The Warriner School
A member of Warriner Multi Academy Trust
11-18: 1550 on roll
Bloxham, Oxon OX15 4LJ
Telephone: (01295) 720777
E-mail: recruitment.4007@warriner.oxon.sch.uk
Executive Headteacher: Dr Annabel Kay
Head of School: Mrs Sharon Nicholls

School Operation Manager
Permanent - 37hrs per week
Grade 11 Points 31-34 (£43,150-£46,580)

Ofsted Report October 2023: **"Because teachers really care about us, we really care about them,"** What our students said about us.

Do you want to work in a vibrant, rural, 11-18 school, which is in the heart of the Oxfordshire countryside, on the edge of the thriving market town of Banbury? The Warriner School has an excellent academic reputation, both locally and more widely, and we are very proud to be an integral part of the community that we serve. Staff have high expectations for all students and work enthusiastically to continue raising attainment and achievement.

We are looking to appoint an enthusiastic and dedicated School Operations Manager. The School Operations Manager provides leadership and oversight of key operational, administrative and compliance functions to ensure the safe, efficient and effective day-to-day running of The Warriner School. Reporting directly to the Head of School they will provide a key link between school leadership and Trust central services.

This role is Permanent full time 37hrs per week Term Time Only plus two additional weeks. This role is paid at Grade 11 Point 31 £43,150 Pro Rata. Actual salary £38,745.

What we are looking for:

- motivation and a true passion for improving the environment
- high expectations of themselves and others
- initiative, dedication and energy
- effective literacy and numeracy skills and the ability to use email and issue management software
- good communication skills and the ability to work well as part of a team

What we offer:

- A school with a clear moral purpose and drive for 'excellence for all our students'
- Excellent opportunities for career progression and development opportunities
- A clear staff well-being strategy and commitment to its core values
- A clear staff well-being strategy package that includes our confidential Employee Assistance Programme with access for all staff to Face-to-Face Counselling, Stress Management, 24/7 GP access, Physiotherapy, Menopause Counselling and Support, Men's Mental Health Wellness, Bereavement Support, Nurse Support Service, Maternity & Paternity Support and Financial Wellbeing Support

Application Procedure

A job description and application form is available from our website: Vacancies - Warriner Multi-Academy Trust (warrinermultiacademytrust.co.uk) or from recruitment.4007@warriner.oxon.sch.uk For further information on this role please contact Sharon Nicholls, Head of School 01295 720777

Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form.

Closing Date: Monday 7th December 2026 **at 1pm**

We reserve the right to close this process early if a suitable candidate is appointed

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE). We are committed to equality of opportunity and welcome applications from all sections of the community.