



School Business Manager

(Permanent, 35 hours per week, TTO + 3 weeks)

Grade 8 SCP 31 to 35 £41,771 to £46,142 FTE

(Required for Monday 8th June 2026)

Due to the retirement of our long-serving current postholder, we are seeking to appoint a highly motivated and enthusiastic School Business Manager to join the team at our successful 2 form entry primary school. We aim for the successful candidate to take up post before the retirement of our current SBM so that there is a substantial period of effective hand-over.

You will be committed to maintaining and promoting the high standards and expectations we have at St Richard's. In your application, it will be essential that you are able to articulate your positive support for the strong Catholic ethos of our school.

St Richard's Roman Catholic Primary School is a happy, warm and caring school with a dedicated team who work hard to support each other and provide the best care and education for all our children. We are currently graded Good by Ofsted (June 2024) and our RE (Section 48) inspection of October 2025 judged the school to be outstanding in all areas.

Please visit our website www.st-richards.manchester.sch.uk in order to find out more about our school. We encourage and warmly welcome visits. If you wish to visit, please e-mail head@st-richards.manchester.sch.uk to make an appointment.

St Richard's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service, satisfactory references and completion of the CES Rehabilitation of Offenders Act 1974 Disclosure Form and any other recommended checks.

The application form, job description and person specification are available from the school website or by e-mail to vacancies@st-richards.manchester.sch.uk Completed applications should also be returned to this email address. Only applications received on the CES application form will be considered for short-listing. **N.B. The application form has been personalised to St Richard's (Request for Consent section, pages 15 – 16). Applicants should not download the form directly from the CES website.**

(The recruitment timeline is longer than usual to take account of variations in Easter holidays)

Closing date for applications: 12 noon on Friday 20th March 2026

Shortlisting: Thursday 26th March 2026. You will be contacted by telephone if you are shortlisted

Interview date: Thursday 23rd April 2026