



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

School Business Manager

Applicant Information



Our Mission



Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be.



As a Catholic community, our values and mission are rooted in Jesus' words in John 10:10, 'I have come that they may have life and have it to the full'.

We seek to help our students flourish in all areas of their lives

The Catholic Christian community at Cardinal Heenan endeavours to help students to know and build a relationship with Jesus Christ and to live the Catholic faith through prayer, sacraments and service. We are committed to making learning challenging and enjoyable for all so that we will secure the best outcomes and remain lifelong learners who are committed to seeking truth.

We strive to help all to learn and grow, treating one another with respect and generosity, whilst supporting parents as the first and most important educators of our children. Our aim is to inspire excellence by encouraging every individual to be the person that God calls us to be, in preparation for this life and the life to come.



Welcome Message

Thank you for your interest in the post of School Business Manager at Cardinal Heenan Catholic High School. This is an exciting opportunity to join our Extended Leadership Team and make a strategic contribution to the continued development and success of our school.

If you believe you have the skills, experience and commitment we are looking for, we warmly invite you to apply. If you would like to arrange for a visit and an informal discussion about the role, please contact Angela Fieldhouse afe@cardinalheenan.com and we will be happy to make the required arrangements.

Dominic Kelly

Headteacher



School Business Manager

Grade P03/P04, Points 32-35/35-38

Salary £42,839 - £49,282

37 Hours per Week, All Year Round

Permanent Post - Starting January 2026

Our school is a happy school, where relationships are positive, respect is prevalent, and expectations are high. We challenge all members of our school community to “be kind, try your best and follow the rules” – our students are our greatest asset and never fail to inspire and impress staff and visitors.

Staff have high expectations of all students, whatever their starting point; students have the drive and ambition to meet these expectations. Our GCSE results were once again amongst the highest in Leeds and we were ranked in the top fifty 11-16 schools in the country in the Sunday Times League Tables. In Spring 2023 Ofsted judged the school to be ‘Good’ and in April 2025 the school was awarded Outstanding by the Catholic Schools Inspectorate, which is testament to the way the whole school community have worked together to create a positive, caring environment.

We are seeking a dynamic, experienced and highly motivated professional to lead all aspects of school business management, including finance, HR, premises, ICT, administration, and marketing. The successful candidate will work closely with the headteacher, governors, and senior leaders to ensure the best use of resources in support of our mission to educate the whole person in a Catholic Christian context.

This is an exciting time to join our happy, oversubscribed school and be part of a dynamic team who contribute to our school community. If you can offer vision, drive and a commitment to supporting our Catholic school, and will share our commitment to improving the life chances of young people regardless of background, we would like to hear from you.

Willingness to support the Catholic ethos of the school is essential.

Further details and our Catholic Education Service application form is available from the school website www.cardinalheenan.com.

We strongly encourage visits to the school. To arrange a visit, please email Angela Fieldhouse on afe@cardinalheenan.com.

Please note that covering letters are not required and will not be used as part of the shortlisting or selection process. There is a section of the application form where candidates can offer further information to support their application. This can take the form of a letter of no more than two sides of A4.

Closing date: Wednesday 5 November 2025 at 9:00am

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks, for the successful applicant.

We promote diversity and want a workforce which reflects the population of Leeds.



Job Description: School Business Manager

Grade	Grade P03/P04, Points 32-35/35-38 Salary £42,839 - £49,282
Contract Type	Permanent, All Year Round
Working Hours	37 hours per week
Line Manager	Headteacher
Location	Cardinal Heenan Catholic High School. Meanwood, Leeds LS6 4QE
Start Date	January 2026

Job Purpose

The School Business Manager is a key member of the Extended Leadership Team (ELT), responsible for the strategic and operational leadership of all non-teaching functions within the school. The role ensures the efficient management of financial, administrative, HR, IT, marketing, and estate functions, providing essential support for the school's core purpose of teaching and learning. The post holder will also act as a professional advisor to the Headteacher and Governing Body, ensuring compliance, financial integrity, and effective resource management.

Key Responsibilities

Strategic Leadership and Planning

- Contribute to whole-school strategic development as a member of the Extended Leadership Team.
- Lead and develop the school's support services to ensure effective support for educational priorities.
- Provide professional advice to the Headteacher and Governing Body on strategic financial planning, HR, estate management, and operational matters.
- Develop and implement a 3-year financial plan, identifying income streams, funding opportunities, and cost-saving measures.

Finance Management

- Oversee all financial operations and reporting in accordance with national and local financial regulations.
- Prepare and monitor annual budgets, including monthly reports, variance analysis, and financial forecasts.
- Ensure compliance with audit and regulatory requirements.
- Lead on securing best value from contracts and suppliers.
- Manage income generation activities including lettings, grants, and fundraising.
- Present financial information to SLT, Governors and external bodies in a clear and accurate format.

Human Resources (HR)

- Oversee all HR processes for support staff, including recruitment, performance management, contracts, and compliance.
- Ensure that safer recruitment, SCR, DBS, and personnel procedures meet all statutory safeguarding requirements.
- Support line managers in performance reviews, capability procedures, absence management, and disciplinary cases.
- Liaise with external HR services and legal advisors as required.

Estate and Health & Safety Management

- Lead on all aspects of estate management, working closely with the Premises Manager, Local Authority, and Diocese where applicable.
- Ensure robust health and safety policies and risk assessments are in place and regularly reviewed.
- Act as the school's Health & Safety Officer and Educational Visits Coordinator.
- Oversee school lettings administration and the effective use of school facilities by the community.
- Lead on business continuity planning and disaster recovery strategies.

ICT, Administration, and Support Services

- Line manage administrative, ICT, and support teams to ensure high-quality service delivery.
- Develop and review the school's ICT infrastructure and systems in collaboration with the Network Manager.
- Ensure compliance with GDPR, FOI, and data protection legislation, including training, breach response, and data management.
- Oversee administrative processes across the school, including reception, reprographics, and governance support.

Marketing and Communications

- Lead the development and delivery of a marketing and communications strategy to promote the school's vision, values, and achievements.
- Strengthen relationships with parents, local stakeholders, and the wider community to enhance student recruitment and community engagement.
- Oversee school branding, digital communications, social media, and publicity materials in line with regulatory and policy requirements.

Line Management Responsibilities

The post holder will directly line manage:

- Network Manager
- HR and Cover Manager
- Admissions Manager
- Assistant Business Manager

Professional Standards

- Uphold and model the school's values and professional standards at all times.
- Maintain strict confidentiality and act in accordance with GDPR/data protection procedures.
- Attend meetings, training, and school events as required.
- Maintain a high standard of personal presentation in line with the school's dress code.
- Demonstrate commitment to equality, diversity, and inclusion across all areas of responsibility.
- This post is a regulated role and therefore requires a criminal records check for those working with children. The school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be expected to share this commitment and will be subject to enhanced DBS checks and other pre-employment checks. We are looking for individuals who will help us create and maintain a safe and supportive environment for all our students.

Special Conditions

- Up to 10 days holiday may be taken during term time, subject to operational needs.
- The school supports ongoing CPD including financial support for training and professional qualifications.



Person Specification

Selection Criteria	Essential (E)	Desirable (D)
Qualifications and Training		
A recognised business, finance, or accountancy qualification (e.g. AAT, CIPFA, CIMA, ACCA)	E	
Evidence of continuing professional development	E	
Degree or equivalent level qualification in business, finance, or management		D
Certificate or Diploma in School Business Management (DSBM etc) or willingness to work towards		D
Health & Safety, HR, or premises management qualification		D
Experience		
Significant experience of strategic financial planning, budgeting, and reporting	E	
Experience of managing finance systems	E	
Leadership of support services within a school or similar setting	E	
Experience of HR processes, including recruitment, performance management, and staff wellbeing	E	
Experience of health and safety and premises management		D
Experience of managing capital projects and negotiating with contractors	E	
Proven experience in successful bid writing or income generation	E	
Experience of working in a school, academy, or local government environment		D
Experience in marketing, communications, or public relations		D

Knowledge and Understanding		
Excellent understanding of financial management within an educational context	E	
Knowledge of HR best practice, employment law, and safer recruitment practices	E	
Awareness of GDPR, FOI, and data protection regulations	E	
Strong understanding of health & safety legislation in schools	E	
Understanding of the role of support staff in improving educational outcomes	E	
Knowledge of facilities management		D
Understanding of risk management, business continuity, and disaster recovery planning	E	
Skills and Abilities		
Strong financial and budget management skills with excellent attention to detail	E	
Excellent communication and interpersonal skills	E	
Ability to lead and motivate teams and manage performance	E	
Highly organised, with the ability to prioritise workload and meet deadlines	E	
Ability to analyse complex data and present information clearly to a range of stakeholders	E	
Competence in IT systems and software, including Excel and financial packages	E	
Ability to work under pressure and handle sensitive and confidential information with discretion	E	
Project management skills, including planning, budgeting, and delivery	E	
Personal Attributes		
A collaborative team player who builds strong relationships	E	
Commitment to safeguarding and promoting the welfare of children	E	
Flexible, adaptable, resilient, proactive, and solution focused	E	
Professional integrity and high standards of conduct	E	

Our 920 students are simply wonderful. We are heavily oversubscribed each year and serve Parishes across Leeds. Our diverse student population is a true reflection of the demographics of Leeds, with 42 different languages spoken, around 20% of our children are classified as pupil premium and around 15% of our children are registered with a SEN status. For the last five years we have been 100% Catholic on intake in Year 7 and this allows us to build an incredible community built around Faith, Hope and Love.

“Veritas” drives our community, and our students are incredibly proud of their school.

They rise to challenges, take every opportunity to develop themselves, they are respectful and live out the Cardinal Heenan guiding principles “be kind, follow the rules and try your best”.

Student attendance is consistently in the top 10% of all school (FFT), behaviour is excellent, our curriculum is designed to provide the best learning opportunities for our students. We aim to foster in our students an intrinsic love of learning and a deeper understanding and appreciation of their faith and role in our community and the wider world.

This vision and shared commitment contribute to our supportive community and our successes and our outcomes consistently place us as one of the most successful schools in the area.





Leaders at every level work collaboratively with colleagues from across the Diocese from schools (4-18), Notre Dame Catholic Sixth Form College, Trinity University and the vicariate to maximise our effectiveness and ability to provide outstanding learning experiences and working conditions. In addition, we have excellent relationships with the high schools in our area and work together to provide the best educational experiences for the young people that we serve.

We are strategic partners with the Leeds Teaching School Hub and contribute to the development of ITT students and CPD for established staff across the City. We are also heavily involved with the Leeds Learning Partnership, driving agendas to improve the quality of education across the City.

The school has recently come to the end of our PFI contract which allows us to further develop our offer to the young people and the wider community that we serve. The transition from PFI allows us to improve facilities across the school and help to make our learning environment even stronger whilst opening up even more opportunities to be an outward facing school, receiving and providing support, challenge and developing expertise in the ever-changing world of education.



Our School Context

The ethos of our school “to inspire excellence by encouraging every individual to be the person that God calls us to be” celebrates every individual within our school community. We encourage all members of the community - staff and students, to try their best in all situations, celebrating their successes as individuals and collectively through the nurture, care, and guidance we provide for them. By ensuring our focus is on developing every individual our students make exceptional progress in all aspects of their education. Our students’ outcomes year on year exceed the national average in all measures which we are very proud about – consistently amongst the highest-ranking schools in Leeds. However, we also celebrate the individual success that our students have – be that through extra-curricular participation, their contribution to the Catholic Life of the school, their ability to contribute to the school community through countless leadership roles, their participation in a full range of educational trips and visits... the list is endless. Our students leave our school with the qualifications, work ethic and resilience to thrive in Post 16 – the majority of our students progress to Notre Dame Catholic Sixth Form College in Leeds and continue to thrive.



All staff working within the school recognise how unique our school community is. Staff are keen to contribute, to develop their practice and to go the extra mile - without question. Relationships between the SLT and wider staff body are very positive.

We have a very active staff committee who organise socials, support networks etc. and all staff are invited to regular staff forums to share concerns or provide feedback on new initiatives.

We do things together for the good of the children in our care.





School Prayer



**Almighty God,
You have gathered us together as members
of one body.**

**Grant that we may realise our responsibilities to
one another, and may truth, honour and kindness
abound among us.**

**Bless all past members of this school community,
and grant eternal rest to those who have died.**

**Help us to build on the best traditions we have
inherited, and to hand on to those who come after
us, the Christian virtues of faith, hope and love.**

**May Your blessing rest upon our work,
may Your name be honoured in our midst,
and Your peace guard our hearts.**

**We ask this through Jesus Christ our Lord,
Amen.**

