



Application Pack

# Central Operations Business Manager



We would like to take this opportunity to thank you for your interest in the advertised role of a Central Operations Business Manager within the Central Team. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Central Operations Business Manager will contribute significantly to the strategic direction of the CAT over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

Working with the Central Team and Emmaus CAT headteachers and School Business Manager we are very much looking forward to recruiting an outstanding Central Operations Business Manager. The successfully appointed candidate will join our Central Team, working with and supporting our Headteachers in leading their school communities, ensuring that children and pupils get the very best Catholic formation and education for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. Our team looks forward to working collaboratively with the successful candidate, providing a wide range of support and training to strengthen our schools.

Yours sincerely

**Catherine Anderson**  
Chair of Directors

**Daniel Copley**  
CSEL/CEO





## MISSION

Our schools are aligned in our mission and share our philosophy of working collegially to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society

## CULTURE

At Emmaus CAT we are creating a healthy Catholic organisation. Why? Simply because the smartest organisation in the world, the one that has mastered strategy and finance and marketing and technology, will eventually fail if it is unhealthy. It happens again and again.

But a healthy Catholic organisation will always find a way to succeed, because without politics and confusion, it will inevitably become smarter and tap into every bit of intelligence and talent that it has.

## STRATEGY

### Strategic Focus 1

Mission & Ethos Including Catholic Life, Formation, (Prayer & Liturgy) Catholic Leadership

### Strategic Focus 2

Teaching, Learning and Assessment (Learning & Curriculum)

### Strategic Focus 3

Academy Improvement Including Resources/ Staffing & Managing Performance/ Partnerships/Finance & Procurement/ Compliance/Marketing & Comms/Operations

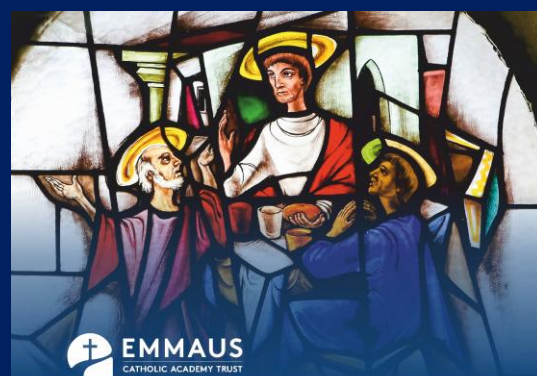
## The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,  
Guide us on the path toward our destination,  
and renew our strength as we continue to walk and commune  
with you.

Open our eyes, so we see the signs of your presence around  
us;

open our hearts, so we may receive your peace  
and love; and empower us to pass on to others  
the grace you have shared with us so freely.

**Amen.**



SALFORD  
CATHEDRAL





## 6 CRITICAL QUESTIONS

At Emmaus CAT we focus on the following six critical questions.

### 1) Why do we exist?

#### Our Mission

The mission of Emmaus Catholic Academy Trust is to provide great Catholic education across Greater Manchester.

1. To assist in the mission of making Christ known to all people;
2. To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
3. To be of service to the local Church – the Diocese – the Parish and the Christian home;
4. To be of service to society.

### 2) How do we behave?

Our habitual Virtues are based on Luke 24: 'Stay with us Lord, on our Journey...'

Humility – Faithfulness - Service



### 3) What do we do?

We enable our schools to provide great Catholic education across Greater Manchester.

Emmaus CAT is one of three Catholic Academy Trusts within the Diocese of Salford. The footprint of the Emmaus CAT serves the Roman Catholic schools within the areas of Manchester, Oldham, Stockport, Tameside and Trafford.

As one Catholic Academy Trust we work collegially as a family of schools serving local parishes and communities to ensure children and pupils get the very best Catholic education and faith formation.

By the time children leave our schools, we want every pupil to have the curriculum knowledge, skills and character education to be of service to society.

Our schools are aligned in our mission and share our philosophy of working together to develop meaningful relationships between schools, parishes, families, communities, and the Diocese of Salford by continually supporting school improvement, faith formation and serving society.

#### Our Vision

**To work collegially as a family of great schools, strong in faith, serving society.**

The key strength of all the schools is that they are all distinctive and rooted within their parish communities. We intend to maintain the distinctive nature of each of the schools whilst sharing recognised good practice across the board to build an established CAT of excellence.

Emmaus CAT will enable a school to continue its journey in a truly collaborative and collegial environment with like-minded schools where children and pupils come first, are nurtured in such a way that they are able to develop fully, contribute positively to society and acquire a true sense of responsibility and freedom. We are proud to work both with our fellow Catholic CATs across the Diocese of Salford and a wide range of other schools, local education partners, and MATs (Multi Academy Trusts) across the region. In our CAT we share our unconditional support of the vulnerable and the challenged. Our commitment to parents is to care for, support and educate their child to the highest possible standards.

By joining our CAT, we support school leaders to share collaborative strategies on school improvement, curriculum, staff development; provide initial teacher training, planning and strengthen the capacity of individual schools.

Emmaus CAT reflects the journey that Jesus made after his resurrection. The Walk to Emmaus offers today's disciples, our whole CAT community, a parallel opportunity to rediscover Christ's presence in our lives, to gain fresh understanding of God's transforming grace, and to form friendships that foster faith and support spiritual development.

We aim to journey together with Christ, to recognise the Lord in our midst and to bear witness to the good news of God in Jesus Christ.





#### 4) How will we succeed?

##### **Our Philosophy – Aligned Autonomy**

Our philosophy is aligned autonomy. We are aligned in our mission, vision and virtues as one organisation. We promote autonomy by recognising the unique context and ethos of each individual school serving their local parish community.

It is fundamentally important to us that we share the same mission, vision, virtues, and values. All Emmaus pupils and staff should benefit from our best collective practices. And we will all benefit from the collective resources, brand, and reputation of the Emmaus Catholic Academy Trust.

So why then do we retain the term autonomy? It is because we believe leadership and personal accountability are founded on ownership and self-direction. A culture of conformity can kill innovation and drive away the best staff. And standardisation fails to respond to changing needs and fails to adapt to a changing environment. The distinctive context of each school in the Emmaus CAT is unique and must be fully embraced and understood. Every school has strength and capacity. Every school has a part to play in developing the future strategy for the Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned autonomy that is to be the foundation of our success: we are aligned on our mission, vision, virtues, and values – these are our non-negotiables. Nonetheless, because we are determined to create a healthy Christ centred and child centred organisation, the people who serve and work for and with us must also have agency and self-determination.

At Emmaus CAT, we passionately believe in schools having their own individuality underpinned by common principles, schools' benefit from maintaining their own identity with access to shared best practise across a range of schools. This enables schools to focus on the key priorities of teaching and learning, whilst the CAT leads on financial, operational and resource management and provides high quality core and universal support for school improvement. With the educational landscape changing at such an unprecedented rate, the CAT aims to work by means of collegiality to ensure that each school within Emmaus CAT continues to thrive, leading to improved educational outcomes and formation for all.

##### **Curriculum Knowledge and Academic Rigour**

We know our core business. Children and pupils are at the heart of our CAT. Our vision is all focused around children and pupils getting the very best Catholic education and formation. All children are entitled to a rich curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. Our children will leave our schools ready to be of service to society.

##### **Emmaus Talent is Key**

At Emmaus CAT we believe talent is key. We want to recruit and retain the best people; leaders, teachers, and staff. We want to ensure we know where our next talented staff are coming from. We fully support and encourage career development opportunities and experiences for our staff. Our talented people are our most significant resource. We want a healthy Catholic organisation where all our staff feel fully valued and excel professionally, personally and in faith.



## 5) What is most important, right now?

### Strategic Priorities–2023/2024

#### Strategic Focus Area 1:

##### Mission

1. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

#### Strategic Focus Area 2:

##### Quality of Education

2. To ensure Emmaus CAT provides Great Schools with an ambitious curriculum for all pupils enabling them to Serve Society.

#### Strategic Focus Area 3:

##### Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling Emmaus CAT schools to Serve Society.

**Emmaus CAT currently educates approximately 10,158 children, and employs approximately 1,180 staff.**

- English Martyrs RC Primary School – 225
- Holy Family RC Primary School – 214
- Holy Rosary RC Primary School – 234
- Mount Carmel RC Primary School – 455
- Saint John Henry Newman RC College – 1502
- Our Lady of the Rosary RC Primary School – 235
- St Antony's RC High – 686
- St Anne's RC High School – 607
- St Anne's RC Primary School, Stockport – 227
- St Chad's RC Primary School – 230
- St Christopher's RC Primary School, Tameside – 251
- St Dunstan's RC Primary School – 329
- St Edmund's RC Primary School – 238
- St Edward's RC Primary School – 266
- St Francis RC Primary School – 248
- St Herbert's RC Primary School – 333
- St John Fisher RC Primary School – 246
- St John Bosco RC Primary School – 223
- St Joseph's RC Primary School, Oldham – 227
- St Kentigern's RC Primary School – 454

- St Margaret Mary's RC Primary School – 342
- St Mary's RC Primary School – 114
- St Mary's RC Primary School, Failsworth – 458
- St Matthew's RC High School – 1052
- St Patrick's RC Primary School, Manchester – 196
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401

**With the schools below joining 2025/2026, Emmaus CAT will educate approximately 13,250 children and employ approximately 1,800 staff.**

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- Corpus Christi RC Primary School – 349
- St Anne's RC Primary School, Oldham – 232
- St Teresa's RC Primary School – 162
- St Monica's RC Primary School – 334
- St Joseph's RC Primary School – 503





# Central Operations Business Manager

Salary: NJC Grade 9 SCP 36 – 40, FTE £47,181 to £51,356  
(actual pro rata salary approx. £41,443 - £45,111 per annum)



The Emmaus Catholic Academy Trust is dedicated to providing an outstanding Catholic Education to our children and pupils. We are seeking to expand our central team and appoint a Central Operations Business Manager to support our Executive Administrative Manager with the strategic delivery of administrative and operational business systems across the schools within our CAT.

The post would be suitable for an enthusiastic, driven business professional looking to join a growing CAT, someone who possess the skills and determination to support the business and operational systems in place across our CAT.

The Central Operational Business Manager will support the Executive Administrative Manager with ensuring that business and operational services are supported across our schools, especially in times of absence or recruitment initiatives.

The role will be adding capacity to the central administrative and business team, contributing to the strategic development of our systems along with supporting on-site as and when needed with systems to include, but not inclusive of, health & safety and statutory compliance, human resources, absence management and recruitment, governance and statutory returns, data protection, IT & website management, marketing, people and resource management, and site & general school logistics.

This position will also ensure that new schools joining Emmaus CAT are effectively and efficiently onboarded to the central business and operational systems following conversion.

Please contact Jodie Urmston, Office Manager via email; [recruitment@emmauscat.com](mailto:recruitment@emmauscat.com) for further details and an application form

**Contract/Hours of work:** Full-time, 35hrs per week

**Permanent, TTO + 10 days**

**Salary:** NJC Grade 9, SCP 36 – 40, FTE £47,181 - £51,356 (actual pro rata salary approx. £41,443 – £45,111)

**Location:**

Based at the CATs Central Offices in Sale with frequent travel to schools across Greater Manchester.

**Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.**

**Line Management:**

The Central Operations Business Manager will work under the direction of the Executive Administrative Manager.

**Key contacts:**

CSEL, COO, CFO, Directors of Primary and Secondary Education, Headteachers, Emmaus CAT Central Team, CAT Headteachers and Business Managers.

**Responsibilities**

Working alongside the Executive Administrative Manager and administrative team to support our headteachers, leadership teams and school staff in our primary schools across the CAT.

**Closing date for applications: Friday 16<sup>th</sup> January 2026**  
**Interviews will take place on Friday 23<sup>rd</sup> January 2026 at Jackson House, Sale**





# Central Operations Business Manager

## Job Description

The post holder will report directly to the Executive Administrative Manager.

### Main purpose of the role:

The Central Operations Business Manager will help to support the strategic and operational delivery of the Emmaus Catholic Academy Trust's long-term vision for its administrative and business services strategy. The post holder will report to the Executive Administrative Manager and will assist with the onboarding of operational business systems for new schools joining the CAT.

The Central Operations Business Manager will be responsible for supporting headteachers and School Business Managers with all aspects of the CAT's business operations systems which will include health & safety and statutory compliance, human resources, absence management and recruitment, governance and statutory returns, data protection, IT & website management, marketing, people and resource management, and site & general school logistics.

The Central Operations Business Manager will work collaboratively with colleagues centrally and in schools across the CAT to ensure that operational business systems are robust and effective, with direct onsite support during times of absence or recruitment drives.

### Key responsibilities:

**The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time.**

### Onboarding of new schools

- Provide support to new schools joining the CAT with the onboarding and embedding of centralised operational business services, to include on-site training.
- To take the lead with the implementation of centralised safer recruitment and HR practices at new schools joining the CAT.
- To take the lead with the development of onsite health and safety compliance, to include training and the embedding of centralised systems and policies to new schools joining the CAT.

- Contribute to the embedding of new governance and compliance arrangements for new schools joining the CAT.
- Ensure new schools are aware of and comply with all overarching centralised policies.
- Working closely with new schools assist with the building and management of a new centralised staff absence management system.
- Support the central HR team with the setting up of appraisal and performance management systems in new schools
- Work closely with the central HR team and Emmaus CAT HR providers to ensure that arrangements for HR casework, including the correct procedures for managing staff absence, grievance and capability issues are in place.
- Co-ordinate arrangements for Data Protection processes for new schools joining the CAT, including ICO registration.
- Co-ordinate GIAS and DfE changes for new schools.
- Act as a point of contact for new schools following conversion to support with new business operational systems.

### Administrative and Business support

- Provide ad hoc support to all schools within the CAT as and when required during times of long-term absence or recruitment drives. This could include;
  - The line management of a school's operational support staff
  - Preparation of papers for LGB meetings
  - Providing the headteacher with HR advice
  - Recruitment initiatives
  - Contracts and payroll
  - Absence management
  - HR casework
  - Updating and maintenance of the SCR
  - Implementing any policies changes
  - Working closely with central finance with regards to procurement and recruitment
  - Contributing to any mandatory CAT returns which may be required
  - Submission of any statutory returns required at school level

- Management of school level contracts and providers
- Management and oversight of cleaning, maintenance, security and grounds maintenance
- Monitoring of CAT-wide health and safety policy to ensure compliance
- Overseeing the use of the CATs electronic health and safety compliance system
- Ensuring that the school is compliant with all fire risk and precaution measures
- Remaining up to date with all regulatory requirements to ensure the school is fully compliant with legislation
- Ensuring value for money with any procurement requirements
- Liaising with professional partners regarding any data breaches or SARs requests
- Liaising with external stakeholders and outside agencies on behalf of the headteacher and central team
- Overseeing onsite event logistics.

### Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Frequent travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and

- all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

### Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding;
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

### Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.





## General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

## Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

## Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

## Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)*





## Person Specification

Qualifications	Essential/Desirable
Educated to degree level or equivalent in a relevant subject, or substantial and relevant on the job experience	E
School Business Management/Operational Management Qualification	D
Record of Continuous Professional Development	E
Project Management qualification	D
Experience	
Experience of working in an educational business management environment	E
Some experience of financial/payroll systems	D
Well developed ICT skills including the use of Microsoft Office suite and relevant payroll systems	E
Experience as a member of a management team, where contribution of wider strategy and policymaking has been essential	E
Experience of delivering change management programmes	E
Experience of delivering on multiple projects	E
Experience of schools HR, governance, compliance and health and safety	E
Experience of working with a wide range of internal and external stakeholders	E
Knowledge and experience of managing procurement, contracts for services	E
Extensive experience of managing and motivating staff with a proven application to create a united and highly effective team	E
The ability to lead and motivate staff within a performance management framework	E
Experience of having contributed to policy and structure formation, implementation, evaluation and review	D



Skills and Aptitudes	
The ability to be adaptable and work flexibly across the CAT	E
The ability to demonstrate personal and professional integrity, including modelling values and vision	E
Commitment to promote and support the aims and value partners of Emmaus Catholic Academy Trust	E
Interest in, and commitment to the CAT as a community	E
Commitment to staff development and commitment to multi-disciplinary team working	E
Demonstrate strong communication and stakeholder management skills	E
Confidence to navigate complex contexts creatively and frame decisions to find effective solutions in a fast-paced environment	D
Competent IT skills	E
Ability to line manage resources	E
Special Requirements	
Satisfactory enhanced clearance with the Disclosure and Barring Service (DBS)	E
Pre-Employment Health Check	E
An appropriate understanding of child protection and data protection	E
Willingness and ability to travel to schools across the CAT and attend various key events	E
Full driving licence	E
The ability to work under pressure and manage conflicting demands	E
Strong organisational and time management skills with the ability to delegate appropriately	E



# HOW TO APPLY



**EMMAUS Catholic Academy Trust**  
Jackson House, Sibson Road, Sale, M33 7RR

**0161 470 5114**

CSEL/CEO - Daniel Copley

[enquiries@emmauscat.com](mailto:enquiries@emmauscat.com)  
Company No. 12206105

[www.emmauscat.com](http://www.emmauscat.com)

[X@EmmausCAT](https://www.instagram.com/EmmausCAT)

Applications need to be made using the CES application form, available from the [Emmaus CAT website](https://www.emmauscat.com).

**Closing date: Friday 16<sup>th</sup> January 2026**

**We will be shortlisting on Wednesday 21<sup>st</sup> January 2026 and successful candidates will be informed shortly afterwards**

**Interviews will take place: Friday 23<sup>rd</sup> January 2026**

Please return completed application forms and supporting documents to Jodie Urmston, Office Manager at Emmaus Catholic Academy Trust by email; [recruitment@emmauscat.com](mailto:recruitment@emmauscat.com)