

Our Lady's Catholic High School



Application Pack



Business Manager



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Our Lady's Catholic High School



Headteacher – Richard Charnock

On behalf of the Governors, the Senior Leadership Team, staff, and pupils of Our Lady's Catholic High School, I am delighted to welcome your interest in the position of **Business Manager**, which has arisen following the forthcoming **retirement of our current post holder**. This is an exciting opportunity for a committed and talented professional to join a strong, high-achieving Catholic school and to make a significant contribution to its continued success.

We are part of the government Schools' Rebuilding Programme and are at the early stages of the process. The successful candidate will play an instrumental role in ensuring that the financial, operational and estate planning aspects of this exciting project are managed with vision and care.

Why Our Lady's is a truly special place

At Our Lady's, we are proud of our story of success. Young people who become "*One of Ours*" embark on a journey that nurtures faith, integrity, and a lifelong love of learning. We are more than just exam results — our achievements are founded on a deeply embedded **Catholic ethos** that places Gospel values at the heart of everything we do.

We believe in the dignity of each person, the importance of community, reverence in learning, and the care of every young person's holistic growth. Our Catholic life, liturgy, chaplaincy, charitable works, and pastoral care shape a community where every individual is known, valued, and supported to flourish.

We offer a broad, ambitious curriculum, well-resourced facilities, and dedicated staff who share a collective commitment to excellence and service. We take pride in our close partnerships with our Family of Primary Schools, ensuring pupils make a confident and happy transition into secondary life.

The role: what we are looking for

The Business Manager is a key member of our Senior Leadership Team, providing strategic vision and leadership across all areas of school business operations — including finance, human resources, administration, health and safety, estates management, ICT, and sustainability.

The successful candidate will be an experienced professional who combines strategic insight with practical expertise, working closely with myself, the Governors, and colleagues to ensure the efficient and effective use of our resources in support of the school's mission and long-term development.

We seek a colleague who shares our commitment to Catholic education, who is both analytical and empathetic, and who brings integrity, collaboration, and creativity to the role.

What we offer

- A warm and faithful community in which your leadership and professional expertise will be valued and supported
- The opportunity to work alongside a dedicated and talented Senior Leadership Team and a committed Governing Body
- A strong platform of achievement and stability from which to shape future growth
- Excellent opportunities for your own professional development and the chance to make a lasting difference in the life of our school community

If you are an experienced and aspirational Business Manager, ready to contribute to the strategic leadership of a thriving Catholic school, we warmly encourage you to apply.

All the information is included in this pack but do please get in contact if you would like to discuss the role further or come and visit us.

Thank you for your interest in joining Our Lady's. We look forward to receiving your application and to the possibility of welcoming you to our community.

With every good wish,

A handwritten signature in black ink, appearing to read 'R Charnock', written in a cursive style.

Richard Charnock
Headteacher





Our Lady's Catholic High School

School information for candidates

Introduction

Our Lady's Catholic High School is a highly successful, oversubscribed, 11–16 mixed High School of 900 pupils serving mainly the Catholic community in the north and west of Preston. As a Voluntary Aided high school, we are part of the Catholic Diocese of Lancaster. The Rt Rev. Paul Swarbrick is our Bishop.

History of Our Lady's Catholic High School

Our school was founded in 1988 as the result of a lengthy consultation process within the Diocese of Lancaster. The then five Catholic secondary schools were reduced to three. The two schools which amalgamated to form Our Lady's were: St Edmund Campion in Lea and St Cuthbert Mayne, which already occupied the current site of Our Lady's in Fulwood. Our school's identity is very much defined by the parishes and the ten primary schools which form our family, and these have ensured a clear continuity from the two former high schools.

Our Ethos and Mission – Love, Learn, Grow

At Our Lady's, we place Christ at the heart of everything we do. Through our school 'Being One of Ours' virtues, we nurture each individual to love, learn and grow in their unique, God-given potential, ready to be of service to the world.

Our School Virtues

Everyone at Our Lady's is growing to be...

grateful for their own gifts, for the gift of other people, and for the blessings of each day; and **generous** with their gifts, becoming men and women for others...

attentive to their experience and to their vocation; and **discerning** about the choices they make and the effects of those choices...

compassionate towards others, near and far, especially the less fortunate; and **loving** by their just actions and forgiving words...

faith-filled in their beliefs and **hopeful** for the future...

eloquent and **truthful** in what they say of themselves, the relations between people, and the world...

learned, finding God in all things; and **wise** in the ways they use their learning for the common good...

curious about everything; and **active** in their engagement with the world, changing what they can for the better...

intentional in the way they live and use the resources of the earth, guided by conscience; and **prophetic** in the example they set to others.

Core Principles

Everyone at Our Lady's has the right to:

Develop their faith in a supportive context

At Our Lady's this means we remain true to the teachings of the Holy Catholic Church while respecting the traditions of all faiths. We look to support all people in developing a love of God and their fellow people both within and outside of our school community

Work and learn to the best of their abilities

At Our Lady's this means that pupils should be well prepared for lessons by bringing the correct books and equipment. In class pupils should help others to learn by trying hard, listening well and being aware of the learning needs of others. Staff should be well prepared by planning appropriate, challenging lessons and providing regular feedback on progress. Everyone should value their gifts given by God and contribute to the life of our school

Be treated with respect at all times

At Our Lady's this means that we should speak in a way that supports others and helps each individual to grow and feel a welcome part of our school community. Opportunities, help and support will be given to all pupils and staff regardless of their gender, faith, race or background.

Feel safe

At Our Lady's this means that disagreement should always be resolved through discussion. The behaviour of everyone should contribute toward creating a calm and peaceful community. People who have worries about bullying behaviour should be taken seriously, their concerns investigated and appropriate action taken. Everyone should look out for others and report any concerns.

*"In all my years of school Masses, I have
never experienced such a wonderful, prayerful
celebration of Mass"*

**MICHAEL CAMPBELL OSA,
EMERITUS BISHOP OF LANCASTER**

Our Pupils

Our catchment has remained very stable for many, many years. There are insufficient Catholic pupils in our family of Catholic primary schools to fill our 180 places. Hence, we offer about 20 places to pupils of other faiths. In recent years we have been very heavily oversubscribed with around 240 first place choices for our 180 places and well over 700 applications overall. We therefore have a wonderfully diverse population with strong numbers of Muslim, Hindu and Sikh pupils and a variety of other Christian faiths. Our percentage of baptised Catholics is about 79%. None of our families ask for their children to opt out of any of our collective worship programme as they are all 'One of ours'. There is no academic selection of any kind nor social selection based on number of church attendances. Some of our wards are affluent and others are very disadvantaged indeed. We serve the absolute range of society with our overall population skewed slightly to more advantaged.

*"Students are focused,
mature, confident... friendly and happy"*

LANCASHIRE SCHOOL ADVISER

Catholic Teaching Alliance

In 2014 we were awarded the status of National Teaching School. Our plan was to create the Catholic Teaching Alliance (CTA), an association of Catholic schools, where the Catholic teachers and educational leaders of the future are trained. In part, this was a response to one of our objectives from our 2012 Ofsted report which was to 'Share more widely outstanding practice evident in school, for the benefit of students and teachers, including the use of digital technology to aid learning.' It was also an expression of our belief in working in partnership with other schools for the greater good of Catholic education and to develop succession planning. The core business of the CTA is initial teacher training which we do in partnership with the University of Cumbria. The CTA base is here at Our Lady's in the Training Centre, a bespoke building from which both administration and many taught elements take place. To date we have trained over 350 people as potential teachers within our Catholic schools.

Abacus Maths Hub

In 2018, following a competitive selection process, we became a pilot Maths Hub school with a view to becoming a lead school of a Maths Hub two years later. At the end of the first year of the pilot we were asked to become the joint lead school with Cardinal Newman College and so was created the Maths Hub, Abacus North West which serves over 600 schools. Cardinal Newman College is the outstanding Catholic VI Form college in Preston and the significant majority of our pupils progress there.

“One of the top 10% of non-selective schools in England and one of the best schools in the country for securing superb GCSE outcomes, addition value to their students’ achievements and outperforming expectations for their pupils”

CHIEF EXECUTIVE SSAT

Behaviour & Relationships

We are very proactive about bullying and discrimination of any kind. We teach about such matters in our Personal Development programme; we research regularly with our pupils and staff to discover instances and we deal robustly with all examples.

Behaviour and relationships in our school are outstanding. Our teachers use our highly respected and successful system for managing behaviour and relationships called, ‘Behaviour 4 Learning’. This is supported by a sophisticated system for rewarding pupils for being fit to learn and for commitment to school life. Our reward system is valued greatly as exemplified by how our pupils, from years 7 to 11, all wear their badges every day on their school jumper with pride. Our uniform is simple, affordable and is worn consistently by everyone. When you put on our uniform, you put on our school, because you are One of Ours.

“Behaviour is consistently outstanding”

LANCASHIRE SCHOOL ADVISOR



Our Lady's Catholic High School

Job Description

Business Manager

Grade 12

Required from 23 February 2026

Business Manager: Job Description

OUR LADY'S CATHOLIC HIGH SCHOOL

The governing body are committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

KEY RESPONSIBILITIES:

1. To provide strategic vision and leadership to all aspects of business and financial management of school resources including budgeting and financial planning of at least a year's timescale.
2. As a member of the Senior Leadership Team, to have a strategic lead in the writing and creation of the school improvement plan, including developing the school's ethos and vision.
3. To provide strategic vision and leadership in the provision and management of all support services within the school, including human resources, administration, finance, pastoral and facilities including in-house catering and cleaning.
4. To provide business and financial direction to the Senior Leadership Team, governing body and external agencies.
5. To develop and implement appropriate policies relevant to school support functions.
6. To negotiate, manage and monitor licences, insurances and contracts on behalf of the school.
7. To develop, as a regular function of the role, income generating activities including preparation of and submission of bids for funding to external agencies.
8. To manage sustainability programmes.
9. To be responsible for the development of the marketing strategy for the school.
10. To be the health and safety manager for the school.
11. To be responsible for the ICT Network.
12. To oversee the financial operation of the Catholic Teaching Alliance
13. As part of the Senior Leadership Team, to support wellbeing initiatives for staff.
14. Commitment to undertake in-service development.
15. Commitment to safeguarding and protecting the welfare of children and young people and to oversee and maintain safeguarding records for external agencies as needed.
16. To provide support and supervision of pupils during key times during the school day as needed.
17. Commitment to sustaining regular attendance at work.
18. To liaise with other School Business managers, both locally and nationally.

GENERAL RESPONSIBILITIES:

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos, work, and aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- To be aware of the confidential nature of issues
- Be aware of the school's duty of care in relation to staff, pupils and visitors, and to comply with the health and safety policy at all times;
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, pupils, parents, carers and other professionals of the school;
- Be aware of and comply with the staff code of conduct, dress code, regulations and policies of the school.

VARIATION IN ROLE:

Given the dynamic nature of the role it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Line Manager: Headteacher

Line Managing: Assistant Business Manager, Office Manager, Site Manager, IT Director, Catering Manager, Marketing and Communications Officer, CTA Manager

Liaising with: Staff and any relevant external agencies

Working Time: 37 hours per week full year

Grade: LCC Grade 12 (44-48) £55,612 - £60,147



Person Specification

Our Lady's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The applicant will be required to safeguard and promote the welfare of children and young people.

Note: Candidates failing to meet any of the essential criteria will automatically be excluded.

Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau or has been disqualified from working with children as part of a sentence.

QUALIFICATIONS AND TRAINING

Essential	Desirable
Recognised professional qualification in finance, business management, or accountancy (e.g., CIPFA, CIMA, ACCA, or equivalent).	Degree or postgraduate qualification in a relevant discipline.
Evidence of continued professional development.	School Business Management qualification (e.g., DSBM/CSBM).

EXPERIENCE

Essential	Desirable
Significant experience of financial management and strategic planning in a complex organisation.	Experience of working within an educational or public-sector setting.
Proven track record of leading and managing staff teams effectively.	Experience of income generation, bid writing or securing external funding.
Experience of managing contracts, procurement, and facilities.	Experience of overseeing ICT systems and infrastructure.
Experience of contributing to senior leadership decision-making.	Experience of working with governing bodies or trustees.

KNOWLEDGE AND SKILLS

Essential	Desirable
Excellent financial acumen and understanding of budget planning, monitoring, and reporting.	Knowledge of school funding frameworks and LCC financial procedures.
Strong strategic thinking and problem-solving skills.	Awareness of Catholic school governance and ethos.
Ability to lead across multiple disciplines: HR, finance, health & safety, ICT, premises, and administration.	Understanding of sustainability and environmental management in schools.
Excellent interpersonal, communication, and negotiation skills.	Knowledge of SIMS/FMS or similar management information systems.
Ability to analyse complex data and present clear, accurate reports to SLT and governors.	

PERSONAL ATTRIBUTES

- Commitment to the Catholic ethos and values of the school.
- Highly organised, with attention to detail and the ability to meet deadlines.
- Professional integrity, discretion, and sound judgment.
- Capacity to lead and motivate others with a positive and inclusive approach.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Flexibility, resilience, and a proactive mindset.
- A commitment to ethical leadership and stewardship of public resources.
- An ability to model the school's ethos through integrity and service.

OTHER REQUIREMENTS

- Willingness to undertake training and professional development.
- Commitment to equal opportunities and diversity in the workplace.
- Excellent attendance and punctuality record.



Person Specification

THE PROCESS

APPLICATION

If you wish to apply, please email your completed application form to Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk or alternatively post your completed forms and address to Pam Stott, Headteacher's PA, Our Lady's Catholic High school, St Anthony's Drive. Fulwood, Preston PR2 3SQ. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

Please use the CES application form from the school website.

For your **supporting statement**, we ask that you complete this as a **separate document** rather than completing the section in the CES form.

Your supporting statement should **be no more than two sides** in length using font **size 11** Calibri / Arial, explaining why you feel you would be suited to the role and what you would bring to our school.

SCHOOL VISIT

Prospective candidates are welcome to visit the school to meet the Headteacher and see the facilities. If this is what you wish to do, please contact Pam Stott, Headteacher's PA, at ptt@olchs.lancs.sch.uk

CLOSING DATE

Please ensure that your completed application form arrives by **Friday 5th December at noon**

SHORTLISTING AND INTERVIEWS

Shortlisting for the post will take place shortly after this date. Shortlisted candidates will be informed by telephone and details of the selection process will then be sent out by email. If you have not been shortlisted, we will inform you of this in writing shortly after the appointment has been made.

SELECTION PROCESS

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed.

Our Lady's Catholic High school is committed to safeguarding and promoting the welfare of the children and young people and we expect all staff and volunteers to share this commitment.



Summary

Type of School	Secondary Voluntary Aided
Denomination	Catholic
Age Range	11 – 16
Number of Pupils	908
Number of Teaching Staff	53 FTE
Number of Support Staff	51.5 FTE
Start Date	23 February 2026
Salary Range	Grade 12 (LCC Pay Scale £55,612 – £60,147)
Visits to school	email ptt@olchs.lancs.sch.uk to arrange
Closing Date for Applications	Friday 5 th December at noon.