

Central Operations Business Manager

Salary: NJC Grade 9 SCP 36 – 40, FTE £45,718 to £49,764 (actual pro rata salary approx. £40,159 - £43,704 per annum)



The Emmaus Catholic Academy Trust is dedicated to providing an outstanding Catholic Education to our children and pupils. We are seeking to expand our central team and appoint a Central Operations Business Manager to support our Executive Administrative Manager with the strategic delivery of administrative and operational business systems across the schools within our CAT.

The post would be suitable for an enthusiastic, driven business professional looking to join a growing CAT, someone who possesses the skills and determination to support the business and operational systems in place across our CAT.

The Central Operational Business Manager will support the Executive Administrative Manager with ensuring that business and operational services are supported across our schools, especially in times of absence or recruitment initiatives.

The role will be add capacity to the central administrative and business team, contributing to the strategic development our systems along with supporting on-site as and when needed with systems to include, but not inclusive of, health & safety and statutory compliance, human resources, absence management and recruitment, governance and statutory returns, data protection, IT & website management, marketing, people and resource management, and site & general school logistics.

This position will also ensure that new schools joining Emmaus CAT are effectively and efficiently onboarded to the central business and operational systems following conversion.

Contract/Hours of work: Full-time, 35hrs per week
Permanent, TTO + 10 days

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Location:

Based at the CATs Central Offices in Sale with frequent travel to schools across Greater Manchester.

Our offices are easily accessible from the M60 (J7), the A56 from Manchester City Centre and are within walking distance from the nearest Metrolink Tram station with exceptional amenities.

Line Management:

The Central Operations Business Manager will work under the direction of the Executive Administrative Manager.

Key contacts:

CSEL, COO, CFO, Directors of Primary and Secondary Education, Headteachers, Emmaus CAT Central Team, CAT Headteachers and Business Managers.

Responsibilities

Working alongside the Executive Administrative Manager and administrative team to support our headteachers, leadership teams and school staff in our primary schools across the CAT.

Please contact Liz Moran, Senior Administrator via email; liz.moran@emmauscat.com for further details and application form.

Closing date for applications: Wednesday 8th January 2025.

Interviews will take place on Wednesday 15th January 2025 at Jackson House, Sale