



JOB OPPORTUNITY

Director of Operations

Working with:
CSEL, COO, CFO, Executive Team, Central Team and School Leaders

The Director of Operations will work directly with the Chief Operating Officer (COO) and will provide high level leadership within the context of business services to the CAT, including; Administration, IT/Digital Services, Compliance, Green and Sustainable Estates Management, Health and Safety, Marketing and CAT-wide Project Management.

The successful candidate will play a key role in building and delivering the shared mission, aims, values and culture of a growing Catholic Academy Trust.

The Director of Operations will be an experienced leader who possess the necessary personality, vision, skills, qualities and attributes to play a key role in the strategic direction of Emmaus CAT, working as a key member of the CAT Central Team.

In addition to management of the operations team, the Director of Operations will lead on any CAT-wide projects to support the Emmaus CAT's aims and objectives.

Closing date for applications: **Friday 19th April 2024, 9am**

Interview: **Thursday 25th April 2024**

Please contact Alison Smith, Executive Administrative Manager via email: alison.smith@emmauscat.com for further details and an application form.

Contract/Hours of work: Full Time (35hrs per week)

Permanent, all year-round contract

Salary: Competitive. Benchmarked against national data for similar sized Academy Trusts.

SS1 SCP S11 to SCP S14 £68,094 to £73,352 (pay award pending)

Location:

Based at the CATs Central Offices in Sale, with regular travel to the schools within the CAT.

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 Director of Operations will work under the direction of the COO. The Director of Operations will be responsible for the management of key personnel in the following areas Estates and Environment, IT Strategy and Services, Administration and related support services.

Key contacts:

CEO/CSEL, COO, CFO, Executive Team, the Central Team, Headteachers, Emmaus CAT Business Managers, Directors, Professional advisors including Diocesan Department for Education, Auditors, DfE, Ofsted, Regions Group, Local Authorities and any other relevant key personnel.

Responsibilities

The post holder will report directly to the COO with accountability for leadership of the CATs operations teams.

