



**The Sheffield UTC Academy Trust
Business & Operations Manager – Maternity cover up to a year**

NOR: 600 per UTC
Age range: 13 - 19 years
Start: February 2024
Pay scale: £30,897 - £35,500 per annum (pay rise pending)
Hours: Up to 37 hours x 52 weeks (Full or part-time considered)

The Sheffield UTC Academy Trust is pleased to be recruiting a Maternity Cover Business & Operations Manager to work across the Trust.

The Sheffield UTC Academy Trust is a growing UTC-only Trust. The UTCs in Sheffield are some of the most successful in the country. The Trust sponsors being The Sheffield College, Sheffield Hallam University and The Sheffield Chamber of Commerce and Industry. Our UTCs have many other employer partners supporting an employer-led curriculum that is nationally recognised. In 2019, following an invitation from the Department for Education, the Trust expanded to include a UTC in Derby which is progressing strongly since joining the Trust.

We aim to deliver an outstanding educational experience grounded in real, relevant workplace practice. Partnerships with world-class companies, schools, colleges and universities give our students a unique start to their future careers. We provide training today for the jobs of tomorrow. Our cutting edge facilities and engagement with employers' / university partners provides an exciting environment in which to work and develop professionally.

Support staff are vital within any UTC and we are looking for an individual who really buys into the UTC ethos and vision. We are looking for a Maternity Cover for our Business & Operations Manager, who is an integral part of our Trust team working across the UTCs under the direction of the Business & Operations Director.

The post holder will support the management of the operational business of the UTCs in relation to Facilities and Estate Management, Health & Safety, Administration and Data Management and will provide some HR admin support to the Executive Team with recruitment across the Trust.

You will be a highly skilled person who understands the challenges of support services in a fast paced, student-focused environment where conflicting demands are the norm.

Effective communication and team working is absolutely critical to the Trusts' success.

We are looking for a resilient, driven and focussed individual who is organised, has attention to detail and can deal with competing demands within an education environment.

The Sheffield UTC Academy Trust is sponsored by Sheffield Hallam University, The Sheffield College and Sheffield Chamber of Commerce and Industry.

Closing date: mid-day Thursday 30 November 2023 Interviews: w/c 11 December 2023

We are an employer who values equality and diversity and we are committed to safeguarding and promoting the welfare of children. We follow safer recruiting procedures and successful applicants will be required to have an enhanced DBS check.

For more information, including how to apply visit www.utcsheffield.org.uk/vacancies

We welcome and encourage visits and enquiries prior to application. For an informal discussion, or to book a visit contact Mrs Nicola Thornton, Business & Operations Director on 0114 308 4500.