



Application Pack

School Business Manager
Holy Rosary RC Primary School
Fitton Hill, Oldham



We would like to take this opportunity to thank you for your interest in the advertised role of School Business Manager at Holy Rosary RC Primary School, Fitton Hill, Oldham. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the School Business Manager will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Team we are very much looking forward to recruiting an innovative School Business Manager. The successfully appointed candidate will join Holy Rosary RC Primary School, leading the delivery of highly effective business services to support the efficient management of the school.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely



Catherine Anderson
Chair of Directors



Daniel Copley
CSEL/CEO



MISSION

The Diocese provides schools and colleges for the following reasons:

To assist in the mission of making Christ known to all people;

To assist parents, who are the prime educators of their children, in the education and religious formation of their children;

To be of service to the local Church – the Diocese – the Parish and the Christian home;

To be of service to society

VISION

We enable our schools to provide great Catholic education across Greater Manchester.

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

Strategic Focus 1

Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2

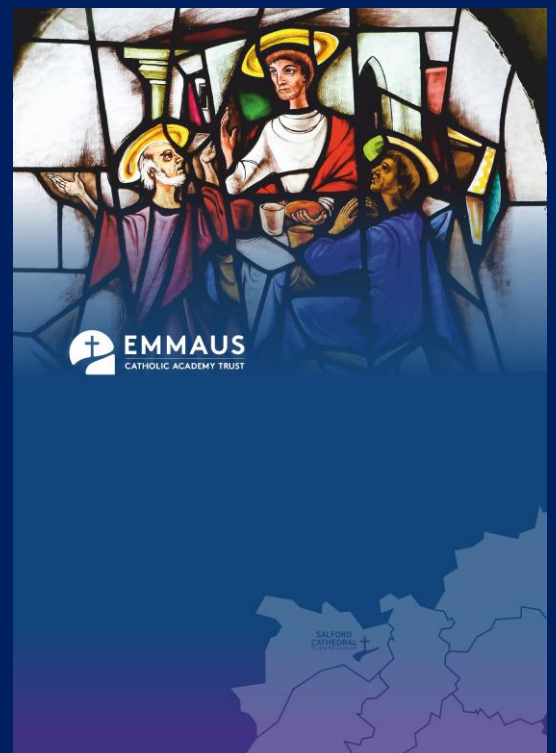
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3

Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and
commune with you.
Open our eyes, so we see the signs of your presence around
us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.





6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

1) Why do we exist?

Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

Our Vision

To work collegially as a family of great schools, strong in faith, serving society.

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.



4) How will we succeed?

Our Philosophy – Aligned Autonomy

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

Curriculum Knowledge and Academic Rigour

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

Emmaus Talent is Key

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



5) What is most important, right now?

Strategic Priorities–2024/2025

Strategic Focus Area 1:

Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be **strong in faith**.

Strategic Focus Area 2:

Quality of Education

2. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and **serve society**.

Strategic Focus Area 3:

Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to **serve society**.

Emmaus CAT currently educates approximately 10,817 children, and employs approximately 1,396 staff.

- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Chad's RC Primary School – 230
- St Matthew's RC High School – 1319
- Mount Carmel RC Primary School – 455
- Holy Family RC Primary School – 214
- St Kentigern's RC Primary School – 454
- St Edward's RC Primary School – 266
- St Mary's RC Primary School – 114
- St Joseph's RC Primary School – 503
- St Francis RC Primary School – 248
- St Stephen's RC Primary School – 410
- St Mary's RC Primary School, Failsworth – 458
- St Patrick's RC Primary School, Oldham – 213
- Saint John Henry Newman RC College – 1502
- St Anne's RC Primary School – 227
- St Christopher's RC Primary School, Tameside – 251
- Our Lady of the Rosary RC Primary School – 235
- St Dunstan's RC Primary School - 329

- St Margaret Mary's RC Primary School – 342
- St Edmund's RC Primary School – 238
- St Patrick's RC Primary School, Manchester – 196
- St Winifred's RC Primary School – 401
- St Herbert's RC Primary School – 333
- Holy Rosary RC Primary School – 234
- St John Fisher RC Primary School – 246
- English Martyrs RC Primary School – 225

With the schools below joining 2025, Emmaus CAT will educate approximately 13,250 children, and employ approximately 1,800 staff.

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- Corpus Christi RC Primary School – 349
- St Anne's RC Primary School, Oldham - 232
- St Teresa's RC Primary School – 162
- St Monica's RC Primary School – 334





School Business Manager

Holy Rosary RC Primary School, Fir Tree Avenue, Fitton Hill, Oldham, OL8 2SR

Start Date: September 2025

Salary: NJC Grade 6 (SCP 23-27) £27,741 - £31,346, TTO + 10 days

The Governors at Holy Rosary are looking to appoint a School Business Manager to join a warm, enthusiastic team. If you would like to visit the school before you apply you will be very welcome. Please contact the office if you wish to visit.

Could this be you?

Applicants should:

- Provide strategic leadership within school as part of the Senior Leadership Team
- Deliver specialist financial support to ensure the efficient and effective operation of the school within budget.
- Be effective in delivering, the responsibilities and requirements of the post including; finance, HR, health and safety, line managing staff and estate management
- Effectively work and manage competing priorities
- Provide business support with prompt and accurate reporting to the Headteacher and Local Governing Body
- Responsible for management of the school's support function in collaboration with the CATs central team.
- Work closely with the central finance team with regards to budget monitoring and transactional processing
- Responsible for the school's HR function and processing for payroll

If so, we are looking for someone who can:

- Demonstrate a robust business acumen combined with outstanding leadership skills
- A strong self-motivator driven to achieve tasks, overcome challenges as well as providing direction for others

- Work positively and inclusively with colleagues, parents and all stakeholders
- Possess a good understanding of estate management, finance and HR administration
- Experienced in Health and Safety issues
- Understand the culture and climate of educational settings

In return we can offer:

- Friendly children who are keen to learn
- A welcoming and caring catholic ethos
- The opportunity to be part of a hard-working, supportive team
- The opportunity for career and professional development
- Work in a school where our children are happy and enjoy coming to school
- A supportive and active Governing Body

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS clearance. Evidence of ID for the successful candidate will be retained on file.

Visits to Holy Rosary RC Primary School are encouraged.

Please contact Mrs Cavanagh Headteacher to arrange a mutually convenient date and time to visit via; info@holyrosary.oldham.sch.uk

Closing date: Thursday 31st July 2025

Interviews: W/C Monday 4th August

Please return completed application forms and supporting documents to: Mrs Cavanagh, Headteacher via; head@holyrosary.oldham.sch.uk





School Business Manager

Job Description

The post holder will report directly to the Headteacher

Main purpose of the role:

- Be responsible for the management of all the disciplines of finance, personnel management, estate management, health and safety, administration, training and development of staff, and all matters of school management that support effective teaching and learning
- Provide support to the Headteacher and Governing Body on aspects of school business management. This will include accurate reporting to the Headteacher and Governing Body aligned with Emmaus CAT policies and procedures.
- Plan all aspects of financial applications, ensuring that the school makes the best possible uses of its resources, using “value for money” strategies
- Be responsible for effective risk management and the management of third party service contracts

Key responsibilities:

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.

Finance

- To advise the Headteacher and Governing Body on financial policy and procedures, contributing to the development of a business plan (long term financial strategy) for the future development of the school.
- In partnership with the headteacher and with support from the Trust central finance team, manage the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
- To monitor all accounting procedures and resolve any problems, including:
 - the ordering, processing and payment of all goods and services provided to the school
 - the operation of all accounts, ensuring that a full reconciliation is undertaken at least once per month
 - maintaining an assets register
 - preparation of invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts

- To be responsible for the monitoring of payroll services for all school staff, including the processing of timesheets.
- In partnership with the Finance Business Partner, ensure a balanced budget is presented to the Local Governing Body for proposal to Trust Board
- Meet with the central Finance Business Partner on a monthly basis to review year-to-date performance against budget and latest forecast
- Ensure that the school complies with the financial policies and scheme of delegation of Emmaus CAT, including those for procurement of goods, and that staff are made aware of these policies
- Ensure parent payment platforms are maintained and any outstanding monies due are collected promptly
- Liaise with central finance team to ensure suppliers are paid in a timely manner
- Manage and monitor contracts for the provision of support services and service level agreements at a school-level, including grounds, catering & cleaning.
- Support the central finance team with any information required for annual external audit and statutory returns, as required
- Attend central finance termly networking events to receive key updates and training
- To be the point of contact with central and other agencies with regard to grant applications, gifts and other donations.
- To be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To be responsible for the arrangements of the school’s facilities including lettings, extra-curricular activities, and the additional tuition purchased by parents, e.g. school shop, bookings for school facilities or provision of facilities for additional tuition out of school hours, including music.
- To be responsible for seeking professional advice on insurance and advising the governors on the appropriate insurances for school. Implementing the approved insurances and handling any claims that arise.

Human Resources

- To co-ordinate the administration of staff recruitment, ensuring new staff have DBS clearance, medical clearance and all staff have appropriate contracts of employment, issued in a timely manner.
- To provide leadership and guidance for support staff as appropriate, including direct line management for all non-curriculum support staff including recruitment, induction, performance management and training and development.

- Ensure all pre-employment checks are completed, to include right to work, DBS clearance, medical clearance and ensure all staff have appropriate contracts of employment issued in a timely manner.
- Ensure that HR policies (e.g. disciplinary, grievance, appraisal, flexible working etc.) are administered in line with employment law.
- Seek advice from HR Provider on employee relations issues and HR related policies and procedures as required.
- Administer contract variations for school staff where required and oversee the starter and leaver processes.
- To give advice to Governors on assessment of salaries, expenses, sickness and maternity / paternity procedures, redundancy and other matters of dismissal. To seek additional advice from Oldham Council HR services on HR related policies and procedures as required.
- To maintain confidential HR records, including the Single Central Record. Maintain sickness records and manage the sickness monitoring procedures, including back to work interviews where appropriate.
- To arrange supply staff, including appropriate vetting procedures and ensure the accuracy of timesheets.
- To contribute to the school's Health and Safety policy to comply with the requirements of the Health and Safety at Work Act and other legislation.
- To act as the school's Health and Safety Co-ordinator and Fire Officer, including conducting risk assessment and taking action to mitigate identified hazards.

Estate Management

- To be responsible for the management of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the project management of capital projects to improve the facilities. To report to the Headteacher and Governing Body on all premises related issues
- In co-operation with the Fire Service, ensure the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely, including personal evacuation plans.
- To know about the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
- To arrange for risk assessments and to implement and monitor actions to minimise hazards within the school.
- To develop appropriate management plans and implement risk management and loss prevention strategies in the school to reduce insurance costs.
- To prepare and maintain the schools Critical Incident Plan
- To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use with reference to the local community.
- With the headteacher and premises team, supervise the maintenance of the school site

- Organise health and safety training for staff
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register
- Oversee all aspects of insurance including buildings and public liability insurance and act as the first point of contact for insurers.
- Ensuring all statutory requirements are met relating to obtaining necessary licenses and permissions required for the administration, their relevance and timeliness.
- All safety checks are carried out as required, repairs and maintenance are scheduled to ensure compliance with legislation and equipment is in good working order.

Administration

- To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records, diaries and telephones.
- To be responsible for the implementation, management and evaluation of appropriate management information systems and computerised accounting and record systems. To act as system manager for the administrative computers.
- To provide for the preparation and production of all school records and publications.
- To be responsible for ensuring all statutory requirements are met in the administration of the school, plus obtaining the necessary licences and permissions and ensuring their relevance and timeliness.
- To comply with and assist with the development of safeguarding policies & procedures.
- Provide administrative and organisational support to the Governing Body and its committees.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Be responsible for providing school census returns in line with prescribed deadlines (e.g. pupil, school workforce)

Marketing

- To promote the school to different audiences and raise the profile within the local community. Liaise with local businesses for fundraising and joint projects.



Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that school complies with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
A good standard of education (GCSES/A Level equivalent) including English & Maths	E
NVQ Level 4 in Business Administration or Accounting, or equivalent OR Diploma in School Business Administration (DSBM) (or a willingness to work towards)	D
Willingness to gain a basic first aid certificate	E
Evidence of continuous professional and personal development (CPD)	E
Experience	
Experience of development, management and evaluation of administrative systems to ensure continually effective and efficient service delivery	E
Successful leadership and management experience in a school, or in a relevant field outside education	E
Experience of effectively using a range of specialist ICT packages to support different office functions	E
Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorising payments from committed expenditures	E
Experience of taking accurate minutes at meetings	D
Experience of undertaking a range of line management activities and motivating a multi-disciplinary team effectively to meet targets and complete work to required standards	D
Experience of contributing to staff development	D
Working with children or young people	D
Experience of producing management and statistical information clearly in a way that can be understood by others	D
Skills and Aptitudes	
Effective written and verbal communication skills appropriate for a range of different audiences, including skills where appropriate in being persuasive, encouraging and negotiating, in order to further the objectives of the school	E
Interpersonal skills to build and maintain effective working relationships with all pupils and colleagues	E

Excellent organisational skills with the ability to work to deadlines and prioritise effectively	E
Sound IT skills	E
Analytical skills to be resourceful and solve varied problems, through using judgement to interpret information and situations	D
Knowledge of Financial regulations/relevant policies/codes of practice and awareness of legislation relating to schools and children's education	D
Knowledge of key areas of legislation affecting personnel, estate management and health & safety	D
Knowledge of data protection, and information security and an understanding of why it is important to keep information confidential and secure within the school environment	D
Knowledge of equality and diversity issues within the school environment and an understanding and commitment to provide equal opportunities for all	D
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E
Understanding why safeguarding is important when working with children and young people	D
Work circumstances	
To work occasionally out of hours work to support school functions	E
To work flexibly as the workload demands	E
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-Employment Health Check	E
Proactive and resourceful, with the ability to anticipate challenges with a positive, problem-solving attitude	E
The ability to work under pressure and manage conflicting demands	E
Strong organisational and time management skills with the ability to delegate appropriately	E

HOW TO APPLY



EMMAUS Catholic Academy Trust
Jackson House, Sibson Road, Sale, M33 7RR

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

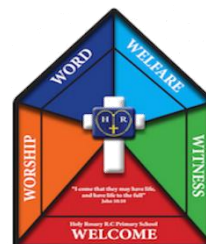
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Applications need to be made using the CES application form, available from the [Emmaus CAT website](#) / [Holy Rosary RC Primary, a Voluntary Academy: Holy Rosary R.C. Junior Infant and Nursery School Homepage](#)

Closing date: Thursday 31st July 2025 at noon

Interviews will take place: W/C Monday 4th August 2025

Please return completed application forms and supporting documents to Mrs Cavanagh, Headteacher via email head@holyrosary.oldham.sch.uk



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