

# VACANCY

## School Business Manager (Level 3)

Job Reference:	SBM3/250402
Working Pattern:	Part time, job share (0.6 FTE)
Contract Type:	All year round, permanent
Location:	Cardinal Langley RC High School, Middleton, Manchester, M24 2GL T: 0161 643 4009 / E: <a href="mailto:admin@clrchs.co.uk">admin@clrchs.co.uk</a> / W: <a href="http://www.clrchs.co.uk">www.clrchs.co.uk</a>
Salary Grade:	Grade 9, Points 34-38
Actual salary:	£26,215 - £28,652

We are excited to offer this rare opportunity to join our Senior Leadership Team as a School Business Manager here at Cardinal Langley RC High School.

This post is available as a part-time job share, working 3 days per week (Wednesday, Thursday, Friday) alongside the current post-holder. It is anticipated that hours of work will generally be 8:00am until 4:00pm with a 36-minute daily, unpaid break, flexible to meet the needs of the school (including out of hours SLT and Governors' meetings).

The Business Manager role is a crucial one within school, with significant responsibilities in terms of the strategic and operational aspects of financial resource management, business planning, risk management, information management and ICT, human resource management, facility & property management and health & safety management.

The successful candidate will be:

- A strategic thinker
- Experienced at school business, finance and resources management
- Skilled at managing systems and people
- Able to think creatively and problem solve

To apply, please complete the CES application form for support staff and email it to [recruitment@clrchs.co.uk](mailto:recruitment@clrchs.co.uk) quoting the job reference **SBM3/250402** on the application form.

**The closing date for receipt of applications is 23:59 on Wednesday 2<sup>nd</sup> April 2025**

We anticipate that interviews will take place on Wednesday 23<sup>rd</sup> April.

You should refer to the job description and person specification in your application. Please note that all applications must be on the appropriate CES application form. We cannot accept other application forms or CVs. More information can be found in the accompanying recruitment information pack and on the vacancies page of the school website.

If you would like to visit the school, or for an informal chat with the Headteacher about the role, please contact us on 0161 643 4009 or by email to [admin@clrchs.co.uk](mailto:admin@clrchs.co.uk)

**Employer and other references:** You will need to be able to provide the name and contact details of two suitable referees. Your first referee should be your current employer or most recent employer if you are not currently in work. In a school or college, your referee should be the Headteacher/Principal. We will contact your referees by email if your application is shortlisted, so please provide an email address for them on the application form and contact them in advance to give them your consent to provide the reference. If you have worked outside of the UK, you will be asked to provide references to cover this period, if appointed, along with any DBS equivalent issued by the relevant authority.

**Qualifications:** At interview, you will be asked to produce evidence of any qualifications listed in the essential criteria of the person specification. This will be an original certificate issued by an accredited examination board or professional body.

**Identification:** To be appointed, you must be able to provide the following pieces of identification:

- A piece of official, photographic identification such as a passport or driving licence photocard.
- Your Birth Certificate, along with evidence to support any name changes (Marriage/Civil Partnership Certificate, Deed Poll, Decree Absolute/Civil Partnership Dissolution Certificate, etc.). This does not apply to a change of surname due to adoption before the age of ten.
- Proofs of identification for your Disclosure and Barring Service check (please refer to the list of valid id documents). Between them, these documents must confirm your name, current address and date of birth. *If you already have an enhanced DBS certificate with barred list check for employment within the child workforce and you subscribe to the DBS update service, we can with your permission run an update instead of applying for a new disclosure; the Headteacher would need to see the original certificate prior to any appointment, however.*
- Recent evidence of current address: This should be an official document which confirms your name and current address and is dated within the last three months.
- Proof of right to work in the UK (please refer to the id checklist).

Please note: All documents must be originals – we cannot accept scans or photocopies. If you cannot produce the required documentation within the given timescale, it may result in any offer of employment being withdrawn.

**Safeguarding:** Cardinal Langley RC High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Child Protection and Safeguarding Policy and Procedures can be found [here](#).

This post is classed as regulated activity (RA) and is subject to an enhanced Disclosure & Barring Service (DBS) and background check (including children's barred list check for the child workforce). A criminal conviction will not necessarily be a bar to obtaining employment but it is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.

This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and you will be required to self-disclose any relevant criminal history if shortlisted (Rehabilitation of Offenders Declaration). Guidance on the filtering of cautions and convictions can be found [here](#).

As part of due-diligence in line with Keeping Children Safe in Education 2024 (para 226), the school will carry out an online search for all shortlisted candidates

**Contract of Employment:** if appointed to this post, your contract of employment will be with Cardinal Langley RC High School's Governing Board, which is the employer, and not the local authority.

***Cardinal Langley Roman Catholic High School is a community where pupils feel happy and enjoy coming to school - Ofsted 2022***

Our school is highly respected in the local community and continues to expand due to its popularity, with a £14 million investment in facilities through the Building Schools for the Future Programme, the addition of our De La Salle Centre (a designated facility for our Year 7 students) and our 'Hive' (a specialist SEND and support hub).

Staff welfare and development are key aspects of our school community. We have an excellent professional development and welfare programme for all staff. We are proud of our Catholic character but also of our diversity and everyone is most welcome within our school community, regardless of faith. A willingness of staff to respect and support the Catholic ethos of our school is however essential. There is a great deal of respect and support amongst staff, and as a new colleague you will find that you are quickly welcomed into the Cardinal Langley family.

We are located in Middleton, North Manchester, and have excellent transport links via the M62 and M60. Situated centrally in the UK and only 7 miles from the centre of Manchester, our location provides easy access to a range of superb leisure and shopping facilities but is also close to the natural beauty of the Pennines. With excellent road and rail links, we are within easy reach of Lancashire, West Yorkshire, Cheshire and Merseyside, as well as several international airports for those well-earned holiday getaways.