



Love is repaid by love – St John Bosco

Academy Operations Manager

Grade 7 – 37 hours, 40 weeks per year

£22,605 - £25,102 actual salary

Required for 1 September 2022

St Chad's and St Joseph's Catholic Primary schools are seeking to appoint an Academy Operations Manager to oversee and develop current administrative functions of both schools. The role will require the successful candidate to work across both schools.

The successful candidate will be an outstanding administrator who will lead a small highly successful team across two locations. The successful candidate will be organised, personable and work to the highest standards whilst motivating and leading others.

This role provides an excellent opportunity for an experienced school administrator to develop in all areas of the school operations.

For more information and to request an application pack please contact St Joseph's Catholic Primary School 01384 889424 or email stoddington@sjbca.co.uk

Website: www.st-jo-dud.dudley.sch.uk and www.st-chads.dudley.sch.uk

Our schools are committed to safeguarding and promoting the welfare of children; therefore, the post is subject to medical clearance and an enhanced DBS check.

For details including a full Job Description and application form please contact stoddington@sjbca.co.uk

Closing Date: Friday 15 July 2022 12 noon

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