



FOUNDED IN 1893  
**QUEEN MARY'S**  
HIGH SCHOOL

Upper Forster Street, Walsall. WS4 2AE



## Operations Manager

Full time/all year, permanent position.  
Salary: NJC G7 (22-27 - £27,041 - £31,346))

We are looking for an enthusiastic, well organised and committed individual to take on the role of operations manager at our school.

This is a new position and arises from our desire to further improve the smooth running of all aspects of school life.

The purpose of the role is to develop and implement a comprehensive, effective and efficient administrative and organisational support service to meet all school operation requirements some of which will include staff recruitment, HR and welfare, hospitality and site support.

**Closing date: Wednesday 23rd June 2021 at 12 noon**

**Interviews: w/c 28th June 2021**

**The school is committed to safeguarding and promoting the welfare of children. This post requires a Disclosure & Barring check at the enhanced level.**

For further details and an application pack please go to our website [www.qmhs.org.uk](http://www.qmhs.org.uk) or contact Mrs D Ody, Email: [st-ody-dd@qmhs.org.uk](mailto:st-ody-dd@qmhs.org.uk)