**Our Lady & St John RC High School**

Diocese of Salford

***Required to commence as soon as possible***

**Job title:****School Operations Manager**

**Grade: Grade H, Points 29 - 33 £38,626 - £42,708 FTE**

**Working Pattern: 37 hours per week; 8am – 4pm Monday – Thursday, 8am – 3:30pm Friday**

**Full-year**

**Contract Type: Permanent**

Join us on our journey towards outstanding.

Our Lady & St John Roman Catholic High School is part of the Romero Catholic Academy Trust enjoying ‘rapid improvement’ in our pursuit of excellence.

The Board of Directors of Romero Catholic Academy Trust alongside The Governors of Our Lady & St John RC High School are seeking to recruit a confident, highly skilled, self-motivated individual to join the school as a School Operations Manager. This is an exciting opportunity to join our Senior Leadership Team.

You will have responsibility for the management, planning, and developing of core areas including administration, catering, premises, ICT and health and safety.

The successful applicant will have the highest personal and professional standards with good knowledge of current educational issues. They will be highly driven and be able to demonstrate the ability to lead and deliver improvements within the business functions of the school in order to support teaching and learning. You will be a strong team player with exceptional interpersonal and communication skills and have the ability to develop, manage and motivate staff in the relevant areas.

If you feel you have the skills required, we look forward to hearing from you. If you would like to find out more about the position please contact Mrs Zoe Robinson HR Advisor, Romero Catholic Academy Trust on 01282 855500 or zrobinson@romerocat.com

**Full details and application forms are available from our website:**

[www.romerocat.com](http://www.romerocat.com)

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

**Closing Date: Sunday 6th April 2025**

**Shortlisting Date: Tuesday 22nd April 2025**

**Interview Date: Thursday 1st May 2025**

*Our Lady & St John RC High School*

*North Road*

*Blackburn*

*BB1 1PY*

*01254 588388*