

SHIRELAND COLLEGIATE ACADEMY TRUST

BUSINESS SUPPORT OPERATIONS OFFICER

Band C/D £18,795 - £23,836

37 Hours per week – full time

We are looking for a self-motivated and talented individual with an interest in Business management who wants to have a good grounding in all aspects of operations.

The role has been established to help transform the working of the Trust, provide capacity and support the management of change. It would ideally suit someone who wishes to undertake training, has a willingness to learn quickly and wants to commit to a long-term role within the Trust. The role will be central to the development and growth of the Trust and as such will provide a good career path for the right candidate.

We will provide all necessary training and support and look including professional development through a formal qualification route where applicable.

An application form and job description are available from our website www.collegiateacademy.org.uk

Completed applications should be returned to HR@collegiateacademy.org.uk

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Closing date: 8.00am Monday 3 August 2020

Interviews will be held 6/7 August 2020

Shireland Collegiate Academy Trust
Waterloo Road
Smethwick
B66 4ND



Tel. 0121 558 8086