



Saints Peter and Paul Catholic Primary School,

Moorfield, Tower Hill
Kirkby.L33 1DZ

Headteacher: Mrs J. Mousley
Chair Of Governors: Mr. Matty Pendergast

Website: www.saintspeterandpaulcps.org.uk

E-mail: peterandpaul.de@knowsley.gov.uk

Telephone 0151 477 8205



**School Business Manager
Required ASAP
Permanent Term Time Contract 46 weeks
Grade K
Scale point 29 to 31
Full Time £39,862 to £41,771
Pro rata salary £35,262 - £36,898
(Point scale dependent on experience)
NOR: 346 (including nursery)**

The Governors of Saints Peter and Paul Catholic Primary School, wish to appoint a School Business Manager, permanent contract 36 hours per week/46 weeks (Term Time only).

Applications are welcome from all who are able to support the ethos of and are willing and able to make a positive contribution to Saints Peter and Paul Catholic Primary School.

The successful candidate must be highly committed and show great initiative, who will organise and oversee the day-to-day management of all aspects of school administration. The person appointed will be joining a friendly and highly professional team within a very caring, happy and successful school.

Key Responsibilities:

- Be professional when dealing with parents, staff, children and other stakeholders in the school
- be committed to supporting the Catholic ethos of the school
- Have proven leadership and organisational skills in the education sector
- Have drive, initiative and is passionate about making a difference to the children and community
- Have the ability to mentor and supervise staff to deliver an outstanding service
- Be flexible, enthusiastic and resilient
- Be a confident decision maker with the ability to persuade and negotiate

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- have excellent knowledge of relevant legislation and keep up to date with changes in the role and sector

Saints Peter and Paul Catholic Primary School is a GOOD School

“This is a school where every child is welcomed and celebrated. Pupils here are friendly and caring have warm relationships with adults in school. This helps them to feel happy and safe.” OFSTED January 2025

Our school is celebrated for its friendly and supportive environment. Every visitor is assured of a heartfelt reception. The school enjoys a stellar reputation among parents, guardians, the Parish, and the broader community, especially for our strong Catholic values and the care, direction, and assistance we offer to our students and their families. At our school, there are no obstacles; we come together as one to accomplish our mission. ***‘Educating our children through love, care and respect’***
The school community of Saints Peter and Paul’s Catholic Primary School can offer:

- **A compassionate and secure school with a welcoming and supportive atmosphere, deeply grounded in Catholic values.**
- **A creative, committed, and encouraging Leadership Team that continuously strives to positively impact the lives of our pupils.**
- **Approachable and hardworking colleagues who are devoted to delivering outstanding education and enriching experiences for every child.**
- **Cheerful, well-mannered, and eager learners.**
- **A variety of stimulating opportunities for professional growth and development.**

WE STRONGLY RECOMMEND YOU ARRANGE A VISIT TO OUR SCHOOL

Please contact our School Office on 0151 477 8205 to arrange a visit.

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Candidates should evidence their strengths throughout the CES application and address the person specification. Application forms and person specification are available from the school office or via the school website:

<https://saintspeterandpaulcps.org.uk>

Our school is committed to safeguarding and promoting the welfare and safety of children. We expect all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure from the Disclosure & Barring Service and satisfactory references. By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance. Only completed Catholic Education Service (CES) applications will be considered.

Applications to be sent to joanna.mousley@knowsley.gov.uk

Closing date: Monday 22nd September 2025

Shortlisting: Tuesday 23rd September 2025

(Candidates who have been unsuccessful at this stage will be informed and will not be taken through to the interview stage).

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