



## JOB ADVERT

Job Title:	<b>Chief Operations Officer</b>
Salary:	<b>L20 - L24 (£79,475 - £87,651)</b>
Contract Type:	<b>Full-time, permanent</b>
Location:	<b>Woodchurch High School, Wirral</b>
Closing Date:	<b>Thursday 14 November 2024</b>
Interview Date(s):	<b>25 and 26 November 2024</b>
Job Starts:	<b>March 2025</b>

With the current post holder retiring at Easter 2025 and the Trustees are looking to appoint a Chief Operations Officer (COO) to drive forward the effective leadership of the school's operations and finances. This role is ideal for a committed, dynamic, and innovative COO with proven experience.

The postholder will work closely with the Headteacher of the Trust together with the Trustees and other members of the senior leadership team to deliver the Academy's vision and ethos which is underpinned by its strong Christian values.

The successful candidate will play a significant role in the strategic leadership and future development of the Trust. You will work to support the Headteacher in all aspects of operational leadership for the school. This will include the development, implementation and maintenance of the Trust's operational and financial procedures and systems, ensuring that all legal and governance outlined in the Academy Trust Handbook are met. The postholder will be supported by a team of experienced support staff leaders covering HR, Payroll, PA to Headteacher & Staff Induction Officer, Finance, Pupils Services, ICT, H&S, Reprographics and Operations.

Candidates should have a strong and relevant background in operations and financial procedures and be able to demonstrate successful experience in budget planning, monitoring, and delivery. The production of final end of year accounts, demonstrating value for money through the principles of economic, efficient, and effective use of resources are also a key aspect of this role. Experience in an education setting, particularly a single or multi-academy trust, is beneficial but is not essential. The Headteacher and Trustees are looking to appoint a person with experience of leading project management developments and generating income to support such projects.

The application pack, which provides specific information about the position and its support of Academy pupils and staff, is available here [www.woodchurchhigh.com/vacancies](http://www.woodchurchhigh.com/vacancies).

Candidates are warmly encouraged to take an informal opportunity to visit the school. To arrange a school tour, please telephone the school (0151 677 5257) direct and ask for the Head's PA, Tanya Jordan.

