



ST. ANNE'S CATHOLIC PRIMARY SCHOOL

School Business Manager Information Pack

'Let all you do be done with love'

LETTER FROM THE HEADTEACHER

Dear Prospective Applicant

Thank you for your interest in the position of School Business Manager at St. Anne's Catholic Primary School, Basingstoke. This is an exciting opportunity to promote the highest standard of business ethos within the administrative function of the school and strategically ensure the most effective use of resources to continue to build on the success of St. Anne's and guide the school into the future.

Our school mission statement, 'let all you do be done with love' is at the heart of school life, from policy decisions and curriculum design to pupil and staff wellbeing, behaviour and relationships and our place in the wider community. We are very proud of our children, their thoughtful expression and practice of our faith and their enthusiasm and joy in learning. Staff have high expectations of themselves and pupils, ensuring that the need of each child is understood and their unique abilities are nurtured. As an all-through primary, with one-form entry, St. Anne's enjoys and fosters good relationships between older and younger pupils.

Having served St Anne's for the last 19 years, our current School Business Manager is looking to retire at the end of August 2026. The successful person will meet the challenges of our school setting and work well with academy leaders and other partners in our community. The CEO, Headteacher and governors are committed to continuing professional development and support to ensure our new School Business Manager has the collaboration to meet our core principles thus enabling you to meet the role expectations.

Pupils and staff will be delighted to welcome you on a school visit, to get a feel for the school. This can be arranged via the school office on 01256 464165 or adminoffice@st-annes.hants.sch.uk

We look forward to receiving your application.

Yours faithfully



Ms Elizabeth Larcher
Headteacher

We are:
Faithful
Accepting
Independent
Thoughtful
Honest
Forgiving
United
Loving

MISSION STATEMENT

Let all you do be done with love
1 Corinthians 16:14

Our vision is central to everything that we do. It inspires our curriculum design, is the basis for policy decisions and underpins our whole school culture and ethos; something which we are extremely proud of. As the children develop and mature they are encouraged to put their faith into practice in their own lives, through their interactions with others and kindness and generosity to those less fortunate, both within our local community and further afield.

ABOUT US

St. Anne's Catholic Primary School

St. Anne's has been part of the Mother Teresa Catholic Academies Trust (MTCAT), under the Diocese of Portsmouth, since October 2019. The school is an all-through primary school with one-form entry. There are currently 224 children on-roll. Reflecting our wide Catholic family, the school serves a diverse population some of whom are EAL (49%). There is a pre-school, breakfast club and after school club on site which has close ties to the school.

We are proud of our friendly, caring school in which our CEO, Headteacher, Staff and Governors work hard to provide the best possible start to school life. Our vision statement "Let all you do be done with love," is modelled daily by our children and staff through their mutual respect and care for each other and God's world, whilst aspiring to be faithful as active members of their communities and society.

The recent Ofsted inspection (March 2024) found the school to be good, and outstanding in pupil behaviour and personal development. Inspectors highlighted the culture of appreciation and inclusion reflected in pupils, behaviour for one another. They praised the well-designed curriculum which allows pupils to achieve well and their engagement and enthusiasm for their work.

Most children at St. Anne's progress to nearby Bishop Challoner secondary school which continues their Catholic education and with whom the school enjoys strong links.

ABOUT US

Mother Teresa Catholic Academy Trust

“STRENGTH IN UNITY” - The power of a couple or team pulling together, working for the same goal, striving to reach a common destination, is far greater than the sum of its parts.

OUR VISION is to create a nurturing and enriching educational community where the light of Christ shines brightly, guiding the journey of our children aged 2-19. In unity, we will provide an exceptional Catholic education that empowers children to achieve their highest potential, guided by the light and truth of Christ. Together, we build a future filled with hope, love, and the promise of a brighter tomorrow.

All our schools are part of the Catholic Diocese of Portsmouth and as such are committed to Bishop Philip's vision for education. By putting children, pupils and students first, we aim to achieve the highest possible outcomes for them delivered in Christ's name.

ABOUT US

Mother Teresa Catholic Academy Trust

We have a dedicated workforce, where collaboration, coaching and high-quality training is the cornerstone of delivering a first class, education reflecting the gospel values of Hope, Faith and Love.

We aim to work with families and parishes to ensure that the whole community is served, included and celebrated. We welcome all in Christ's name as we accompany our young people on their journey of faith and educational excellence.

ABOUT US

Mother Teresa Catholic Academy Trust

What Can Mother Teresa Catholic Academy Trust offer the School Business Manager of St. Anne's Catholic Primary School in Basingstoke?

Mother Teresa Catholic Academy Trust is currently made up of 8 schools (1 secondary and 7 primary schools) within the Catholic diocese of Portsmouth. We care for over 3000, children, pupils and students from 4 years to 18 years of age.

As such we have a great deal of expertise within the Trust offering support and direction of all staff in leadership roles. We have a central support team that are on hand to offer advice and answer any questions or concerns.

ABOUT US

We will offer the School Business Manager:

- The chance to work as part of a dedicated and experienced leadership team;
- Access to established systems and processes in place;
- Access to the Trust central services for support and training;
- Performance management based on development;
- Experienced office and site staff who form an integral part of our school team;
- A handover period with the incumbent Business Manager (dependant on Candidate availability)
- The support that all our Catholic schools, our children, pupils and students together with our staff deserve;
- The commitment to our vision: **“STRENGTH IN UNITY”**

JOB DESCRIPTION

Job Title: School Business Manager

Responsible To: The Headteacher

The contract of employment between the academy trust, governing body and the School Business Manager will be the current Contract of Employment for Support Staff issued by the Catholic Education Service.

The School Business Manager will work closely with the Headteacher and governors, leading and managing key areas of the school's business operations.

Main purpose of the job:

The School Business Manager is an employee of the academy trust and is required:

- To oversee budgeting, financial planning and reporting for both St Anne's and St Anne's Childcare Group. Propose revisions to budgets if necessary, in response to significant or unforeseen developments. Ensure compliance with financial regulations and The Academies handbook and manage funds efficiently;
- To oversee and management recruitment, contracts, payroll, staff absence, single central record and staff records on the appropriate systems;
- In partnership with the school caretaker, ensure the school premises are safe, well-maintained, and compliant with health and safety standards;
- To take the lead on purchasing, supplier management and negotiating contracts to ensure value for money. Monitoring the effectiveness and implementation of contracts;
- To contribute to long-term planning and development of the school, including income generation, grant applications and costs saving initiatives;

- ❑ To support with policies, audits and regulatory requirements including GDPR and safeguarding;
- ❑ To attend governor/governor sub committee meetings as necessary;
- ❑ To line manage the office and site staff and conduct their appraisals
- ❑ To check and reconcile staff salaries, actioning any contractual changes and additional payments;
- ❑ To control the School's three bank accounts and 1 Childcare account, importing BACs payments run to ensure suppliers are paid in a timely manner;
- ❑ To meet deadlines in providing supporting documentation and evidence to support the Trusts Annual Accounts Return and audit;
- ❑ To support the Trustees of the Childcare Group with the preparation of the Annual Report and Financial Statements;
- ❑ To review, develop and implement effective methods to improve administrative systems;
- ❑ To work closely with the caretaker to ensure appropriate Health and Safety checks and records are up to date, carrying out internal and external H&S checks and ensuring compliance with all external H&S standards and requirements. Update, and present for approval, all H&S policies;
- ❑ Together with the caretaker, ensure Fire, Legionella, COSHH and Asbestos risks are adequately monitored and reviewed;
- ❑ To manage the main round admissions process

The above points are not exhaustive and have been provided as an overview. A more detailed and comprehensive Job Description will be provided.

PERSON SPECIFICATION

Evidence column key: A = application / R = references / I = interview / O = other e.g. unseen task

QUALIFICATIONS		Essential	Desirable	Evidence
	Educated to GCSE standard, obtaining 5 or more passes including English and Maths	✓		A
	School Business Management qualification or other qualification relevant to financial or business administration		✓	A
	Certificate in Financial Reporting for Academies (CIPFA)		✓	A
EXPERIENCE		Essential	Desirable	Evidence
	Minimum 2 years of relevant finance/business work experience, preferably in an educational role	✓		A/R/I
	Strong financial acumen and experience in strategical financial planning, budget monitoring and financial reporting	✓		A/I
	Experience of working in partnership with a Governing Body		✓	A/I
	Experience of working in partnership with the Diocese, the Local Authority, other partner schools and outside agencies		✓	A/R/I

	Experience	Essential	Desirable	Evidence
	Experience of Academy accounting procedures, processes and understanding of cashflow, balance statements and management accounts		✓	A/R/I
	Ability to demonstrate delivery of service and systems applicable for effective school management	✓		A/R/I
	Ability to demonstrate meticulous attention to detail, analytical skills and problem solving	✓		A/R/I
	Excellent organisational and leadership skills; being able to work autonomously and within a team	✓		A/R/I
	Knowledge of HR compliance, procedures and school operations	✓		A/R/I
	Ability to communicate effectively with staff, governors and external stakeholders	✓		A/R/I
	Knowledge of school or academies' finance and accounting systems, particularly PS Financials, Iris Budget Planner, SAGE, Arbor, Tucasi		✓	A/I
	Experience of Health and Safety Compliance.		✓	A/I
	Competent IT skills	✓		A/I

Personal Qualities	Essential	Desirable	Evidence
Warm and Friendly personality, with a sense of humour	✓		R/I
Highly organised with the ability to use initiative	✓		A/R/I
Adaptable and flexible	✓		A/R/I
Hardworking and committed, with a “can do attitude”	✓		A/R/I
Willingness to develop professional skills	✓		A/R
Be discrete, confidential, respectful and professional	✓		A/R/I
Safeguarding	Essential	Desirable	Evidence
Show awareness of Safeguarding procedures/awareness of how to keep children safe in a school environment	✓		I
Subject to a clear Enhanced DBS check	✓		O
Receipt of 2 satisfactory references, one of which must be your current employer, obtained prior to interview	✓		O

COMPLETING YOUR APPLICATION

Please complete the application form and other documents that have been included along with this pack. The forms are returnable to the school office at adminoffice@st-annes.hants.sch.uk or to **Business Manager, St. Anne's Catholic Primary School, Pinkerton Road, Basingstoke RG22 6RE.**

Shortlisting

Formal shortlisting will take place through a panel on the stated date. Following this, successful applicants will be invited to interview and asked to confirm their attendance by return.

Online Checks

All candidates are subject to an online check for all shortlisted candidates with the intention of seeing your publicly viewable digital profile. We may choose to discuss this with you at interview.

GDPR

Please note in submitting your application you are consenting to your information being shared between a shortlisting and interview panel. Your information will then be stored in accordance with our Retention of Records schedule, available to view on the school's website www.st-annes.hants.sch.uk

VISITS AND NEXT STEPS

Visits to the school are encouraged. To arrange a visit please contact Business Manager via adminoffice@st-annes.hants.sch.uk or on 01256 464165.

Applications must be received by noon on Wednesday 25th March 2026.

Shortlisting will take place on Thursday 26th March 2026.

Interviews will take place Tuesday 14th April 2026.