



St. Anne's Catholic Primary School

School Business Manager (Primary)

Grade 7

39 weeks + 4 additional weeks

£30,559 – £33,366 per annum (pro rata)

Take home pay approximately £25,270 – £27,580 per annum

St. Anne's Catholic Primary School is seeking to appoint a professional and highly organised School Business Manager to provide effective leadership and management of the school's business functions.

The post holder will work closely with the Headteacher and Governing Body to ensure the efficient and effective use of resources, supporting the delivery of high-quality education and achieving best value at all times.

St. Anne's Catholic Primary School is a Catholic school and the successful candidate will be expected to support and promote the Catholic ethos of the school.

Key Responsibilities:

- Strategic and operational management of the school's financial resources, including budget setting, monitoring, reporting and audit compliance
- Providing business, financial and administrative advice to the Headteacher, Senior Leadership Team and Governing Body
- Managing and developing administrative and support services, including line management of staff
- Responsibility for personnel administration, ensuring compliance with employment legislation, local authority and school policies
- Oversight of school premises management, including health and safety, security, maintenance and liaison with contractors
- Acting as Systems Manager for school management information and finance systems
- Preparation and submission of statutory returns to the Local Authority, Ofsted and the Department for Education
- Attendance at relevant Governing Body and committee meetings
- Feeding back and liaising with the senior leadership team when required.
- Supporting income generation activities, including grants and fundraising



What the School Can Offer:

- A welcoming, inclusive and supportive Catholic school community
- A committed Headteacher, Senior Leadership Team and Governing Body
- A professional and collaborative working environment
- Opportunities for professional development and training
- The opportunity to make a meaningful contribution to the strategic development of the school

Equal Opportunities and Disability Confident

St. Anne's Catholic Primary School is committed to equality and diversity and welcomes applications from all sections of the community.

As a Disability Confident employer, we are committed to supporting applicants with disabilities and will offer an interview to disabled applicants who meet the essential criteria for the role.

Safeguarding

St. Anne's Catholic 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. This post is subject to an enhanced DBS check and satisfactory references.

In line with Keeping Children Safe in Education, this appointment will be made in accordance with the school's Safer Recruitment Policy. An online search will be carried out on shortlisted candidates as part of the school's due diligence checks.

Safeguarding is the responsibility of every adult employed by, or invited to deliver services at St Anne's Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from harm.

Closing date: Wednesday 11th February 2026 at 12pm.

Please e-mail application to head@stannes.cheshire.sch.uk

Shortlisting: Friday 13th February 2026

Interviews and tasks: Friday 6th March 2026

Start date: Monday 13th April (subject to safeguarding checks)