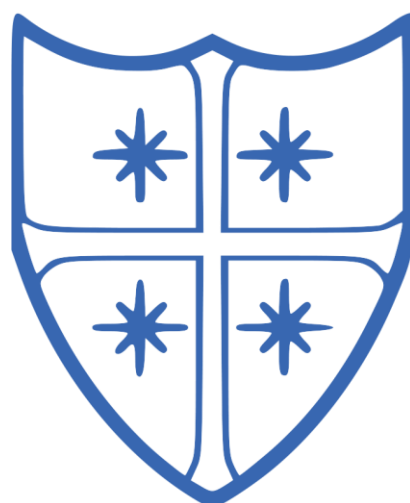


ST CUTHBERT'S CATHOLIC ACADEMY

Academy Business Manager Application Pack

SCCA



In kindness and faith we belong



Diocese of Lancaster
Education Service
Euntes in mundum



Closing date:
Friday 26th June 2026 - midday

Interview Date:
Tuesday 30th June 2026

Welcome to St Cuthbert's Catholic Academy

Thank you very much for your interest in the business manager role at St Cuthbert's. We hope that this position offers a great opportunity for office or finance assistants currently in a school, or those wishing to come into education from industry or business.

Our school has successfully developed and operated under the leadership of a single executive leadership team for the last ten years, working in a unique and truly special partnership with Christ the King Catholic Academy. We have held a strong connection over this time as a "family of two schools living and learning in faith".

As the Trust has grown, the Directors and the Diocese now believe that each school would benefit from its own dedicated head and deputy. As the Executive Headteacher, I will return to CTK in September 2026 and will be supported by a newly appointed Deputy Headteacher, while St Cuthbert's will appoint its own Headteacher and Deputy Headteacher. This represents an important development and opportunity for both of our schools.

St Cuthbert's is one of the three founding members of the only Catholic Multi Academy Trust in the area, the other being St Mary's Catholic Academy. Over the last four years the Trust has grown to include sixteen additional primary schools.

The role involves admin support (processing and managing the recording of staff absence, dealing with recruitment and retention, supporting confidential governor meeting preparation, maintaining the school's single central record) alongside line managing office and site staff whilst undertaking the finance administration. Of course there would be some operational tasks too such as welcoming parents and pupils into the school in the morning, taking phone calls about absence and sharing confidential messages with staff.

The role is a significant one and we believe will make a huge difference to the lives of our staff and pupils.

The successful candidate would work incredibly closely with the senior leadership team as well as receiving support and guidance from our trust central team. The trust has appointed similar roles in the past and recommended this structure for our schools.

We use a variety of systems such as Bromcom for MIS and parental communication, Edupay for Human Resources and payroll in addition to Access for Finance transactional processes and budgeting.

Our parents use an application called "My child at school" (MCAS) to pay for services we provide. These systems would be used to support the candidate's role in co-ordinating our admissions policy and streamlining our induction processes and parental billing.

Our goal at St Cuthbert's is to create, with our pupils, a loving Catholic learning community in which they are able to thrive and reach their potential, growing into confident, thoughtful and happy young people.

This is the heart of our Catholic identity and is the basis of our children's spiritual and moral education. Our recently revised mission statement is, "In kindness and faith we belong!"

Welcome to St Cuthbert's Catholic Academy

Our school is described as a “highly inclusive school which offers an excellent level of care to vulnerable pupils and families. Our children feel safe and know they are loved.” (Diocesan Inspection March 2025)

Pupils at St Cuthbert's Catholic Academy, “care strongly about each other and their school. Pupils live up to the school's ethos to ‘be safe, respectful and responsible’ in their school life, pupils to feel safe (and) happy at school.” (Ofsted Inspection March 2023)

We are rightly very proud of these achievements but are now focused on our journey beyond these grades. Effectively running school administration is critical to us maintaining similar or achieving even better judgments in the future and maintaining the wellbeing of all.

We believe that our school community provides an opportunity like no other but we are definitely missing this key role in our school!

We have a friendly staff, high quality professional development opportunities and a strong collegiate ethos. These factors together make our schools great places to work.

Visits to the school to learn more about the role and meet the team are actively encouraged.

Kind regards,



Sarah Smith
Executive Headteacher



'In Kindness And Faith We Belong'

CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Academy Business Manager at St Cuthbert's Catholic Academy. St Cuthbert's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

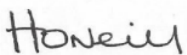
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

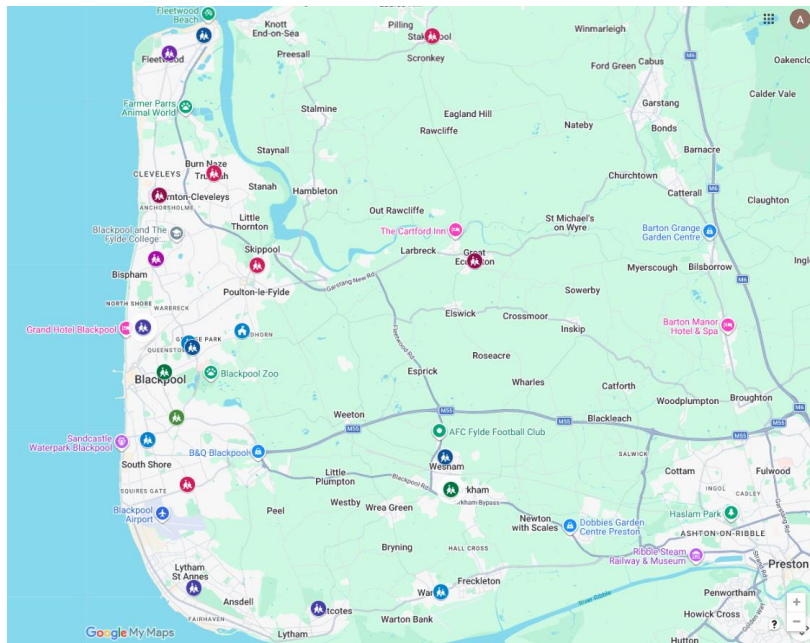
Yours sincerely,



Helen O'Neill
Chief Executive Officer

Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process or would like any additional information about the school / role, or would like to arrange a visit to the school, please contact the school office:

Telephone - 01253 403232

or

Email – admin@sccacademy.co.uk

Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/school/St-Cuthbert's-Catholic-Academy/141115>

Closing date for applications: Friday 26th June 2026 – midday

Interview date: Tuesday 30th June 2026

Post Details:

Grade: NJC pay Grade F – scale points range 19 - 24

Salary: £32,061.00 to £35,412.00 (pro-rata, pay award pending)

Contract: Permanent, Term Time only plus 10 days

Hours: 20 per week

Start Date: 1st September 2026

Job Description

POST TITLE	Academy Business Manager
JOB PURPOSE	<ul style="list-style-type: none"> • Provide management of the Academy business support staff, to enhance their effectiveness to achieve improved standards of learning and achievement in the Academy. • Assist the Headteacher in their duty to ensure that the Academy meets its educational aims. • With the Headteacher be responsible for the management of the Academy's financial resources.
RESPONSIBLE TO	Headteacher
RESPONSIBLE FOR	Administration, catering, facilities and cleaning staff
LIAISING WITH (Working relationships)	Headteacher Deputy Head, Trust staff and support staff, external agencies and parents/carers
HOURS OF WORK	
PAY GRADE	Grade F – NJC scale points 19 - 24
LOCATION	Christ the King Catholic Academy & St Cuthbert's Catholic Academy
DISCLOSURE LEVEL	Enhanced
MAIN/CORE DUTIES	<ul style="list-style-type: none"> • Responsible for the effective operation and delivery of financial, administration site management, catering and support services within the Academy. • Be responsible for and manage the planning, development, and monitoring of these support services. • Have key responsibilities connected with the receipt, recording, monitoring and summarising of the whole Academy budget activities and ensuring that the Academy makes the best possible use of financial resources. • Be responsible for the management of staff within the designated areas. • To be responsible for the effective risk management and the management of relevant third-party service contracts.
OPERATIONAL/STRATEGICAL PLANNING	<ul style="list-style-type: none"> • Contribute to the project plan for building improvement • Assist in planning to ensure that the Academy makes the best possible use of financial resources available. • Assist the Headteacher and Governing Body with income generation activities and in promoting and marketing the Academy.
SERVICE PROVISION	<ul style="list-style-type: none"> • Develop and monitor management information systems to ensure all computerised information systems are accurately maintained to comply with the DfE Information Management Strategy. • To ensure informed and up to date knowledge of developments in ICT systems and e-government requirements. • Determine the need for and arrange provision, analysis and evaluation of data and detailed financial reports/information for use by senior management and governors, with interpretations and supporting information as required.

Job Description

<p>SERVICE PROVISION</p>	<ul style="list-style-type: none"> • Contribute to the design and effective operation of financial procedures. • Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies, for example, DfE. • Be responsible for the appropriate deployment of designated staff, including recruitment. • Interpret matters of policy/procedure/statutory guidance to ensure the Academy's compliance and initiate appropriate action. • Be involved in the exploration of activities which may attract funding. • Be responsible for the management of facilities including use of premises and associated income. • Contribute to the procurement process, including securing appropriate service contracts, licences and insurance. • Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations. • Assist in the preparation of the Academy budget taking account of all funding available to Academy. • Assist in the preparation of all statutory financial returns, Academy based grant claims (such as free school meals, Nursery and childcare) within prescribed deadlines; administration of financial systems and processes within the Academy to ensure proper controls and checks as required within the regulations for public accountability ensuring the Academy is fully compliant. • Be responsible for planning, accurate monthly monitoring and evaluation of budget. • Assist in the management of expenditure from the Academy budget and in mid-year re-alignment of spending plans as required in order to manage funding. • Responsibility for the security of cash and banking arrangements within Academy. • Manage the administration of human resources. • Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
<p>SERVICE DEVELOPMENT</p>	<ul style="list-style-type: none"> • Work with other staff to look at ways to seek improvement /development in facilities management • Work with the Headteacher to establish the service objectives for the Academy support services. • Look to develop and improve financial statements, forecasts and best value procedures. • Actively search for opportunities for generating additional Academy funds.
<p>STAFFING AND STAFFING DEVELOPMENT</p>	<ul style="list-style-type: none"> • Manage Administration, Catering and Site Maintenance staff and assist with induction, training and mentoring. • Undertake return to work interviews for designated staff.

Job Description

RECRUITMENT/DEPLOYMENT OF STAFF	<ul style="list-style-type: none"> • Assist in the recruitment of relevant employees including cleaning staff and facilities. • Ensure the training/induction of new team members is undertaken. • Ensure the effective deployment of relevant staff as directed by the Headteacher.
QUALITY ASSURANCE	<ul style="list-style-type: none"> • In liaison with the SLT determine performance indicators for designated areas of responsibility. • Monitor designated work areas to ensure that services are provided to a high standard. • Ensure that all financial data and records kept are secure and disposed of in accordance with relevant policies. • Undertake regular quality checks on data/records kept. • Undertake regular checks in relation to financial procedures/processes. • Ensure proper controls and checks are in place as required for public accountability and to ensure Academy is fully compliant with the Academies Financial Handbook and Trust Scheme of Delegation.
MANAGEMENT INFORMATION AND ADMINISTRATION	<ul style="list-style-type: none"> • Establish appropriate mechanisms for the co-ordination of financial data collection, the completion of statutory returns ensure that all information is accurate and submitted as required to the Headteacher. • Ensure all statutory and other returns are made to the appropriate bodies in a timely manner. • To ensure the Academy is fulfilling all legal requirements in relation to ICT and appropriate licences and insurance are in place. • Ensure that all systems comply with the Data Protection Act, and are compatible with the Trust systems. • Manage the administrative function ensuring compliance with legal requirements and reporting deadlines (such as census, administration of examinations, attendance). • Be responsible for the and general management of the Academy's administrative and communication systems (MIS – management information systems) including administration of the financial accounting system and records system. • Provide for the preparation and production of all Academy records and publications. • Develop and implement policies within post holders remit. • Interpret matters of policy and procedure to ensure the Academy's compliance and initiate appropriate action arising. • Be responsible for the provision of advice to the Headteacher. • Be responsible for the presentation of financial reports to the Headteacher, provision of financial information to external bodies e.g. OFSTED, the Trust as necessary. • Prepare and maintain reports, records and accounts as are required in relation to financial matters.

Job Description

MANAGEMENT INFORMATION AND ADMINISTRATION	<ul style="list-style-type: none"> • Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information for use by senior management and governors, with interpretations and supporting information as required. • Be responsible for the submission of relevant information to SLT, the Governing Body and outside agencies, for example, DfE.
COMMUNICATIONS	<ul style="list-style-type: none"> • Maintain positive communications within the Academy and external contacts.
MARKETING AND LIAISON	<ul style="list-style-type: none"> • Establish constructive relationships with parents/carers. • Promote actively the Trusts/Academy corporate policies.
MANAGEMENT OF RESOURCES OTHER THAN PEOPLE	<ul style="list-style-type: none"> • Prepare, maintain and use those resources, data required to meet the business needs of the Academy.
CORPORATE RESPONSIBILITY	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference ensuring all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the Academy. • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as may be reasonably required. • Develop constructive relationships and communicate with other agencies/professionals. • Participate in training, learning activities and performance development as may be reasonably directed. • Recognise own strengths and areas of expertise and use these to advise and support others. • Be an active member and delegated representative for the Academy on the Trust School Business Leaders' Network.
OTHER SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none"> • Carry out the duties in the most effective, efficient and economic manner. • Participate in the staff, review and appraisal process. • Undertake safety training to ensure current knowledge of safety policy and legislation relevant to the area is maintained.
SAFEGUARDING	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p>
GENERAL STATEMENT	<p>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It is current at the date shown, but in consultation with the postholder may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>

Person Specification

ACADEMY BUSINESS MANAGER – PERSON SPECIFICATION

The Academy Business Manager plays a central role in supporting the mission of the school: to provide a safe, inclusive and faith-centred environment in which all pupils can thrive, achieve and fulfil their potential.

The post holder will provide strategic leadership and operational management of business services, ensuring that financial, administrative and support functions directly contribute to high-quality teaching, learning and pupil outcomes.

Personal Attributes required based on the job description	Essential	Desirable
<p>Qualifications and Professional Development</p> <ul style="list-style-type: none"> • Good standard of education including GCSE (or equivalent) in English and Maths • Relevant qualification in business, finance or administration • Evidence of continued professional development 	<p>✓</p>	<p>✓ ✓</p>
<p>Experience</p> <ul style="list-style-type: none"> • Experience in a business, finance or administrative role • Experience of budget management, financial monitoring and reporting • Experience of leading or supervising staff • Experience of working in a school, academy or public sector setting • Experience of HR administration (recruitment, absence monitoring, contracts) • Experience of MIS and financial systems (e.g. Bromcom, Access or similar) 	<p>✓ ✓ ✓ ✓</p>	<p>✓ ✓</p>
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Understanding of financial management principles and budget control • Knowledge of safeguarding, confidentiality and data protection requirements • Understanding of school operations and the role of support services in improving outcomes • Awareness of academy financial regulations and governance structures • Knowledge of health & safety and risk management 	<p>✓ ✓ ✓</p>	<p>✓ ✓</p>
<p>Skills and Competencies</p> <ul style="list-style-type: none"> • Excellent organisational skills with the ability to prioritise competing demands • Strong team skills, including motivating and developing staff • Excellent communication and interpersonal skills with a wide range of stakeholders • Ability to analyse data and present clear, accurate financial and operational reports • Ability to work both strategically and operationally, contributing to school improvement • High level of ICT competence, including Microsoft Office and data systems • Ability to maintain confidentiality and exercise sound professional judgement • Ability to work under pressure and meet deadlines • Proactive approach to problem-solving and continuous improvement • Ability to maintain accurate and compliant records (e.g. Single Central Record) 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	

Person Specification

Personal Qualities and Values <ul style="list-style-type: none">• Demonstrates integrity, honesty and professionalism in all aspects of work• Treats others with dignity, respect and fairness, promoting inclusion and equality• Commitment to serving others and supporting colleagues across the Trust• Ability to handle sensitive situations with discretion and empathy• Positive, flexible and solution-focused approach to work• Collaborative and team-oriented approach• Commitment to supporting the Catholic ethos, values and mission of the Trust	✓ ✓ ✓ ✓ ✓ ✓	
Other Requirements <ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people• Willingness to undertake relevant training• Ability to travel between Trust sites if required	✓ ✓ ✓	

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber
Catholic Multi Academy Trust