



Trust Operations Manager

Permanent 37 hours per week, Full year

Grade 12 - £37,849

We are seeking to appoint an Operations Manager for this successful academy trust. This is an exciting opportunity to join a dedicated central team in supporting our academies to flourish.

The successful candidate will be responsible for supporting the operational management of the Trust and its associated academies, being involved in the due diligence process and supporting schools during and beyond the conversion process.

This is an exciting opportunity to make a significant contribution to the work of the Trust.

The person appointed will:

- Have had an experience of business and estates management preferably in an educational setting
- Have experience of working across a range of ICT packages and systems, including finance systems, databases and a willingness to learn new systems
- Have up to date knowledge of health and safety, HR and facilities compliance
- Have excellent communication and interpersonal skills

We can offer:

- The support of highly motivated and supportive colleagues who are fun to work with.
- Ongoing support for career development.
- A positive environment in which to work and learn.

This is an exciting time to join the Central Team as we continue to build on our success. We are committed to staff development and all staff receive a full induction programme.

The role will be based at the Central Office Abingdon Learning Trust, Hendred Way, Abingdon, OX14 2AW, however there will be a requirement to move across different sites.

As the Trust continues to flourish, your contribution and commitment will be part of that future. If you would like an informal conversation about the post then please telephone Zoe Bratt, Chief Finance Officer.

Safer Recruitment

Abingdon Learning Trust has a responsibility for and is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to apply for a DBS check at an enhanced level.

Closing date: 23 July 2020

Interview date: 30 July 2020

Start date: 1 September 2020 or earlier if available