Application Pack

HEAD OF FINANCIAL PLANNING AND REPORTING (DEPUTY CFO)

EMMAUS
CATHOLIC ACADEMY TRUST

Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of Head of Financial Planning and Reporting (Deputy CFO). 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 Head of Financial Planning and Reporting will contribute significantly to the strategic direction of Emmaus CAT's financial strategy over the coming months and years, and we are excited for the future of 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 CFO and our central team, we are very much looking forward to recruiting an effective Head of Financial Planning and Reporting. The successfully appointed Head of Financial Planning and Reporting will join our central finance team to support our CFO with the delivery of the Emmaus CAT Finance Strategy.

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

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Emmaus Catholic Academy Trust, an educational constellation.

SALFORD CATHEDRAL

MISSION

The Diocese provides 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

VISION

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

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

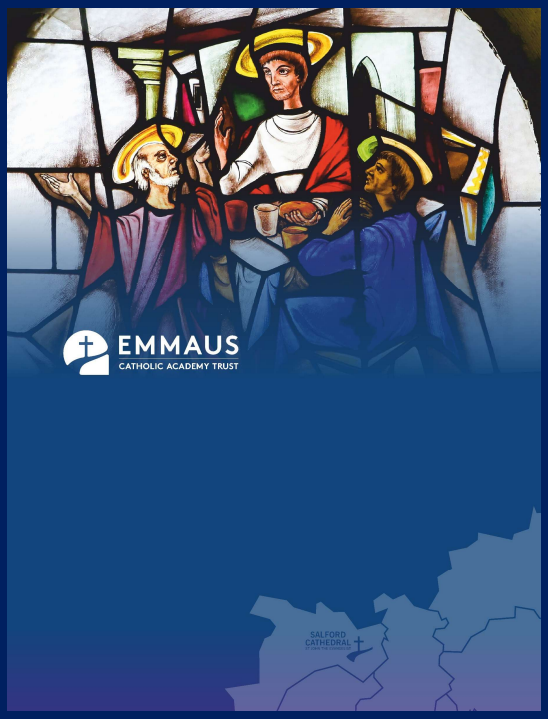
Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be strong in faith.

Strategic Focus 2
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus 3
Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to serve society.

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.



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 values 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 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 provide great Catholic education across Greater Manchester.

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 Catholic Academy Trust 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 Emmaus 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 Emmaus 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.

4) How will we succeed?

Our Philosophy – Aligned Agency

Our philosophy is aligned agency. We are aligned in our mission, vision and virtues as one organisation. We promote agency 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 Emmaus Catholic Academy Trust.

So why then do we retain the term agency? 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 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 Emmaus CAT.

At Emmaus CAT we think it is the concept of aligned agency 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 Emmaus CAT central team 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, Emmaus 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.

Ambitious curriculums and character education

All pupils are entitled to a curriculum and to the powerful knowledge which maximises life chances. Children need powerful knowledge and character education to understand and interpret the world. All our pupils will leave our schools ready to be of service to society. Our purpose is to provide the best possible school experience for every child and pupil in our schools. Emmaus CAT will work alongside our schools to enable this to happen, through collegiality and collaboration, peer-coaching, support and challenge, all in the spirit of becoming the best we can be and contributing to the creation of a society that is highly educated, skilled and cultured.

Talent, and supporting our people to flourish

We are committed to building a healthy Catholic organisation where our staff are valued, encouraged to work collegiately, are empowered to make a difference and provided with clear opportunities to progress and develop. By creating an environment where our people can give of their best and excel professionally, personally and in faith, we will achieve the best outcomes for our pupils. The People and Culture Strategy is structured around four guiding principles which summarise our priority areas of focus for building a healthy Catholic organisation, where colleagues are valued and utilise their strengths and skills to contribute to its success: attract and recruit, include, nurture and develop & retain.

5) What is most important, right now?

Strategic Priorities–2025/2026

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 enables great schools to provide an ambitious curriculum for all pupils to flourish and serve society.

Strategic Focus Area 3:
Academy Improvement

3. To build a strong and sustainable infrastructure, making effective use of resources, enabling the Emmaus CAT school communities to serve society.

Emmaus CAT currently educates approximately 12,373 children, and employs approximately 1,450 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 – 237
- St Antony's RC High – 688
- St Anne's RC High School – 642
- St Anne's RC Primary School, Stockport – 236
- 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 – 244
- 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 – 1333
- St Patrick's RC Primary School, Manchester – 200
- St Patrick's RC Primary School, Oldham – 213
- St Stephen's RC Primary School – 410
- St Winifred's RC Primary School – 401
- St Anne's RC Primary School, Oldham – 232
- St Monica's RC Primary School – 334
- St Joseph's RC Primary School – 503
- Corpus Christi RC Primary School – 349

With the schools below joining 2025/2026, Emmaus CAT will educate approximately 14,950 children and employ approximately 2,000 staff.

- St Thomas More RC College – 778
- St Malachy's RC Primary School – 233
- St Theresa's RC Primary School, Oldham – 212
- SS Aidan and Oswald RC Primary School - 363
- St John's RC Primary School – 395
- St Mary's RC Primary School, Levenshulme – 371
- St Cuthbert's RC Primary School – 227

HEAD OF FINANCIAL PLANNING AND REPORTING
Vacancy
FINANCIAL CONTROLLER
Cath Thompson
PAYROLL MANAGER
Maciej Pyznarski
FINANCE TEAM
Nicola Toop
CFO
FINANCIAL BUSINESS PARTNERS
Jenny Ewart (Senior FBP)
Niki Duffy
Suzanne Knott
Georgina Martin
Asma Shakeel
TRANSACTIONS TEAM
Asa McLaughlin (Finance Officer)
Sarah Beirne (Finance Officer)
Sarah Lawless
Anna Malykhina
Maryna Pioro
Fay Shadbolt
Andrew Preston

Head of Financial Planning and Reporting (Deputy CFO)

Salary: NJC Grade SS1 to SS2 (Points 11-24) £72,029 to £87,330 (pay award pending)

Emmaus Catholic Academy Trust (Diocese of Salford) is dedicated to providing great Catholic education which enables all pupils within our family of schools to flourish. As part of our continued growth and commitment to excellence, we are seeking to expand our central team with the appointment of a Head of Financial Planning and Reporting to support our CFO.

The Head of Financial Planning and Reporting is a pivotal leadership position, responsible for the ongoing financial planning and reporting across a rapidly growing Catholic Academy Trust, leading the central business partnering team, maintaining strong relationships with school leaders and working with the Financial Controller and CFO to enhance systems and processes and advise the board on financial efficiency and the ongoing financial strategy.

Supporting the CFO with delivery of the finance strategy and leading a team of up to 10 Finance Business Partners, including Senior Finance Business Partners, in a catholic-academy trust of over 50 schools (primary and secondary) and responsible for the ongoing budgeting and strategic financial planning, including monthly reporting and forecasting at a consolidated level, deputising for the CFO where appropriate.

The post holder will be responsible for delivering robust financial strategy, strong financial governance, and high-quality financial operations across Emmaus CAT. They will ensure that Emmaus CAT remains financially resilient, compliant, and able to invest effectively in educational outcomes. Working closely with the CFO and the Financial Controller, you will provide strategic financial insight to the Board and Executive Team, and support school leaders to achieve value for money and sustainable school improvement.

Contract/Hours of work: Full time
Permanent Contract
Start date: as soon as possible
Salary: NJC Grade SS-1 to SS-2 (Points 11-24) £72,029 to £87,330 (pay award pending)

Location:
The successful candidate will be based at our central offices in Sale with some travel to our schools across the Greater Manchester area.

Catch Up
The Head of Financial Planning and Reporting will work under the direction of our CFO

Key contacts:
CSEL, CFO, Executive Team, Finance Team, central team, headteachers, School Business Managers and site staff.

Responsibilities
Central Budget, School Budgets - Finance Business Partnering Team, Consolidated Reporting, Financial Planning

Please contact Alison Smith, Executive Administrative Manager via email: recruitment@emmauscat.com for further details.

Head of Financial Planning and Reporting (Deputy CFO)

The post holder will report directly to the CFO

Main Purpose of the Role

Responsible for managing the central budget, supporting individual schools and leading the business partnering service. This would include production of monthly management accounts at a school and consolidated Catholic Academy Trust level, mandatory DfE reporting (including annual Budget Forecast Return) and supporting the CFO with board level reporting, including finance and audit committee.

The post holder would also be responsible for supporting project-based financial analysis to support strategic and commercially-focussed HR, Estates and IT projects and to deliver integrated curriculum financial planning analysis and benchmarking using appropriate tools.

They will also work closely with the CFO and Business Partners to ensure smooth on-boarding of new schools as part of the ongoing Emmaus CAT growth strategy. We are in a rapid growth period with up to 10 new schools joining per year and therefore the post-holder would need to be closely involved in recruitment and training within the finance team, plus development of budgeting and reporting systems.

This is a newly-established post and will report directly to the CFO and work alongside the Financial Controller to ensure a robust and compliant financial reporting process. The role is suitable for an experienced qualified accountant with relevant sector expertise, including experience of leading large teams, working to tight deadlines and developing and improving systems and processes, particularly budgeting and reporting platforms, including integrated curriculum financial planning.

Strategic leadership:

- Work with the CFO in the development and implementation of the Emmaus CAT financial strategy in line with the Emmaus CAT vision, growth plans, and risk appetite.
- Provide expert financial advice to the CFO, CEO, Executive Leadership Team and Board of Directors as required.
- Participate in and lead at wider professional network meetings and working groups with the DfE and CMAT network as required
- Work with the CFO in long-term financial planning and supporting commercial projects aligned with growth, including scenario modelling, investment planning, capital strategy, and financial due diligence and onboarding for new schools as part of the rapid growth strategy.
- Drive a culture of financial stewardship, efficiency, and continuous improvement in systems, processes and people.

Financial Management and Reporting:

- Work with the CFO and Financial Controller to ensure that Emmaus CAT meets all statutory and regulatory requirements, including the Academy Trust Handbook, DfE reporting, and charity/company law obligations.
- Work with the CFO and Financial Controller to ensure all Finance Policies are fit for purposes and aligned with best practice and school operations.
- Lead the Finance Business Partnering Service, developing reporting platforms and ensuring all deadlines are met for the submission of monthly accounts, rolling forecasts, annual budget forecasts, financial returns, and internal/external audit processes.
- Lead and develop the Finance Business Partnering Team, ensuring the provision of accurate, timely, and insightful financial information.
- Ensure that each academy has high-quality financial support, with consistent systems and processes across the Trust.
- Oversee finance systems currently in use, including supporting the CFO with the evaluation of new technology to meet Emmaus CATs financial reporting requirements, in particular ensuring that the budgeting platform is fit for purpose to support the growth of Emmaus.
- Be responsible for the central budget, including monthly re-forecasting in line with growth plans – work closely with leaders and budget holders across the education and operations teams to develop a robust and strategic budget in lines with agreed strategies in all areas. Ensure budgets are monitored closely on a monthly basis with appropriate controls in place over any changes to budget.

- Produce the monthly consolidated accounts and forecast for Emmaus CAT and support the CFO in preparing board reports for directors, including finance and audit committee, deputising for the CFO where required.
- Maintain high standards of financial control, risk management, and internal assurance across Emmaus CAT.

Leadership of Business Partnering Service

- Lead the Business Partnering team ensuring effective and efficient delivery of a high quality service to schools – including monthly management accounts, responding to budget requests and analysis and benchmarking and identification of risks and opportunities.
- Lead on the finance business partnering service for new schools, ensuring identification of risks as part of due diligence, smooth onboarding and efficient production of post-conversion budgets, along with managing stakeholder expectations.
- Work with school leaders to embed improvements to the business partnering service and provide support for schools with financial challenges, offering solutions in line with DfE requirements and to meet the needs of pupils.
- Present key updates at central finance meetings and finance network meeting across Emmaus CAT.
- Attend Local Governing Body meetings as appropriate and deputise for the CFO at board-level meetings and Local Authority funding forums if required.
- Lead regular meetings with Education Executive Leaders and Operations Senior leaders to ensure that educational, operational and financial priorities and strategies are aligned.
- Support the CFO in developing the finance strategy, including recruitment, training and retention of key staff to expand the business partnering team in line with planned Emmaus CAT growth.
- Work with the Financial Controller to ensure that the Business Partnering Team uphold the controls environment and support the annual external audit process.
- Provide mentoring, coaching and direct line management for the Senior Finance Business Partners and Finance Business Partners, ensuring the ongoing performance management cycle is followed.
- Set clear standards, timeframes and quality expectations.
- Lead the finance team to enable them to work smarter instead of harder by developing the technology and reporting platforms.
- Provide a consistent and approachable point of contact for stakeholders.

Budgeting and Strategic Financial Planning & Analysis

- Lead the annual budget-setting process, ensuring realistic and sustainable budgets for each academy and the central CAT, based on valid budget assumptions and applying ICFP metrics and analysis.
- Manage budgeting software to ensure that assumptions are updated regularly and consistently and that new users are trained appropriately to ensure efficient budgets.
- Support the CFO with review of analysis of budgets and lead at annual budget review meetings with school leaders, outlining any budget challenges and opportunities and providing solutions for stakeholders aligned with school improvement priorities.
- Lead on the delivery of regular financial monitoring reports and analysis for internal and external stakeholders, including regular benchmarking.
- Ensure proactive early identification of financial risk, developing mitigation and recovery plans.
- Support key stakeholders (headteachers and SBM's) in financial performance management and provide training to leaders where applicable.
- Deliver regular training and updates to finance staff at professional network meetings.
- Lead on improvements to the consolidated budgeting process, including the procurement and evaluation of consolidated reporting platforms.
- Lead on the delivery of integrated curriculum financial planning to deliver financial efficiencies across Emmaus CAT, considering the use of integrated budgeting platforms.
- Support leaders within the central team with financial analysis of key initiatives in line with agreed strategies and to support the growth of Emmaus CAT, using sector knowledge and research to support strategic planning.

Governance, Risk & Assurance

- Provide clear, data-driven reports to the CFO, Directors and governance committees on financial performance, compliance, and risk.
- Oversee any finance-related internal scrutiny and work with the Financial Controller to ensure audit recommendations are implemented.
- Manage Emmaus CATs financial risk register and contribute to the Emmaus-wide risk assurance framework.

Procurement & Value For Money

- Work with the CFO to uphold the Emmaus CAT procurement strategy to maximise value for money.
- Ensure compliant procurement processes within schools that are supported by the Business Partnering team including tendering, contract management, and supplier performance.
- Review procurement systems and processes, including the maintenance of contract databases, ensuring that Emmaus CAT achieves best value through its external contracts.
- Drive collaborative procurement opportunities across Emmaus CAT and sector.

Other Responsibilities

- Adhere to all Emmaus-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 so that Emmaus CAT provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability;
- 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 governing body meetings outside of normal working hours);
- 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 Emmaus-wide procedures;
- Undertake training courses organised by Emmaus 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.

General

- Actively contribute to and promote the overall ethos and values of each school and the wider Emmaus CAT.
- Participate in training and other learning activities and performance development as required.
- 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.
- Undertake any other reasonable tasks and responsibilities requested by the CSEL/CEO or CFO which fall within the scope of the post.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and Emmaus CAT's business at all times.
- Act as an ambassador for the Diocese, schools and wider Emmaus CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.

Safeguarding

Emmaus CAT is committed to safeguarding and promoting the welfare of children and young persons 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 Emmaus CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Method of Working

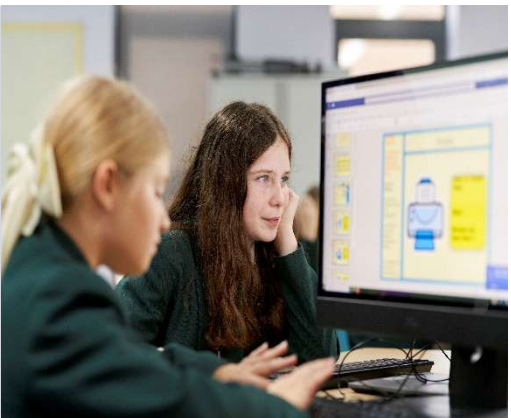
Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally 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.

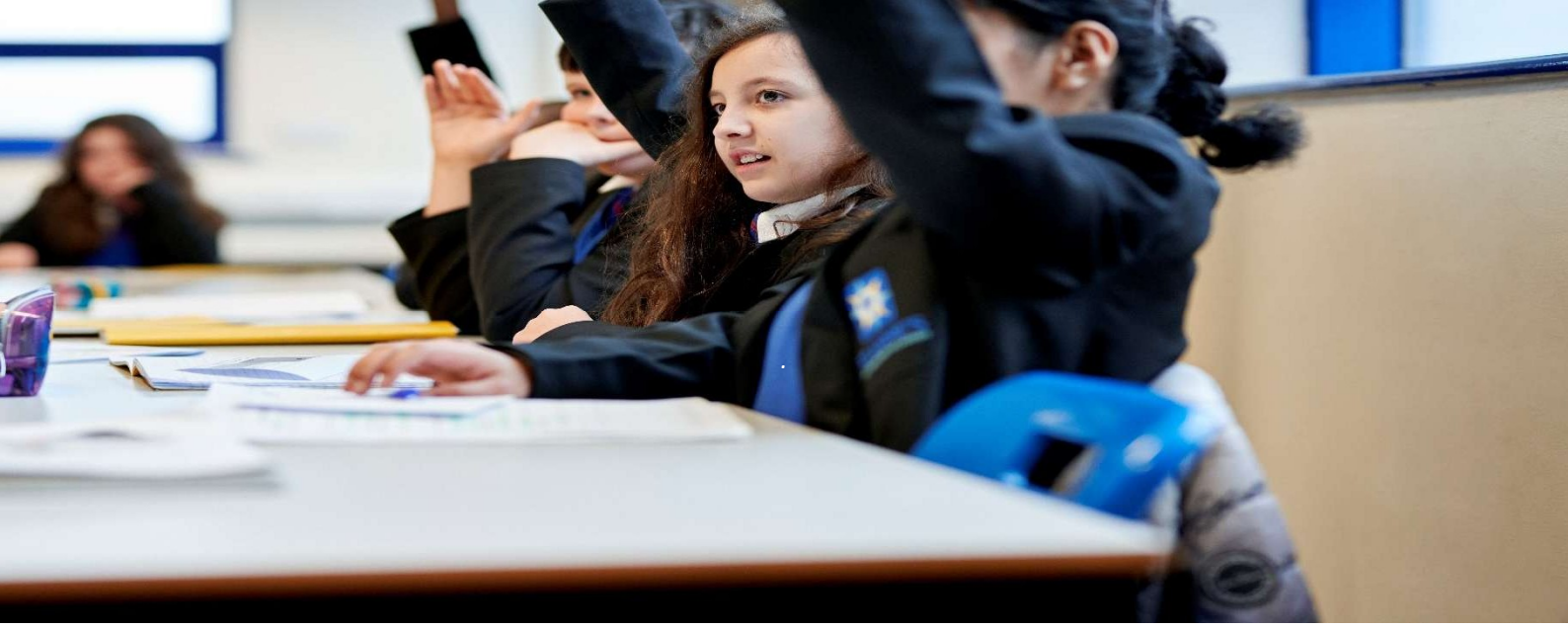
Public Relations

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. The appointment is subject to the current conditions of employment in Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)





Person Specification

Qualifications	Essential/Desirable
Educated to degree level or with a high level of achievement at A Level	E
Qualified Accountant with a recognised professional body (ICAWE, ACCA, CIPFA, CIMA)	E
Evidence to commitment to own professional career development	E
Robust educational background including high level of achievement in GCSE English and Maths	E
Experience	
Experience in leading and developing finance teams with strong people leadership skills	E
Proven successful experience in financial management at a senior level	E
Experience of working in a multi-academy trust environment or within the charities sector	D
Experience of upholding a controls and compliance framework, including policy development	E
Experience of delivering to deadlines and achieving set targets to a high standard	E
Experience of managing the annual budgeting and planning cycle, including producing consolidated budgets and board level reporting	E
Experience of presenting at board level	E
Experience of supporting and advising senior leadership with a medium/large organisation	E
Experience of allocating and prioritising workload effectively to gain maximum productivity	E
Skills and Aptitudes	
Strong technical and financial analysis background, including high-level of proficiency in MS Excel and other analytical tools	E
Excellent written and verbal communication skills with the ability to communicate finance and contractual information to both technical and non-technical audiences – in particular report writing	E
High level organisational skills, with the ability to respond appropriately to conflicting demands and expectations	E
Able to operate to the highest standards of personal/professional conduct and integrity	E

Excellent problem-solving skills – ability to work through complex scenarios and provide a full range of solutions which can be explained to others	**E**
The ability to remain calm under pressure	**E**
Able to adapt to new software systems and requirements	**E**
Advanced knowledge of Excel, PS Financials and IRIS Planner	**D**
Personal Qualities	
Able to seek out information, advice and guidance when required	**E**
High-level interpersonal skills, sense of humour, and ability to communicate effectively with a wide range of stakeholders	**E**
An ability to multi-task and support colleagues when required	**E**
A commitment to safeguarding and promoting the welfare of children and young people	**E**
Attention to detail, especially in relation to processes and systems	**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 Emmaus CAT	**E**
Full Drivers Licence	**E**

HOW TO APPLY

EMMAUS
CATHOLIC ACADEMY TRUST

EMMAUS Catholic Academy Trust
2nd Floor, Crossgate House, 47-55 Cross Street, Sale, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley

enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

@EmmausCAT

Applications need to be made the link provided to our recruitment platform, available from the Emmaus CAT website.

Closing date: Wednesday 24th June 2026, 9am

We will be shortlisting on Tuesday 30th June 2026 and successful candidates will be informed the following day.

Interviews will take place: Tuesday 7th July 2026

To apply for this position please follow the recruitment link which can be found on our website www.emmauscat.com/vacancies

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