ST MARY'S RC PRIMARY SCHOOL
Victoria Road, Horwich, Bolton, BL6 6EP
☎01204 333625
Email: office@st-marys-horwich.bolton.sch.uk
Website: www.st-marys-horwich.bolton.sch.uk
Headteacher: Mrs D Hayes

We Care, We Pray, We Work, We Play... in Jesus' Way

School Business Manager

Scale: Grade H Scp 27 £39,481 to Scp 31 £43,149 pro rata *(actual salary: £34,678 to £37,900)*
Hours: 37.00 hours per week, term time + 2 weeks
Start date – ASAP

The governors are seeking to appoint an experienced, enthusiastic and highly motivated Business Manager. The governors would be happy to receive applications from those who are keen to work at our happy, caring school and support our strong Catholic ethos.

We take pride in the high standards of educational provision and our children's achievements. This success is due to the skills, expertise and hard work of a highly committed team of teaching and support staff.

The successful candidate will be an integral part of our Senior Leadership Team working closely with governors and ensuring the smooth running of all non-curriculum functions in school and maximising resources so that we continue to provide an exceptional education for every child.

We are looking for somebody who:

- Promote the highest standards of business ethos within the admin team and make effective use of resources in support of the school improvement plan.
- Be an integral part of the Senior Leadership Team and contribute to and influence the school's strategic direction for its future development, working closely with the Headteacher and governors.
- Line manage and performance manage the admin, Wrap Around Care and premises staff teams.
- Lead on all matters of financial management, facility and property management, human resources and health and safety management.
- Lead on liaison with any external providers, such as caterers.
- Experience of working within a school is essential.
- Have excellent IT skills including use of financial management information systems, for example Microsoft Packages, Arbor and IRIS PSF Financials.
- Have previous experience of financial management and control and experience of income generation.
- Ability to write successful bids to secure funds for the school.
- Be solution focused and embrace creativity and innovation in all areas of resource and premises management.
- Is positive, energetic, resilient, well-mannered and an excellent communicator.
- Is pro-active, organised and approachable.
- Is willing to be involved in all aspects of school life.

ST MARY'S RC PRIMARY SCHOOL
Victoria Road, Horwich, Bolton, BL6 6EP
☎01204 333625
Email: office@st-marys-horwich.bolton.sch.uk
Website: www.st-marys-horwich.bolton.sch.uk
Headteacher: Mrs D Hayes

In return we can offer:

- a busy, creative and dynamic school with high expectations and standards;
- an opportunity to be part of a motivated, professional, dedicated and friendly staff team and governing board;
- commitment to continuous professional development and training;
- a strong culture of care for all staff throughout school;
- highly effective safeguarding procedures;
- a happy, calm and welcoming working environment.

Closing Date for Applications: 25th November 2026
Shortlisting: 26th November 2026
Task and Interviews: Thursday 3rd December 2026

St Mary's RC Primary 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 candidate will be required to complete an Enhanced Disclosure and Barring Service Certificate (DBS) and barred list check.

This is a fabulous opportunity to become part of the team and offers an exciting opportunity for new or existing School Business Managers to progress in their career.

Application forms, job description, person specification and further details are available from the school website **www.st-marys-horwich.bolton.sch.uk**

Only applications on CES forms will be considered.

Visits to the school are warmly welcomed and encouraged. Please contact the school office.

Applications should be returned electronically to: **office@st-marys-horwich.bolton.sch.uk**