



**Job Title:** Business and Operations Manager (Maternity Cover)

**Hours:** Up to 37 hours per week (flexibility available)

**WPY:** 52.14 (full working year)

**Salary:** Grade 10, SCP 26-28 (£19.32 to £20.29 an hour) to PO1 27-30 (£19.81 to £21.14) dependent on qualification

**Contract Type:** Temporary Maternity Cover until return of substantive postholder

**Workplace:** Church Stretton School

**Start Date:** 1 September 2026

TrustEd Schools is a Shropshire multi-academy trust serving a family of local schools, consisting of five secondary schools and four primary schools. We are a professional and friendly Trust, committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Church Stretton School is a successful, oversubscribed and vibrant 11–16 secondary school, where relationships are strong. We serve the market town of Church Stretton and the surrounding area. As a smaller rural school, we get to know our students and their families well.

### **Main outline of the job**

An exciting opportunity has arisen for a temporary Business and Operations Manager to join Church Stretton School, covering the current Business and Operations Manager during maternity leave. This post will provide business operations support to the school, working closely with the Headteacher, school staff and Trust colleagues.

Reporting to the Headteacher, you will lead on key operational aspects of finance procedures and regulations, monthly management accounts, HR and payroll processes, premises management, and health and safety. You will work closely with the Trust's central teams and provide support and guidance to school-based staff, particularly in relation to financial and operational matters.

### **Main Duties and Responsibilities upon appointment**

#### **The postholder will:**

- lead on any delegated school financial responsibilities and work with the Trust's Central Finance Team on long-term budget planning and preparation, in consultation with the Headteacher, Governors and Senior Leadership Team;
- liaise with the Trust's HR Team regarding personnel matters, undertaking and overseeing school-level HR administration and the implementation of Trust policies and processes in relation to safer recruitment, DBS procedures and payroll;
- be responsible to the Headteacher and Local Governing Body for the oversight of maintenance and upkeep of the school buildings, site and grounds;
- in conjunction with the Headteacher, have delegated responsibility for health and safety and its coordination across the school, ensuring that statutory requirements are met, including the development, implementation and review of school policies and procedures in partnership with Trust colleagues;
- establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures, and record systems throughout the school, including the administration and operation of related IT systems.

Further duties and responsibilities can be found in the job description.

## Application process

Full details of the role and application process are available on the school website [Church Stretton School](#).

If you feel you have the qualities to complement our existing team, we would be pleased to hear from you.

To apply for the position, please complete the TrustEd Schools application form and email it to [admin@csschool.co.uk](mailto:admin@csschool.co.uk). Your covering letter, of no more than two sides of A4, should explain how your skills and experience make you a strong fit for this role. Please address your letter to Dr Andy Wood, Headteacher.

A copy of the application form can be found on our website. Please note that CVs will not be accepted.

Prospective applicants are warmly encouraged to visit the school or arrange an informal conversation before applying. To arrange this, please contact Mrs Sian Wilmot, PA to the Headteacher, by telephone on 01694 722209 or by email at [admin@csschool.co.uk](mailto:admin@csschool.co.uk).

The closing date for applications is **Wednesday 1 July 2026 at 9.00am**. We reserve the right to close this advert early if a strong field is received.

Interviews will be held as soon as possible after the closing date. Shortlisted candidates will receive details of the interview process by email. If you have not heard from us within one week of the closing date, please assume that your application has been unsuccessful.

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

We are an equal opportunities employer and are committed to diversity and gender equality in our hiring practices.

Shortlisted candidates will be required to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

An online search will be undertaken as part of due diligence checks during the shortlisting process.