

Job Vacancy - Business & Operations Manager



Blythe Bridge High School & Sixth Form
Cheadle Road, Blythe Bridge, Staffordshire, ST11 9PW

Business & Operations Manager

Required for January 2026 or as soon as possible thereafter

Permanent, whole year, full time

Salary: Grade 12 (SCP 44 – 48) £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, Blythe Bridge High School & Sixth Form is seeking to appoint a suitably experienced and motivated professional to take the lead on all business matters at school level.

The successful candidate will have overall responsibility for finance, HR, health & safety, compliance and the organisation of administration processes across the whole school. This role requires someone with the right mix of technical ability, personal skills and adaptability, who can make sound decisions on operational matters. We believe this is a fantastic opportunity to join a motivated senior team who lead the school by effectively working together in a climate of support, openness and collaboration.

You could be ideal for this role if you have:

- Sound financial acumen and an in-depth understanding of Academy finance
- Well-developed people skills and experience of line management and HR processes
- Ability to use your initiative and manage your own workload
- Interpersonal skills to liaise with a range of stakeholders
- Motivation, flexibility and adaptability to meet the demands of the role
- Experience in a similar role at a senior level within an Academy or Academy Trust

If you would like to discuss this role or arrange a tour of the school, please contact Mrs N Mitton by emailing office@bb-hs.co.uk or telephoning 01782 392519.

Please review our recruitment pack for more details before applying. Completed application forms should be emailed to recruitment@jtm.co.uk. Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

Closing date: Monday 1st December 4pm

Interview date: Monday 8th December

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.