



Higham Lane School

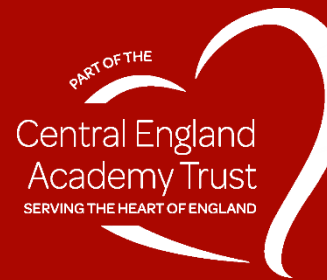
Work Hard | Be Kind | Take Responsibility

School Business and Operations Manager

Full-time (37 hours per week, all year round)

Salary: Competitive

To start as soon as possible



Welcome from the Headteacher



Dear Applicant,

Thank you for taking the time to consider Higham Lane School as your next school as School Business and Operations Manager. Higham Lane is a heavily over-subscribed, 11-18 comprehensive academy with just under 1500 students, set on an attractive site on the Warwickshire-Leicestershire border, easily accessible due to excellent road, train and bus connections.

We are very proud to have been rated as Outstanding by Ofsted in our last Ofsted inspection in May 2025, one of only a small number of schools in England to have achieved the highest rating that year. Achievement in all its forms: artistic, academic, social, cultural and sporting is equally valued in our diverse, knowledge-rich curriculum. We are strongly committed to ensuring that all of the young people in our care make progress, and we take great pride in securing both impressive progress and high attainment for our students, whatever their starting points. Higham Lane is one of the highest-achieving non-selective comprehensive schools in Warwickshire with an Achievement 8 score of 53.98 in 2024, which is well-above national average. Our Progress 8 figure of +0.6 demonstrates that our teaching and learning and student behaviour and engagement are excellent, and students excel at Higham Lane School. In July 2021, we were granted World Class Schools status, one of a very small number of schools to achieve this.

We are also delighted to have achieved equally as impressive A level results in our Sixth Form with 28.3% A*-A and 58.5% A*-B, an average grade of B- and a Value-Added score of +0.26, making Higham Lane one of the top performing Sixth Forms in Warwickshire. We are part of the Central England Academy Trust, which operates a group of primary, secondary and specialist schools across the Midlands. These include Oak Wood School, Michael Drayton Junior School and the recently opened Higham Lane North Academy, which has opened a wide range of opportunities for collaboration, promotion, staff development, recruitment and retention.

Our school has a strong ethos based on mutual respect between students and staff and very clear expectations regarding students' effort and behaviour. We enjoy an excellent reputation with parents/carers and are always over-subscribed. You will find a happy, caring and purposeful environment at Higham Lane School. Students get on exceptionally well, both with each other and with our staff, who take pride in working here. Our students are encouraged to do their very best in every aspect of their lives and to reach the highest standards, irrespective of their ability. We encourage them to "Be the best you can be", by working hard, being kind and taking responsibility.

At Higham Lane, our staff are our most precious resource. We are committed to offering you:

- excellent continuous professional development
- reduced workload
- behaviour for learning that empowers teachers to teach and students to learn
- a range of imaginative approaches to ensure staff wellbeing
- Opportunities to work across the MAT in a successful and growing trust

The closing date for applications is **9.00pm, Thursday 18th June 2026**. (If you encounter a problem in meeting this deadline, please contact the School). If you are interested in applying for this post, please click on this link <https://centralenglandacademytrust.face-ed.co.uk/vacancies> and select the Pastoral Manager position. Alternatively, please visit our school website (www.highamlaneschool.co.uk) and click on 'Job Vacancies'.

If you would like to have a chat about this post or arrange an informal visit to see our school, please contact us on 024 7638 8123.

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure. We really look forward to reading your application!

Yours faithfully,



Michael Gannon
Headteacher



“
Be the best you can be!
”

Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust. Our growing Trust currently consists of a diverse family of five schools in the Nuneaton area: a large junior school, primary special school, a secondary special school and two mainstream secondary schools. We have a sixth school – a new 2 form entry primary school in Nuneaton - opening in September 2026.

Our growing Trust currently consists of a diverse family of four schools in the Nuneaton area: a primary special school, a secondary special school and two mainstream secondary schools. We have a fifth school – a primary special school in Birmingham that joined us in September 2025.

Our Trust's core values summarise what is important to us and what we actively promote:



Collaboration

working together and with others to achieve the very best for the staff, pupils and families that we serve.



Equity

recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



Aspiration

to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



Trust:

ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes

Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.



We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more



How to apply



Please apply by clicking <https://centralenglandacademytrust.face-ed.co.uk/vacancies>
Alternatively please visit our school website (www.highamlaneschool.co.uk) and click on 'Job Vacancies'. **The deadline is 9:00pm, Thursday 18th June 2026.**

If you would like to have a chat about this post or arrange an informal visit to see our school, please contact us on 024 7638 8123.

Dates: selection activities and interviews for shortlisted candidates are likely to be on **Monday 22nd June 2026**. Please note that the school reserves the right to close the application process early if we identify suitable candidates. To avoid disappointment, please submit your application as soon as possible.

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

Why work for Higham Lane School?



Excellent Continuous Professional Development (CPD)

- we are passionate about teaching and learning, always developing our practice and learning from each other!
- our CPD is second to none and highly-regarded by our staff, many of whom often lead sessions themselves. Staff have led presentations for Pixl and Osiris.
- all staff receive regular training in the most effective teaching and learning techniques.
- we provide bespoke career stage training such as NPQLT, NPQLTD, NPQSL, NPQML and NPQH to ensure professional development is continuous.
- we are actively leading school-to-school support within our local area, sharing our strong practice and expertise and learning from other schools about their effective approaches.
- We are local delivery partners for the Early Career Teacher and Mentor Induction programmes.

Reducing Workload

- we are committed to reducing teacher workload by always looking to streamline our ways of working, for example in our Feedback Policy, which makes greater use of whole-class feedback, rather than pointlessly marking excessively.
- we value our staff as experts in their subjects.
- staff work very effectively in their subject teams to produce schemes of learning and resources, so that teachers are not wasting time creating their own materials.
- students use Knowledge Organisers for revision during homework and peer-assess themselves in our Do Now knowledge tests, enhancing their subject knowledge and reducing teacher workload.

Behaviour for learning that empowers staff

- we empower teachers to teach and students to learn!
- students' behaviour is excellent.
- our SLT and Progress Leaders move around our site during every lesson to visit lessons, support teachers and uphold our ethos.

Staff Wellbeing

- staff wellbeing is very important to us. We care about each other.
- we ensure a work-life balance in the way we organise our meetings and INSET days and release our calendar before the start of the academic year.
- we ensure emails are used sparingly and only at agreed times.
- we support staff to look after themselves, for example through our health awareness events.
- we get on well together and celebrate our many achievements in a range of social events.

Serving our community

- students play an active part in the running of our school and student voice is important to us.
- we have excellent relationships with parents/carers and value their feedback.
- we actively support our local community through fundraising and supporting local charities such as the Nuneaton Food Bank and Edward Street Food Kitchen.

What are we looking for?



Job Title:

School Business and Operations Manager (Full Time)

BROAD DESCRIPTION:

Working in a large secondary school setting, the School Business and Operations Manager will support the strategic and operational effectiveness of the school by leading key support services, including administration, in-school HR processes, premises, and compliance.

As a member of the Senior Leadership Team, working closely with the Headteacher and other senior leaders, the post holder will ensure that operational systems are efficient, compliant, and responsive to the needs of the school, contributing to a high-quality learning environment.

The role combines day-to-day operational management with responsibility for reviewing and improving systems, supporting continuous improvement across the school.

Provide administrative support to the Headteacher as a PA and the wider SLT, as and when needed.

Key Responsibilities



Strategic Contribution

- Support the Headteacher and senior leaders in delivering school priorities and improvement plans.
- Contribute to the review and development of operational systems to ensure they align with school needs.
- Identify opportunities to improve efficiency, effectiveness, and service quality.
- Support the implementation of new initiatives and changes to systems and processes.
- Provide operational insight to support decision-making.
- Contribute to policy development, planning, and decision-making processes, including overseeing reviews of school policies and activities.
- Develop, promote, and communicate an effective health and safety culture across the school.
- Operations
- Be responsible for the day-to-day operations of the school, ensuring smooth and consistent functioning.
- Undertake duties as a member of SLT which may include duties before school, at breaktime, at lunchtime, after school and evening events such as Open Evening.
- Lead arrangements for school events and functions, including prize evenings, consultation events, concerts, and end-of-term activities.
- Manage administrative and support services across the school.
- Lead customer-facing services to ensure a high-quality experience for students, parents, and visitors.
- Oversee communications, mail distribution, operational records, and other key systems.
- Oversee the administration of staff cover and act as Cover Organiser when required. Act as a key liaison for external partners and service providers.
- Ensure compliance with data protection, health and safety e.g. near-miss and accident data reporting, and operational policies, including RIDDOR requirements and provide termly reports to the Local Governing Body and Chief Operating Officer.
- Act as the school's Single Point of Contact for Subject Access Requests.
- Act as the school's Single Point of Contact for Freedom of Information requests.
- Act as the school's Single Point of Contact for Stage 1, Stage 2 and Stage 3 complaints.
- Monitor, review, and improve administrative systems and processes.
- Strategic oversight of compliance including school policies
- Oversee the school's cashless catering provision and liaise regularly with catering providers. This also includes resolving student issues, organising facial scans and providing usage updates.
- Support examination arrangements in conjunction with the Examinations Manager and respective SLT link.
- Strategically support the leadership of the data team with operations
- Strategically support the attendance team
- Attend Local Governing Body meetings as required.

Finance and business

- Support budget planning, monitoring, and forecasting processes.
- Maintain records and security relating to any allocated school credit card.
- Procure goods and services in accordance with Trust policies and best-value principles.
- Undertake other finance-related duties commensurate with the role to support the Trust in its wider financial objectives and requirements.
- Strategically lead bids and strategically oversee funding streams to raise school revenue

- Strategically oversee marketing including social media

Human Resources

- Provide direct/indirect, and/or have shared line management for all support staff including direct line management of office, estates, exams staff, data team and First Aid coordinator.
- Strategically lead the Professional Development Review process (similar to performance management or appraisal) for support staff development, and wellbeing of support staff.
- Act as the school's lead contact for recruitment processes.
- Manage day-to-day HR queries and escalate complex matters appropriately to relevant trust staff.
- Support staff induction, training compliance, and professional development.
- Maintain accurate HR records and statutory compliance requirements including updating of SIMS.
- Strategically oversee, and where required conduct, return-to-work interviews and monitor absence concerns for support staff.
- Complete the annual workforce census.

Systems and Process Improvement

- Review administrative and operational systems regularly.
- Identify opportunities to streamline processes and reduce administrative burden.
- Support the implementation of new systems and technologies.
- Ensure compliance with Trust and statutory policies and procedures.

Premises and Compliance

- Strategically oversee the Estates team and be the school link to the MAT COO
- Support the development and monitoring of site and compliance processes.
- Work with colleagues to ensure statutory compliance and effective risk management.
- Assist in the management of contractors, facilities, and site services.
- Undertake risk assessments where required.
- Conduct annual first-aid needs assessments.
- Ensure school policies are appropriately approved and published.
- Coordinate school closure notifications under the direction of the Headteacher.

Other

- As a member of the SLT, undertake any other duties commensurate with the grade and responsibilities of the role, as deemed appropriate by the Headteacher.
- Uphold the values of the school and the trust.

Person Specification



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Qualifications obtained or working towards

- Five GCSEs (or equivalent), including English and Mathematics.
- Level 4 Diploma in School Business Management.

Ideally, the candidate would also have obtained or is working towards:

- Level 6 Chartered Manager Degree Apprenticeship BA (Hons) Business Management (CMI), or equivalent
- Degree in a relevant field such as Business Management.

Experience

- Experience in senior administrative, HR, or operational leadership roles.
- Experience of supervising and coordinating staff and teams.
- Experience of working within a school, academy trust, or similar environment.

Skills and Abilities

- Excellent organisational and time-management skills.
- Ability to prioritise workloads and meet deadlines.
- Strong communication and interpersonal skills.
- Ability to use IT systems effectively and produce reports.

Leadership and Behaviour

- Ability to take ownership of responsibilities and demonstrate initiative.
- Ability to support and develop others within a positive and professional culture.
- Strong organisational awareness and understanding of wider school priorities.
- Willingness to embrace change and support continuous improvement.

Safeguarding

Please note our clear expectations regarding personal and professional conduct of staff and the safeguarding of our students:

- To have total regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

We are committed to safeguarding and promoting the welfare of the children and young people and expect all staff to share this commitment.

All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

Higham Lane School is also strongly committed to protecting personal data. Our Privacy Notice, which can be found under the GDPR section on the School website, describes why and how we collect and use personal data and provides information about individuals' rights.



How to find us



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contactus@highamlaneschool.co.uk
www.highamlaneschool.co.uk
Telephone: 02476388123

