

The Bishops' Blue Coat CE High School



Post of:
Assistant Business Manager

Application Pack
Full time Permanent
37hrs per week / Full Year
Grade 10 (pt 31 -35) £43,358 - £47,894
Required September 2026



Closing date:
Wednesday 27th May at 9am
Interview date:
Friday 5th June

www.bishopschester.co.uk/careers-vacancies

The Bishops' Blue Coat CE High School



Dear Candidate,

Thank you for your interest in the post of Assistant Business Manager at The Bishops' Blue Coat CE High School.

An exciting opportunity has arisen to join our flourishing Church of England 11–18 secondary school, serving approximately 1,250 pupils within a successful single academy trust. Rooted in our Christian vision to know, nurture and inspire, we are committed to enabling every member of our community to flourish and experience life in all its fullness (John 10:10). We are proud of our inclusive culture, strong outcomes and ambitious approach to continuous improvement, and we are now seeking to appoint an experienced and highly skilled Assistant Business Manager to play a key role in the next phase of our development.

This is a new role, strengthening business leadership capacity within the school. The postholder will work alongside and deputise for the Business Manager / Chief Finance Officer, whose working pattern is changing as part of a planned transition towards retirement, ensuring continuity, stability and succession within the school's business leadership.

If you are an aspirational business professional looking for significant development and strategic experience of business management in an educational setting, we would be delighted to receive your application.

As a Church of England school, we place great importance on the development of the whole child. We want our young people to leave Bishops' with strong academic outcomes, confidence and a deep sense of social responsibility.

If you share the school's vision, we would be delighted to hear from you. To apply, please complete our application form, available to download from our website, and submit a letter of support which addresses how you meet the Person Specification. Applications should be submitted to vacancies@bishopschester.co.uk by the closing date.

Helen Cairns
Headteacher



The Bishops' Blue Coat CE High School



Our Mission

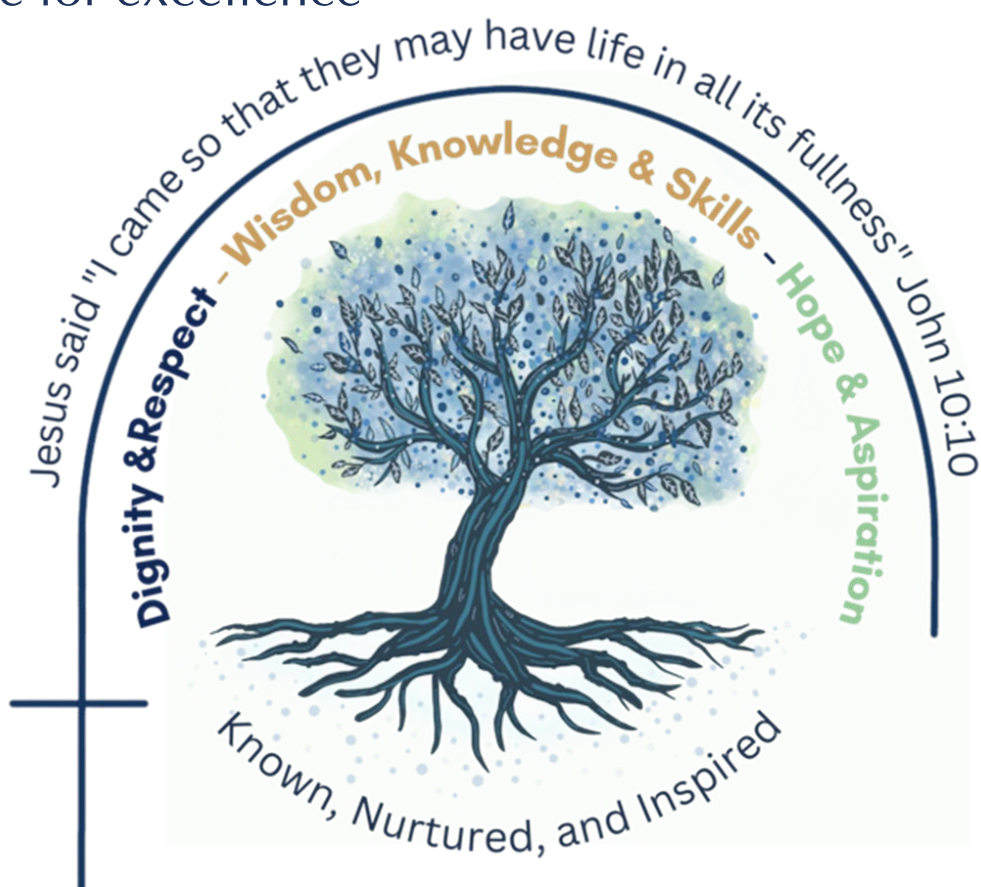
We are a Christian, non-selective and inclusive 11-18 academy

We are small enough to know everybody, whilst being able to offer a broad curriculum and a range of opportunities that develop talents and abilities to the full.

We aim to maintain long term financial and environmental sustainability and be a positive force in the community

We support students to achieve exam results of which they and their families are proud and in turn prepare students for their chosen next steps

We strive for excellence



The Bishops' Blue Coat CE High School



VACANCY

ASSISTANT BUSINESS MANAGER

Full year / 37hrs per week

Grade 10 (pt 31 -35) £43,358 - £47,894

Plus membership of the Local Government Pension Scheme

Required September 2026

An exciting opportunity has arisen to join our flourishing Church of England 11–18 secondary school, serving approximately 1,250 pupils within a successful single academy trust. Rooted in our Christian vision to know, nurture and inspire, we are committed to enabling every member of our community to flourish and experience life in all its fullness (John 10:10). We are proud of our inclusive culture, strong outcomes and ambitious approach to continuous improvement, and we are now seeking to appoint an experienced and highly skilled Assistant Business Manager to support the next phase of our development.

This is a new role, strengthening business leadership capacity within the school. The postholder will work alongside and deputise for the Business Manager / Chief Finance Officer, whose working pattern is changing as part of a planned transition towards retirement, ensuring continuity, stability and succession within the school's business leadership.

The successful candidate will play a key role in ensuring that the school's resources are managed effectively, efficiently and in line with statutory and regulatory requirements, enabling the school to deliver outstanding educational outcomes.

The role provides significant development and strategic experience; however, any future senior appointments will be subject to the school's normal recruitment and selection processes.

The Bishops' Blue Coat CE High School is a high achieving and forward-thinking school, which is oversubscribed and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment.

If you are interested in this post then please complete a Support Staff Application form, available from our website and submit together with a letter of application by **Wednesday 27th May**.

Interviews are scheduled for **5th June 2026**.

Should you have any queries regarding the role please contact vacancies@bishopschester.co.uk

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

JOB DESCRIPTION

ASSISTANT BUSINESS MANAGER

ROLE: ASSISTANT BUSINESS MANAGER

JOB PURPOSE

This is a developmental opportunity to assist the Business Manager who is also the Chief Finance Officer in all aspects of that role, including Financial Resource Management, Administration Management, Human Resource Management, Catering Management, Facility & Property Management and Health & Safety Management of the school.

The Assistant Business Manager will promote the highest standards of business ethos within the school and strategically ensure the most effective use of resources in support of the school's vision as set by the Headteacher and Governors.

HOURS OF WORK

37 hours per week. Due to the seniority of this role, it may require flexibility with the hours worked to ensure that the school's needs are met. Paid holidays of 26 days per annum, 31 after 5 years' service and some flexibility in how these may be used.

MAIN DUTIES AND RESPONSIBILITIES

Leadership & Strategy

- Contribute to the development and long-term financial strategy for the school.
- Plan and manage in accordance with the School Development/Strategic Plan.
- Assist the Business Manager in policy development
- Assisting in the maintenance of the Risk Register.
- Attend appropriate Governors' sub-committee meetings.
- Prepare and present reports to the governing body.
- Ensure actions from Resources committees are implemented and monitored
- To deputise for the Business Manager in their absence, ensuring continuity of business operations.

Financial Management

The Assistant Business Manager will assist the Business Manager in providing strategic development and management of finance including income generation (lettings, fundraising and bids), value for money, preparation of financial reports and preparation of the budget in discussion with the Headteacher. Support is provided by a finance manager and a finance assistant.

This will include:

- Assisting in the preparation of the school's annual budget and three-year budget forecasts.
- Assisting in reviewing, interpreting and reporting on the monthly management accounts.

JOB DESCRIPTION

ASSISTANT BUSINESS MANAGER

Financial Management (continued)

- Assisting with payroll procedures in conjunction with the current payroll administration provider and finance manager ensuring all necessary adjustments are correctly processed and authorised.
- Undertaking financial benchmarking and advising on best value.
- Assisting in writing the Annual Report and in the preparation of the statutory financial statements in the format specified by the ESFA, Companies Acts and Charity Commission, for auditing by the external auditors. Assist in arranging a timeline and detailed checklist of work to be done inhouse and by the external auditors to ensure the audited statutory accounts are filed with the relevant bodies by the statutory deadlines.
- Supporting internal scrutiny processes and recommendations.
- Ensuring compliance with the Academy Trust Handbook and Scheme of Delegation.
- Assisting in the preparation of all financial and company secretarial returns required by the DfE and other statutory authorities within statutory deadlines.
- Liaising with external regulators such as the DfE, Charity Commission, Companies House, external auditors and internal auditors as required.
- Regularly reviewing all accounting procedures and controls to ensure compliance with the internal Financial Procedures Manual and ensuring this is kept up to date with best practice and with the latest Accounts Direction issued by the DfE; advising governors of any proposed changes.
- Having oversight of funding and grants from approved sources, to ensure the school accesses its entitlement. Possible preparation of bids for funding.

Personnel Management & HR

The Assistant Business Manager will assist the Business Manager in all aspects of personnel management and HR. Support is provided by the administration and personnel manager.

This will include:

- Assisting in the management, recruitment, performance management and training of support staff.
- Supporting the Business Manager with absence management processes.
- Supporting the Business Manager and Headteacher with HR casework.
- Ensuring policies are compliant with employment legislation and best practice.

JOB DESCRIPTION

ASSISTANT BUSINESS MANAGER

Administration Management and Data Protection

To take a lead role in the data protection team which includes:

- Ensuring the school's privacy notices are in line with the General Data Protection Regulations (GDPR) and data processing at the school is undertaken on a lawful basis.
- Ensuring that the school regularly reviews what data it holds, where the data comes from and who it is shared with.
- Ensuring that the school Retention Policy is adhered to across the school.
- Managing subject access requests and Freedom of Information Act requests in line with the timescales and information requirements of the GDPR.
- Ensuring the school's consent procedures are in line with the GDPR.
- Ensuring best practice processes are in place to detect, report and investigate any personal data breach.
- Supporting the IT manager in undertaking Data Protection Impact Assessments as required.

Facility & Property Management and Health and Safety Management including catering

The Assistant Business Manager will assist the Business Manager in all aspects of facilities, premises, health and safety management. Support is provided by the Facilities, Health and Safety manager and Catering Manager

This will include:

- Ensuring compliance with Health and Safety regulations.
- Ensuring compliance with DfE estates management standards and Food Standards.
- Ensuring the efficient maintenance and use of the site, the site team including cleaning staff, the catering team and the efficient use of external contractors.
- Supporting bids for capital funding and overseeing delivery of approved projects.
- Maintaining an up-to-date Critical Incident plan.
- Supporting the Facilities Health and Safety Officer in negotiating, managing and monitoring the larger facilities and projects contracts with external agencies.

JOB DESCRIPTION

ASSISTANT BUSINESS MANAGER

Other Duties

- Carry out any other duties and responsibilities commensurate with the post, as reasonably assigned by the Headteacher.
- You will be expected to have some contact with students including, for example, being part of the lunchtime supervision duty rota.
- First aid duties, training will be provided.
- To support and uphold the Christian vision and values of the school in all aspects of the role.
- Commitment to safeguarding and promoting the welfare of children
- Compliance with KCSIE and safer recruitment practice

School Ethos

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To promote and support the worship life of the school and to support the spiritual, moral and cultural development of students.

To promote actively the school's policies including Equal Opportunities, Anti-bullying, Behaviour for Learning, Safeguarding.

This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

CLOSING DATE

9am on
Wednesday 27th May

PERSON SPECIFICATION

ASSISTANT BUSINESS MANAGER

CRITERIA	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ Level 4 in Business Administration, or Finance (or equivalent) Good standard of education demonstrating strong literacy and numeracy (e.g. GCSEs or equivalent) Evidence of ongoing professional development relevant to school business management, finance, HR or operations Willingness to undertake further relevant professional training as required 	<ul style="list-style-type: none"> Recognised school business management qualification (or working towards one), e.g. ISBL / SBM Diploma ACA, CIPFA, AAT, CIPD or equivalent Evidence of leadership or management training
EXPERIENCE	<ul style="list-style-type: none"> Significant experience in a senior administrative, business, finance or operational role Experience contributing to strategic planning and decision-making Experience working with budgets, financial monitoring or resource management Experience of line managing staff Experience with policies, compliance and statutory requirements Experience working to strict deadlines with accuracy 	<ul style="list-style-type: none"> Experience in a secondary school or academy Experience supporting governance Experience of audit preparation or regulatory compliance Experience managing contracts or providers Experience deputising for a senior manager
KNOWLEDGE AND PROFESSIONAL UNDERSTANDING	<ul style="list-style-type: none"> Good understanding of school/academy finance Principles of value for money and accountability HR processes including recruitment, absence management and payroll GDPR awareness Health & Safety responsibilities Risk management and internal controls Safeguarding and child protection awareness 	<ul style="list-style-type: none"> Knowledge of ESFA and academy frameworks Knowledge of DfE estates standards Employment law knowledge Familiarity with school MIS, finance and HR systems
ABILITIES AND SKILLS	<ul style="list-style-type: none"> Ability to operate strategically and operationally Strong organisation and prioritisation skills Excellent written and verbal communication Ability to prepare reports Collaborative working Analytical and problem-solving skills High standards of confidentiality and discretion Ability to work under pressure and deliver to deadlines ICT competence 	<ul style="list-style-type: none"> Ability to present to governors or senior leaders Experience leading change Confidence negotiating with contractors

PERSON SPECIFICATION

ASSISTANT BUSINESS MANAGER

CRITERIA	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
LEADERSHIP & PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Professional and credible manner Leads by example Integrity and sound judgement Collaborative approach Resilient and proactive Commitment to professional learning 	<ul style="list-style-type: none"> Mentoring or staff development experience Ability to influence without undue authority
ETHOS, SAFEGUARDING & VALUES	<ul style="list-style-type: none"> Commitment to safeguarding Safer recruitment understanding Support for Christian ethos Commitment to equality, diversity and inclusion Willingness to engage in wider school life 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Willingness to work flexibly including evenings Enhanced DBS clearance 	

All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection Policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. The schools Safeguarding Policy can be found here: [Safeguarding Policy](#)

APPLICATIONS

ASSISTANT BUSINESS MANAGER

When the closing date arrives, the Appointing Officer and shortlisting panel will consider applications and the candidates who are selected for interview will be notified as soon as possible and provided with detailed information regarding the interview process.

The Interview

On acceptance to interview, references will be sought, providing permission has been granted from the candidate on the application form. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to apply

Please download a Support Staff Application Form Application form via our website www.bishopschester.co.uk/careers-vacancies

Please note only fully completed application forms will be accepted, we do not accept CVs.

Please submit your completed application form, along with a supporting letter, outlining your suitability to the role, either via our website, or email to vacancies@bishopschester.co.uk

Our preferred method of receipt is via email or website submission, however if you need to send via post, please address it to the following:

FAO Vacancies

The Bishops' Blue Coat CE High School
Vaughans Lane
Chester
CH3 5XF
01244 313806

APPLICATION DEADLINE:

**Wednesday 27th May
2026 at 9am**

MORE INFORMATION

ASSISTANT BUSINESS MANAGER

References

On acceptance to interview, references will be sought, provided permission has been granted from the candidate on the application form. Applicants are required to provide details of two referees on the Application form, one of whom must be your current or previous employer.

Online Search

An online search of all shortlisted candidates will be carried out, please note that this will be completed once attendance to interview has been confirmed.

Eligibility to work in the UK

In accordance with requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring the original documents with you to interview.

Qualifications

You will be required to provide evidence of any educational or professional qualifications essential or relevant to the post you have applied for.

Enhanced DBS Check

The successful candidate will be required to undergo an Enhanced DBS Check. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Safer Recruitment

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding. Any offer of employment is subject to satisfactory pre-employment checks.

APPLICATION DEADLINE
9am on Wednesday 27th May 2026

Jesus said "I came so that they may have life in all its fullness" John 10:10

Dignity & Respect

Wisdom, Knowledge & Skills

Hope & Aspiration



Known, Nurtured, and Inspired

