



The Three Saints Academy Trust are looking to appoint a School Business Manager to lead our non-teaching operations in 2 of our Primary Schools; **St Mary & St Thomas CE Primary School** and **Willow Tree Primary School**, both in St Helens. We are looking for a confident, experienced professional, who has a self-driven approach to problem solving and high-level communication, literacy and numeracy skills. This is a fantastic opportunity for someone with enthusiasm and drive to join our successful Trust. The successful post holder will work alongside committed and like-minded colleagues, both in school and as part of the Trust's wider network of school business professionals.

Whether you are already an experienced School Business Manager seeking a fresh and rewarding challenge, or you bring strong transferrable skills and are ready to embark on this career path, this is a unique opportunity to make a real impact.

Why join us?

A supportive network: You will join a team of School Business Professionals across our Trust who collaborate, share ideas and provide mutual support while maintaining autonomy in their own schools. All schools are supported by our Central Team led by our CFOO.

Professional development: The Trust prioritises your growth, offering regular CPD opportunities, 6 Trust networks per year and other specific training opportunities.

Career progression: As a growing Trust, we provide exciting opportunities to develop your career within a forward-thinking organisation.

The Role

As a School Business Manager, you will take strategic leadership and management of finance, HR, administration, and operational support at St Mary & St Thomas CE Primary School and Willow Tree Primary School, both in St Helens. You will work closely with the Trust's central team to ensure all business and financial procedures deliver the highest possible standards.

- SCP 23/25 - FTE
- Grade - SO1
- £34,434 - £36,363
- TTO plus 2 weeks plus 28 days holiday = 45.6 weeks per year
- Actual salary = £30,115 - £31,802
- Hours of work 8.00 am - 4.30 - Mon to Thurs (4 days at 7.5 hours) 8.00 am to 4.00 - Friday (1 day at 7 hours)

How to Apply

Please read our job description and person specification closely. If you think you may be the candidate we are looking for and would like further information, for an informal discussion, please contact Kirsty Tennyson CEO of TTSAT on email Kirsty.tennyson@three-saints.org.uk

Interested candidates are invited to submit an application by emailing our application form (no CVs please) which you can find on our website three-saints.org.uk

Three Saints Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. This includes a request for references, prior to interview. Shortlisted candidates are expected to provide evidence of qualifications at interview and a satisfactory, enhanced DBS check will be undertaken before final confirmation to the successful candidate.

We warmly welcome applications from every suitably qualified member of our local community. We regret that we are unable to provide feedback on the shortlisting process.

Closing date: 20th October 2025
Interviews: 24th October 2025