

St Thomas More Catholic Primary School

South Road, Saffron Walden, Essex, CB11 3DW

Diocese of Brentwood

Role:	School Business Manager
Reports to:	Headteacher
Start date:	Required from April 2025 (or sooner)
Salary:	Scale point 16 - 24 £29,572 - £34,313 (FTE)
Time Commitment:	28 hours p/w, term-time only (plus 3 weeks of school holidays)

St Thomas More Catholic Primary School is seeking an experienced and dedicated **School Business Manager** to join our thriving school community. This is a key leadership role, ensuring the effective management of school operations and resources.

About Us

We are a caring and friendly Catholic school where our ethos is at the heart of everything we do. Our mission is to provide an educational experience that nurtures the spiritual, social, and academic development of each child while fostering respect for one another and the wider world.

We were recently named the top primary school in East Anglia in *The Times Parent Power Guide 2025*.

Key Responsibilities

As **School Business Manager**, you will be responsible for overseeing the school's financial, administrative, and operational functions, ensuring compliance with statutory regulations.

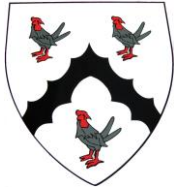
Your key responsibilities will include:

- **Financial Management** – Budget planning, monitoring, and financial accounting and reporting in line with Education and Skills Funding Agency (ESFA) requirements.
- **Human Resources** – Ensure recruitment processes and any contractual matters are effectively managed, staff contracts, payroll, and professional development, including maintenance of the Single Central Record.
- **Governance & Compliance** – Supporting the Headteacher and Governing Body, including but not limited to implementing policies, safeguarding measures, and GDPR compliance.
- **Strategic Planning** – Contributing to the school's long-term development and operational efficiency.
- **Office Management** – To be responsible for the management of the administrative support function, including performance management of the office team.

Person Specification

We are looking for a highly motivated and proactive individual with the following:

- **Experience** in finance, personnel, or administrative management.
- A strong background in **financial management**, budgeting, and payroll.
- Experience leading and motivating teams, with excellent organisational skills.



- High levels of literacy, numeracy, and ICT competency.
- Knowledge of **school funding, HR policies, and compliance requirements** (desirable).
- A commitment to **safeguarding, confidentiality, and the welfare of children**.

What We Offer

- A supportive and ambitious **Senior Leadership Team**.
- Enthusiastic, well-behaved pupils and a dedicated staff team.
- Strong partnerships with **governors, parents, and external agencies**.
- Excellent **professional development opportunities**.
- An Ofsted rating of **GOOD (September 2023)** and an **OUTSTANDING** Catholic School Inspection (December 2018).
- Competitive salary.

Application Process

We warmly invite prospective applicants to visit our school. To apply, please complete [the CES application form](#), and return it to Elaine McNally (Head Teacher) at head@stmsw.co.uk.

- **Closing date:** 11.59pm on Sunday, 16 March 2025
- **Shortlisting:** Thursday, 20 March 2025
- **Interviews:** W/C 24 March 2025 (TBC)

Please note: We do **not** accept CVs or applications from agencies.

Safeguarding Statement

St Thomas More Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All recruitment practices reflect this. The successful candidate will be subject to an enhanced DBS check and other pre-employment checks, including references. Electronic applications must be signed before attending an interview.