



**THE BISHOP
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST



Bolton
St Catherine's
Academy

Bolton St Catherine's Academy

Business Operations Manager

Grade I/J SCP 31 – 39 (£40,476 - £48,710)

37 Hours Per Week

All Year Round

Permanent Contract

Required 9th December 2024 or ASAP

Are you prepared to work collaboratively and openly for the benefit of young people?

If so, Bolton St Catherine's Academy would love to hear from you!

We are a 3-16 all age fully inclusive Academy. We are on an exciting journey to become an outstanding organisation having just secured our best ever set of exam results. We offer state-of-the-art facilities in an amazing £36 million building providing staff with the opportunity to work in a cutting edge and vibrant environment. We are also fully committed to developing staff with relevant CPD or specific training courses.

Our students deserve the very best, so-come and see what we are about. We constantly surprise and confound our visitors with the atmosphere we have in school. It really is a special place to be!

Main Duties:

Responsible for the day-to-day management of the school's business operations, including the management of non-centralised finance and HR functions, school administration, catering, IT and estate management; ensuring staff conform to any central policies and procedures and systems as directed by the central trust team.

The post holder is responsible for the overall management, leadership and development of these designated school support staff and responsible for ensuring an efficient and effective service is provided. This includes effective team communication, induction, training and appraisal.

The business operations manager role is replicated in our other trust high schools, with the opportunity and encouragement to collaborate.

The successful candidate will be someone who:

- is a great team player, friendly and professional
- enjoys working as part of a team and is able to communicate effectively with pupils, parents and staff
- will quickly build rapport and effective professional relationships with both our young people and colleagues
- will enthuse and motivate colleagues and students to work hard and try their best
- demonstrates personal resilience and role models those personal qualities we wish to instil in our young people.
- has the ability and willingness to work flexibly to meet the demands of the role
- understands budgets, is commercially astute, financially accurate, can challenge decision making and command control of the school's finances (alongside the head teacher and in conjunction with the CFO)

The working hours will be:

37 hours per week, Mon to Fri 08:00 – 16:00.

In return we can offer:

- a supportive and encouraging staff team, both within school and as part of the trust
- a paid premium to a Healthcare Cash Plan to claim back contributions towards dental, optical and other medical costs
- 24/7 access to an Employee Assistance Programme
- fantastic facilities
- a lunch allowance for those colleagues volunteering to assist in lunchtime duties or activities

Application information:

For more information visit our website www.boltonstcatherinesacademy.org.uk or contact our Business Operations Team on 01204 332553 or by emailing hr@boltonstcatherinesacademy.org.uk

To apply please complete the attached **application form** and email to recruitment@thebishopfrasertrust.co.uk – please do not send CV's as they will not be considered.

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to child protection screening including an enhanced disclosure from the Disclosure and Barring Service and also past employment checks. We are an equal opportunities employer. References will be sought prior to interview.

Closing date: Monday 11th November 2024 @ 9.00am

Interviews: TBC