

Academy Operations Manager



St Chad's Catholic Primary School

Grade 7 – 37 hours, all year round

Term Time working negotiable

£29,269 to £32,076 per annum

Required as soon as possible

The St John Bosco Multi Academy Company (MAC) was established in September 2013, the MAC is highly successful and has recently been through a period of transition and growth. We have eight schools within our MAC; St Joseph's Catholic Primary Dudley, Bishop Milner Catholic College Dudley, St Chad's Catholic Primary School Dudley, St Mary's Catholic Primary School Wednesbury, Stuart Bathurst Catholic High School Wednesbury, St Bernadette's Catholic Primary School Walsall, St John Bosco Catholic Primary School West Bromwich and St Mark's Catholic Primary School Great Barr.

St Chad's Catholic Primary school is seeking to appoint an Academy Operations Manager to oversee and develop current administrative functions.

We are seeking to appoint an outstanding administrator to lead a highly successful team of staff. The successful candidate will be organised, personable and work to the highest standards whilst motivating and leading others.

This role provides an excellent opportunity for an experienced school administrator to develop in all areas of the school operations. A variety of elements form this role including oversight of the estate, policy and administrative systems and procedures.

Experience of working in a senior administrative position and schools would be beneficial.

For details including a full job description and application form please contact recruitment@sjbca.co.uk or contact Miss Faye Sumner on 01384 889422.

Closing date for applications: Friday 12 April 2024 (12 Noon)

St John Bosco Catholic Academy is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

KCSIE, paragraph 221, states as part of the shortlisting process schools and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior or at interview.

