



Business Operations Manager (with Examinations)

37 hours per week (worked over 5 days, term time only)

Scale 6 spinal points 18 to 22 (£31,537 to £33,699) per annum.

Actual, pro-rata £27,702 to £29,601 per annum

We are looking to appoint a School Business Operations Manager who will be responsible for the day-to-day business function of the school, such as HR, Administration, Premises and Finance with the additional responsibility of Examinations.

You will be working 37 hours per week over 5 days. The post does not require you work during the school holidays apart from 2 days in August when the exam results are published.

The post would suit someone who has good knowledge and experience working in a busy school office and wants to progress, or a person who works in a business operational role or has worked in the public sector in a similar post. You must have excellent Microsoft office skills and some understanding of collating data and reports. Human resources knowledge and finance understanding would also be beneficial for this role. The job description is comprehensive but because you will be working in a small school, you would not be managing all these tasks daily.

Our pupils are 11-16 years and have been excluded or are close to being excluded from mainstream school. Pupils are referred to us by schools and the Local Authority. Our Teaching groups are small between 2 and 8 pupils per class.

If you would like to find out more or would like an application pack emailed to you then please contact, Simranjit Grewal 01527 597936 or email to sgrewal@theforge.worcs.sch.uk.

The Application form and job description are also available on our website:

www.theforge.worcs.sch.uk/vacancies

Return completed application forms to the school at sgrewal@theforge.worcs.sch.uk by

Monday 15th June 2026 8am. Interviews will take place thereafter.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

<p>IT & School Systems</p>	<ul style="list-style-type: none"> • To manage the school MIS system and produce the school census • To develop, manage and maintain the School Information Management System (Arbor) & train staff as needed. • To liaise with the schools IT support company to ensure IT equipment is maintained and updated where required and organise the workload of the IT technician and be their point of contact • To provide appropriate technical support and training to staff in using the software and interpreting information • To manage and maintain the school's records management systems, including efficient transfer of data for the new academic year, archiving and destruction • To maintain and manage the school's Parent Mail account
<p>Premises</p>	<ul style="list-style-type: none"> • Under direction of the Headteacher, oversee the management of the school site, including line management of the Site Manager, ensuring they are meeting all compliances. • Maintain database for premises certifications
<p>Examinations</p>	<ul style="list-style-type: none"> • To develop, manage and maintain the Exams module of Arbor • Co-ordinate and communicate all arrangements for all public examination entries to examining bodies including appeals, re-marks, special conditions for illness or special consideration • Responsibility for arrangements of examinations including locations and time keeping in line with examination board regulations • Co-ordinate team of invigilators, with the support of the Deputy Head • Deal with enquiries from parents and pupils, including former pupils. • Keep up to date with the necessary policies, procedures, rules and regulations laid down by the different examination bodies • Organise appropriate arrangements for the support of candidates with special examination requirements in conjunction with the SENCO. • Liaise with Deputy Head to ensure appropriate timetabling and invigilation arrangements are in place for the school's internal Mock examinations.
<p>Additional</p>	<ul style="list-style-type: none"> • Oversee the medical and first aid registers and update staff with new information. • Participate in appropriate CPD with the agreement of your Line Manager • Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder

Person Specification

	Essential	Desired
Qualifications	<ul style="list-style-type: none"> • NVQ Level 3 or above in Business Administration or relevant experience • Excellent numeracy /literacy skills 	<ul style="list-style-type: none"> • HR qualification • First aid at work
Experience	<ul style="list-style-type: none"> • knowledge of MIS systems • knowledge of statutory reporting in schools such as school census • knowledge of Data Protection and Freedom of information legislation • Experience of a similar role in an educational establishment • Ability to relate well to children and adults • The ability to support staff/pupils/respond to parents timely and efficiently • Staying up to date with relevant policies, codes of conduct and legislation. • Knowledge of Safeguarding and Safer recruitment guidance. 	<ul style="list-style-type: none"> • Able to design, create and produce reports using different IT platforms • Working knowledge of relevant polices/codes of practice/legislation for schools • Health and Safety knowledge • Experience of managing school systems such as Arbor • Experience as an Exams Officer or Assistant. • Experience Line managing staff • Experience of Managing a budget • Knowledge of HR policies
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent IT skills including Microsoft Office • Excellent numeracy/literacy skills • Ability to focus on detail and accuracy when entering relevant information • Ability to plan, manage and be flexible due to changing workload patterns particularly during busier periods • Excellent open, honest and direct communication skills • Excellent organisational and planning skills • Ability to work to strict deadlines • Ability to make effective decisions • Ability to work to professional standards, think independently and make sound judgments • Enthusiastic, innovative and forward-looking. • Ability to communicate professionally and effectively with all stakeholders 	<ul style="list-style-type: none"> • Willingness to attend training
Other	<ul style="list-style-type: none"> • Good attendance record • 'can do' attitude • is outward-looking, pro-active • Caring and compassionate • Be a good role model • Good sense of humour 	

DATE:

SIGNED: