



**St Richard's R C Primary School**  
Wilpshire Avenue,  
Longsight,  
Manchester M12 5TL  
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## **School Business Manager**

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

**Grade 9 SCP 36 to 40 £47,181 to £51,536 FTE (2026 Pay Award pending)**

**(Required for Tuesday 1<sup>st</sup> September 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.

This post would particularly suit an existing School Business Manager who is seeking to work in a large primary school. There will be a handover period with the existing School Business Manager.

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](http://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](mailto: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](mailto: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.**

**In accordance with Keeping Children Safe in Education 2025, we will obtain and scrutinise references prior to interview and referees will be contacted to provide clarification as appropriate.**

**Closing date for applications:** 12 noon on Tuesday 9<sup>th</sup> June 2026

**Shortlisting:** Thursday 11<sup>th</sup> June 2026. You will be contacted by telephone if you are shortlisted

**Interview date:** Thursday 18<sup>th</sup> June 2026