

School Business Manager Applicant Information Pack



St Thomas of Canterbury RC Primary School
Eastbourne Grove
Heaton
Bolton
BL1 5LH

01204 333131

Welcome and thank you for your interest in the role of School Business Manager at our school.

St Thomas of Canterbury RC Primary School is a popular, successful and attractive school. The success of the school is the product of the hard work of a tremendous team of staff and is founded upon effective teamwork and the partnership between staff, governors, parents and the parish community.

We are a Catholic primary school and currently have 418 pupils on roll. Our children are enthusiastic and deserve the very best opportunities; they are keen to learn, and watching them grow, learn and thrive is rewarding.

Our vision of high quality Catholic education is that of a stimulating environment where all children are happy, healthy, and are motivated to learn. We teach our children to think creatively, develop independent attitudes and build relationships that allow each of them to reach their full potential by placing Christ and the teachings of the Catholic faith at the centre of their lives.

We are on an exciting journey of continued improvement and would like to appoint someone who is driven, self-motivated and who has the experience and personal qualities to have a positive impact on our school.

Visits to the school are welcomed and appointments can be made by contacting the school office on 01204 333131.

We look forward to receiving your application.

Best Wishes

M Kwiatkowski
Headteacher

D Holden
Chair of Governors

Our Mission Statement

***Growing
into full life
with Jesus;
learning,
living and
loving
together to
make a
difference.***

About Our School

St Thomas of Canterbury is a Roman Catholic Primary School where the ethos is fostered by the teaching of Our Lord and that of the Catholic Church; where everyone recognises the need to work together as a “family”, showing love and concern for all our members.

Our mission statement, ***‘Growing into full life with Jesus; learning, living and loving together to make a difference’***, is at the heart of everything we do and we look to every member of the school community to make its aim a daily reality.

We aspire to help every child reach their full potential as a child of God. The Word of God is central to all that we do. We aim to provide an excellent education where kindness, respect and tolerance are promoted and developed.

Our Mission is to foster strong relationships between home, school, parish and the wider community in the way we welcome, value, care for and respect each other. We teach pupils about the Catholic religion and how to live their lives as missionary disciples of Christ. RE is the core of the core curriculum and we believe it is evident every day in the attitudes, responsibilities and skills we try to develop in our children, in the example of the staff and in the way we treat everyone we come into contact with.

We ensure that our children develop in all aspects of life, spiritually, morally, socially, culturally, intellectually, physically and emotionally.

Through our Christian example and belief, together with quality education, we prepare our children for the opportunities, responsibilities and experiences of life, forming children who are confident in witnessing to the beliefs and values of a Catholic community so they make a positive contribution to society. Our children have a highly defined sense of fairness and justice. They know their responsibilities in terms of equal opportunities, stewardship and reconciliation.

As a Catholic community, we are committed to the belief that everyone is treated with fairness, justice, compassion, inclusiveness, love, respect and has the opportunity for a quality education in a spiritual environment. We aspire to live out our mission by:

- Ensuring our children learn by example in a Christian, caring family atmosphere where each member is valued and encouraged to develop their talents to the best of their ability.
- Teaching our children to think creatively, develop independent attitudes and build relationships that allow each of them to reach their full potential.
- Providing a stimulating environment where all children are happy, healthy and motivated to learn, with high expectations for all.
- Promoting a climate and ethos in our school which enables our children to grow and flourish, become confident individuals, and appreciate their own worth and that of others.
- Preparing our pupils for life in modern Britain through promoting our pupils’ spiritual, moral, social and cultural (SMSC) development and fundamental British Values to become responsible members of society.
- Seeking to provide a range of opportunities to develop our children’s self-esteem, confidence, teamwork, leadership skills and reliance.
- Helping our children learn how to learn; to work with concentration, resilience and perseverance, independently and in co-operation with others.

Our School
Prayer

This is our
school

Love lives
here

Kindness
and respect
live here

Peace and
hope live
here

As each day
we are

Growing
together
into full life
with Jesus.

About the Role

Required for September 2026

School Business Manager

(Grade J Point 35-39, 37 hours per week, term time plus 10 days)

£46,142 to £50,269 pro rata, 2026 pay award pending

The Governors of this popular two-form entry primary school are seeking to appoint an experienced, enthusiastic and highly motivated School Business Manager.

We welcome applications from those who are keen to support our strong Catholic ethos and who believe that every child deserves the opportunity to thrive.

The School Business Manager is an integral part of the school leadership team and is a vital link between business operations and teaching in the school. This is an exciting opportunity for someone who is commercially minded and strategically focussed.

The successful candidate will have knowledge and experience of financial and operational management, ideally in a school or local Government.

For more information about this role please see the Job Description and Person Specification. Application forms are available on our school website.

Closing Date: Monday 31 August 2026

Shortlisting: Thursday 3 September 2026

Interview: Wednesday 9 September 2026

References will be sought prior to interview.

St Thomas of Canterbury RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

The Support Staff application form and further details are available to download from the school website (<https://www.stoc.bolton.sch.uk/>), and should be emailed to jobs@stoc.bolton.sch.uk



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Tel: 01204 331131