

Job Vacancy – Business & Operations Manager



Violet Way
Burton Upon Trent
Staffordshire, DE15 9RT

Business & Operations Manager

Permanent - full time, whole year

Salary: Grade 12: £55,609 - £60,047 per annum

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy in JTMAT, we are seeking to appoint a tenacious, resilient and forward-thinking Business and Operations Manager to join our evolving organisation.

The successful candidate will champion a culture of collaboration, accountability and continuous development across all business and operational functions. Modelling professionalism and integrity, we expect you to build strong and trusted relationships with a range of internal and external stakeholders, championing the school and the Trust.

You will lead and develop the support staff, so teams feel valued, motivated and empowered to deliver high-quality services that enable excellent teaching and learning. Compliance is key, and you will have the organisational and communication skills to ensure systems and processes are aligned with the school's strategic aims and encourage the sharing of best practice. We're looking for a school business professional who is proactive and solutions-focused, looking to shape a positive working environment that is inclusive and aspirational where both staff and students thrive.

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

If you want to arrange a visit to school or would like to discuss this role, please contact our Headteacher Ian McArthur, by emailing headteacherpa@phs.jtmat.co.uk or telephoning 01283247900

Completed application forms should be emailed to recruitment@jtmat.co.uk

Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

Closing date: 9am on Monday 13th April 2026

Selection/Interview: 21st April 2026

Intended start: 15th June 2026 or as soon as possible thereafter

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview. Please review our Privacy Notice for Job Applicants for the lawful basis for processing and retention.

John Taylor MAT 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. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying. Please review our Recruitment Pack on the school website before submitting your application.