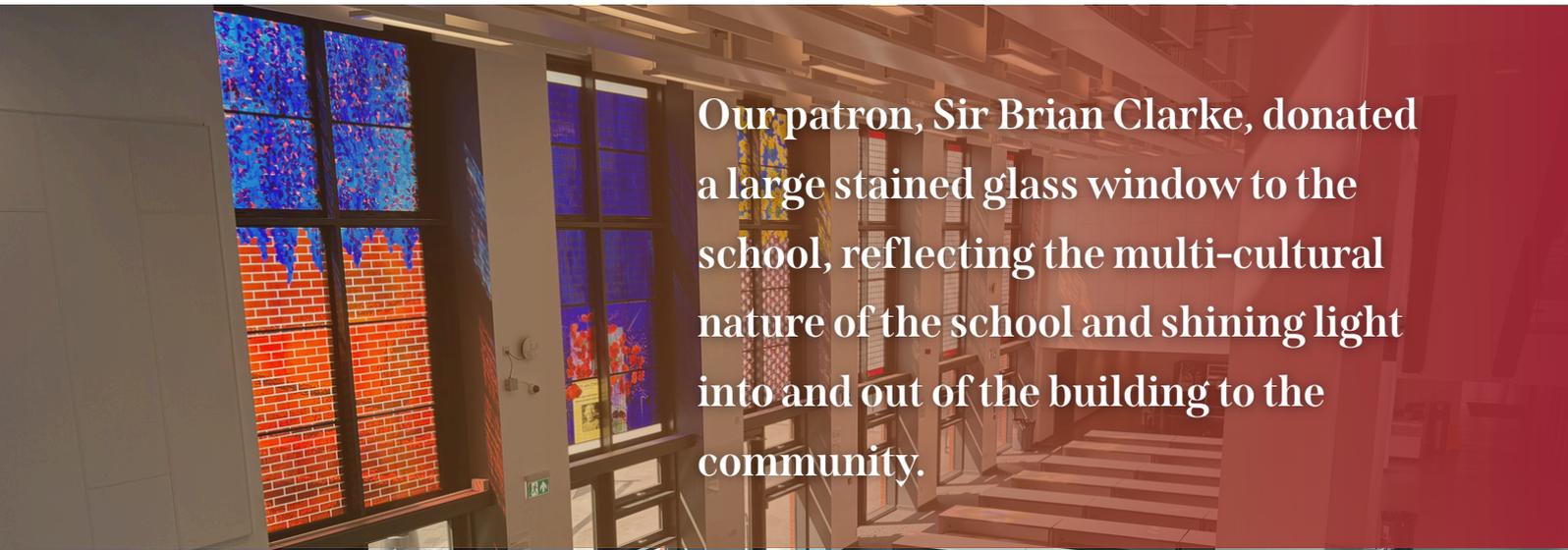
The post holder will be a member of the Brian Clarke CE Academy Senior Leadership Team alongside the headteacher and deputies and will provide strategic leadership as we grow and develop Brian Clarke as an established and full school. You will work closely with Cranmer Education Trust central colleagues, as you manage a big estates project, and closely with the headteacher to implement the inclusion strategy which sits alongside the capital build aspect of our growth.

You will be at the forefront of developing people and culture with the headteacher at Brian Clarke. You will focus on driving ethos and systems and ensuring our community continues to flourish.



**“A focused environment where pupils flourish and enjoy learning together.”**

Ofsted report, 2025



Our patron, Sir Brian Clarke, donated a large stained glass window to the school, reflecting the multi-cultural nature of the school and shining light into and out of the building to the community.

## We offer:

- An exciting senior leadership post in a growing organisation
- The opportunity to shape and develop our school, making a difference to the lives of children and young people
- The challenge and stimulation of working alongside dedicated educationalists and colleagues who are committed to making a difference
- Experience and collaboration across a wider trust
- 24 days annual leave rising to 31, plus Bank Holidays
- Final salary pension scheme, including significant employer contribution
- National terms and conditions

The role of Business Manager is an exciting and challenging role. It is a post for a dedicated, energetic and creative professional. The demands will be varied, interesting and developmental, and will put you at the heart of a school that is in its final year of growth to capacity.

This is a Church of England school and the person we appoint must be able, with integrity, to uphold and model Christian values.

The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

**To discuss this role, please call 0161 785 5085 and ask to speak to the Headteacher, Allison Ash.**



**“There is a strong sense of belonging and community cohesion. It prepares pupils exceptionally well for life in modern Britain.”**

Ofsted report, 2025

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows Safer Recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1974, 2013 and 2020, and appointment is therefore subject to satisfactory Enhanced Disclosure form the Disclosure & Barring Service.

**Applications closing date:** 11am, Monday 16 March 2026  
**Interview date:** Week commencing Monday 23 March 2026  
**Start date:** September 2026 or sooner



You can apply for this post on our website, <https://www.brian-clarke.org/vacancies/working-for-us/>

Thank you for your interest. We look forward to hearing from you.

Yours faithfully

Mrs Allison Ash, MA, NPQH  
Headteacher, The Brian Clarke CE Academy



“BCA provided fantastic induction training, which gave me confidence in a new school. All staff were incredibly welcoming and supportive, the friendly team made me feel at home from day one.”

~ Mrs L Goddard  
Head of PE





## PLACE OF WORK

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The Brian Clarke Academy,  
Oldham, Greater Manchester



## LUNCH

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Delicious food available in our school  
Restaurants at just £2.80 for a  
meal & dessert.



## STAFF FELLOWSHIP

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Regular activities for socialising  
and staff wellbeing



## EMPLOYEE ASSISTANCE PROGRAMME (EAP)

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Confidential independent support services  
available to staff when you need it.



## HEALTH SUPPORT

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Free support for health and  
wellbeing, including a dedicate  
Menopause Support Programme



## PARKING

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Free car parking is available on site



## ANNUAL LEAVE

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Annual leave allowance for non-  
teaching staff rises in line with  
years of service



## FLEXIBLE WORKING

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Flexible working arrangements for  
non-teaching staff, and a supportive  
culture to ensure all teaching staff  
are able to work with the flexibility  
they need.



## EMPLOYEE PERKS

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Perks, discounts and cashback  
offers for major retailers, holidays,  
restaurants and bars



## TRANSPORT LINKS

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Well-situated, with Westwood and  
King Street Metrolink stops within 7  
minutes' walk, and Oldham Bus  
Station 4 minutes.



## CAREER PROGRESSION

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A growing school that offers  
real career progression



## BICYCLE STORAGE

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Secure bicycle storage is  
available on-site