Love, Learn, Discover

Christ Church C.E
Primary School



BUSINESS MANAGER RECRUITMENT PACK

Christ Church C.E
Primary School

SCHOOL BUSINESS MANAGER RECRUITMENT PACK

3.5 Days per Week

Christ Church CE Primary School, Eccles

Salary: Grade 3B – 3C (dependent on qualifications and experience)
Contract: Permanent
Working Pattern: 3.5 days per week Term Time Only plus 5 days
Start Date: January 2027 (or sooner by agreement)

Closing Date: Thursday 19th November 2026 at 12 noon
Interview Date: Week commencing 23rd November 2026

Welcome from the Head of School

Dear Applicant,

Thank you for your interest in the position of School Business Manager at Christ Church CE Primary School.

This is an exciting opportunity to join our dedicated team and play a key role in shaping the future strategic and operational development of our school. We are seeking an experienced, highly organised and forward-thinking leader who shares our commitment to ensuring every child receives the very best education and opportunities to flourish.

At Christ Church, our vision is rooted in our school and Christian values and our commitment to developing the whole child. Our school values of Respect, Excellence, Self-belief and Challenge underpin everything that we do and guide us in our work with pupils, staff, families and the wider community.

As School Business Manager you will join our Senior Leadership Team and play a pivotal role in leading our financial, operational, compliance and administrative functions. You will work closely with school leaders, governors and external partners to ensure the efficient and effective management of resources so that our children continue to thrive.

We are proud of our caring school community, our dedicated staff and our ambitious vision for the future. We are looking for someone who shares this ambition and who will make a significant contribution to our ongoing success.

Visits to school are warmly welcomed and encouraged. Please contact the office admin@christchurchceprimary.uk

We look forward to receiving your application.

Yours sincerely,

Anthony Harris
Head of School

About Christ Church CE Primary School

Christ Church CE Primary School is a thriving Church of England primary school situated in the heart of Eccles.

We are committed to ensuring every child:

- Achieves academic success.
- Develops confidence and resilience.
- Experiences a broad and engaging curriculum.
- Thrives socially, emotionally and spiritually.
- Is prepared for the next stage of their education and future life.

Recruitment Advertisement

School Business Manager

3.5 Days per Week

Christ Church CE Primary School is seeking to appoint an experienced and highly motivated School Business Manager to join our leadership team.

This is a fantastic opportunity for an ambitious individual to contribute strategically to the continued development and success of our school. Working alongside the Executive Head Teacher, Head of School and Governing Board, you will provide leadership of finance, human resources, premises, compliance, administration and operational management.

The successful candidate will:

- Provide strategic leadership of financial management.
- Lead HR and recruitment processes.
- Manage premises, health and safety and compliance requirements.
- Develop effective systems and procedures.
- Ensure value for money across all aspects of school operations.
- Support governors through accurate reporting and strategic planning.
- Contribute to school improvement as a member of the leadership team.

We are looking for someone who:

- Has strong financial and business management skills.
- Demonstrates excellent organisational abilities.
- Has experience of staff leadership and management.
- Possesses excellent communication and interpersonal skills.
- Shares our commitment to safeguarding and school improvement.

- Supports the Christian ethos and values of our school.

In return we offer:

- Wonderful children who enjoy learning.
- A supportive and welcoming staff team.
- Strong leadership and governance.
- High-quality professional development opportunities.
- The opportunity to make a significant impact on the future of our school.

Application Process

Important Dates

Activity	Date
Closing Date	Thursday 19th November 2026 at 12 noon
Shortlisting	Thursday 19th November 2026
Interviews	Week commencing 23rd November 2026

Christ Church C.E Primary School

Job Description

Job Title

School Business Manager

Responsible To

Head of School

Purpose of the Role

To provide strategic leadership and management of the school's financial, administrative, operational and support services functions, ensuring resources are managed effectively to support high-quality educational outcomes.

Key Responsibilities

Strategic Leadership

- Contribute to the strategic leadership of the school.
- Support school improvement planning.
- Advise leaders and governors on financial and operational matters.
- Develop and review policies and procedures.

Financial Management

- Prepare and monitor school budgets.
- Produce financial reports for leaders and governors.
- Ensure compliance with financial regulations.
- Monitor expenditure and identify efficiencies.
- Lead procurement activities and contract management.
- Ensure value for money across services.

Human Resources

- Coordinate recruitment and selection processes.
- Maintain personnel records.
- Support staff absence and attendance procedures.
- Ensure compliance with employment legislation.
- Oversee safer recruitment processes.

Premises and Health & Safety

- Lead health and safety compliance.
- Coordinate maintenance and site improvements.
- Monitor statutory testing and inspections.

- Manage contracts relating to premises and facilities.

Administration and Operations

- Line manage administration and site staff.
- Develop efficient office systems.
- Ensure compliance with GDPR and data protection regulations.
- Maintain operational effectiveness across the school.

Governance and Compliance

- Support governors with reports and information.
- Ensure statutory returns and documentation are completed.
- Maintain compliance with safeguarding requirements.
- Support audits and reviews.

Person Specification

School Business Manager

Christ Church CE Primary School

Category	Criteria	Essential ✓	Desirable ✓
Qualifications	GCSE Grade 4/C or above in English and Mathematics	✓	
	Evidence of continuing professional development	✓	
	Relevant business, finance or management qualification	✓	
	Degree level qualification		✓
	School Business Management qualification (CSBM, DSBM or equivalent)		✓
	AAT, ACCA, CIMA or equivalent qualification		✓
Experience	Budget management and financial monitoring	✓	
	Staff management and leadership	✓	
	Procurement and contract management	✓	
	Human resources administration and recruitment	✓	
	Working with confidential information	✓	
	Experience within a school environment		✓
	Experience of Arbor, SIMS or equivalent MIS		✓

	Experience supporting governing boards		✓
	Experience managing premises or capital projects		✓
Knowledge	Financial management principles and budget planning	✓	
	Employment and HR procedures	✓	
	GDPR and Data Protection requirements	✓	
	Health and Safety legislation and compliance	✓	
	Safeguarding responsibilities and safer recruitment	✓	
	School funding arrangements		✓
	SFVS requirements		✓
	Ofsted framework requirements		✓
	SIAMS framework and church school expectations		✓
	School governance structures		✓
Skills and Competencies	Excellent organisational and time management skills	✓	
	Strong communication and interpersonal skills	✓	
	Ability to analyse and interpret financial information	✓	
	Strong IT skills, including Microsoft Office	✓	
	Ability to manage multiple priorities effectively	✓	
	Effective problem-solving skills	✓	
	Advanced Excel and data analysis skills		✓
	Project management experience		✓
	Strategic planning experience		✓
	Experience of income generation and bid writing		✓
Personal Qualities	Integrity, professionalism and discretion	✓	
	Commitment to safeguarding and promoting welfare of children	✓	
	Commitment to the Christian ethos and values of the school	✓	
	Positive and solution-focused outlook	✓	
	Resilience and adaptability	✓	
	Ability to build positive relationships with all stakeholders	✓	
	High expectations of self and others	✓	
	Experience working within a Church school		✓

	Understanding of Christian education and values		✓

Recommended Shortlisting Assessment Grid

Assessment Method	Application Form	Interview	Task
Qualifications	✓		
Financial Management	✓	✓	✓
HR & Recruitment	✓	✓	
Health & Safety	✓	✓	✓
Communication Skills		✓	✓
Leadership & Management	✓	✓	✓
Strategic Thinking		✓	✓
Christian Ethos & Values	✓	✓	
Safeguarding	✓	✓	

Safeguarding and Safer Recruitment Statement

Christ Church CE 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 applicant will be subject to an Enhanced DBS check, satisfactory references, online checks and all safer recruitment procedures.

Closing Date: Thursday 19th November 2026 at 12 noon

For further information or to arrange a visit, please contact:

Email: admin@christchurchceprimary.uk

We look forward to welcoming applications from exceptional candidates who wish to make a difference to the lives of children at Christ Church CE Primary School.