Dear Applicant,

Re: School Business Manager

Thank you for your interest in joining Carnforth High School.

At Carnforth High School, we are proud to be a welcoming, inclusive and ambitious school at the heart of our community. Our core values of Confidence, Purpose and Respect underpin everything we do and shape our commitment to ensuring every young person flourishes both academically and personally.

As part of The Bay Learning Trust, a family of schools established by Ripley St Thomas Church of England Academy in 2017, we benefit from strong collaboration, professional support and a shared commitment to excellence. Together, we work to provide the very best opportunities for our pupils, staff and wider communities.

This is an exciting time to join Carnforth High School. We are a school with a strong sense of community, dedicated staff and fantastic young people. Whilst we are proud of what we have achieved, we are equally ambitious about the future. We are continuing to build on our strengths, raise expectations and drive improvements that will ensure the very best outcomes and experiences for all pupils.

We are seeking to appoint an exceptional School Business Manager who shares our ambition and commitment to excellence. This is a pivotal leadership role, responsible for overseeing the business operations of the school and ensuring the effective delivery of key services including finance, administration, human resources, payroll, premises, catering, ICT and facilities management. The successful candidate will play a vital part in supporting both our staff and pupils, enabling the school to operate efficiently and effectively every day.

In return, we can offer a supportive and dedicated staff team, excellent professional development opportunities through The Bay Learning Trust and the opportunity to make a genuine difference within a school that values collaboration, kindness and continuous improvement.

Our most recent Ofsted inspection took place in April 2026, and the report can be viewed on our website: Ofsted Information.

If you would like an informal and confidential conversation about the role or would like to visit the school and meet our staff and pupils, I would be delighted to hear from you. Please contact us at applications@carnforthhigh.co.uk.

I hope this information gives you a flavour of our school and the exciting journey we are on. We look forward to receiving your application.

Yours sincerely,

Paul Staniforth
Headteacher
Carnforth High School