



Job Title: Business and Operations Manager (Maternity Cover)

Hours: Up to 37 hours per week (flexibility available)

WPY: 52.14 (full working year)

Salary: Grade 10, SCP 26-28 (£19.32 to £20.29 an hour) to PO1 27-30 (£19.81 to £21.14) dependent on qualification

Contract Type: Temporary Maternity Cover until return of substantive postholder

Workplace: Oldbury Wells School, Bridgnorth

Start Date: 1 May 2025

TrustEd Schools is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Main outline of the job

An exciting opportunity has arisen for a temporary Business and Operations Manager to join Oldbury Wells School to cover the current Business and Operations Manager whilst on maternity leave. This post is required to provide business operations support to the school, working alongside the Trust.

Reporting to the Headteacher, you will lead on operational aspects of finance procedures & regulations, preparation of monthly management accounts, coordination of HR/Payroll processes, premises management, Health & Safety, and wellbeing. Key aspects of your role will be providing support and guidance to school-based staff on financial matters.

Main Duties and Responsibilities upon appointment

- The post holder will lead the school for any delegated financial responsibilities and work with the Trust's Central Finance Team on long term budget planning and preparation, in consultation with the Headteacher, Governors and Senior Leadership Team (SLT).
- To work and liaise with the Trust's HR Team regarding personnel matters, undertaking and overseeing school level HR administration and the implementation of Trust policies and processes in relation to safer recruitment, DBS procedures and the recording, monitoring and management of sickness absence and payroll.
- Be responsible for ensuring that the School's Information System (SIMS) and the School's Single Central Record are accurate and up to date.
- To be responsible to the Headteacher and Local Governing Body for the oversight of maintenance and upkeep of the school buildings, site, and grounds.
- In conjunction with the Headteacher, have delegated responsibility for health & safety and its co-ordination across the school, ensuring that statutory requirements are met, including responsibility for health & safety development and implementation and review of school policies and procedures in partnership with Trust colleagues.

- To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures, and record systems throughout the school, including the administration and operation of related IT systems.

Further duties and responsibilities can be found in the job description.

Application process

- Full details of the role and application process are available from the school [Home | Oldbury Wells](#). If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- The closing date for all applications is **Wednesday 25th February 2026 at 9.00am.**
- Interviews will be confirmed. An email will be sent, or telephone call will be made to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- Completed application forms should be returned by email to scarlett.beach@trusted-schools.com by the closing date.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance, and an enhanced DBS Disclosure under the “Rehabilitation of Offenders Act 1974”. Further details regarding this check are available by visiting www.dbs.gov.uk. This Trust 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.