

TOTTINGTON HIGH SCHOOL

OPERATIONS MANAGER

Salary: SET Grade 9, Scale point 28 – 33, full time salary amount £31,371 to £35,934

Type: Permanent

Required: ASAP

This is an excellent opportunity for the successful candidate to join Tottingham High School as our Operations Manager. Tottingham High School is part of the Shaw Education Trust which is committed and dedicated to Inclusion and developing every child to the best of their abilities.

Working with the Executive Business Manager, the post holder will organise and deliver effective HR, finance and administrative systems and support within the Academy, deputising for the Executive Business Manager when necessary. The successful applicant must have a keen interest in all areas of school support services and an ability to develop efficient methods of working.

We are an academy where children are offered a unique and inspiring curriculum, which enables each child to meet their full potential both now and in the future. Our inquiry-based curriculum promotes the highest standards of literacy and mathematics skills whilst allowing pupils to develop their curiosity and thirst for learning, a sense of personal health wellbeing and a creative approach to problem solving. We aim to inspire and enthuse every pupil through the challenge of learning.

Tottingham High School is supported by an excellent Trust Executive Leadership Team steeped in school leadership and improvement experience: www.shaw-education.org.uk. They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

We offer access to The Local Government Pension Scheme (LGPS) as a valuable part of the pay and reward package for employees working in the Shaw Education Trust plus excellent CPD and an opportunity to develop your skills in a supportive and progressive environment.

At our academy each pupil can feel that they belong to a caring and supportive environment. The academy is committed to the safeguarding and wellbeing of students and expects all staff to share this commitment. The successful candidate will be required to undergo appropriate child protection screening including a DBS check.

Closing Date: 5pm Monday 9th September 2019

Interviews: Tuesday 17th September 2019

Application Forms: All applicants are required to submit an application form for this role and should forward completed forms to: eturner@tottingtonhighsch.co.uk