

TAVERHAM HIGH SCHOOL  
Beech Avenue  
Taverham  
Norwich  
NR8 6HP  
Telephone: 01603 860505  
Email: [office@taverhamhigh.org](mailto:office@taverhamhigh.org)  
Website: [www.taverhamhigh.norfolk.sch.uk](http://www.taverhamhigh.norfolk.sch.uk)

Headteacher: Dr R Harris

### **Senior Operations Manager**

Required: As soon as possible  
Permanent position  
Hours: 37 hours per week, all year round  
Salary: Scale K (actual) £40,771- £45,205 per annum

We are looking to recruit a proactive leader to ensure the smooth running of all aspects of the school to support the academic aims and ensuring Taverham High School becomes one of the best schools in Norfolk. As we join the Enrich Learning Trust, this role replaces the role of the School Business Manager who has successfully gained a new post.

The role involves a broad range of duties working with different groups including the admin team, catering team, as well as responsibility for things such as PFI and GDPR compliance. This is a role that will develop the successful candidate in preparation for a COO role in the future. Good IT skills and excellent communication skills are essential for this role. You will be a member of the Senior Leadership Team working alongside colleagues to deliver the school's vision. The role requires flexibility, accuracy, reliability, honesty and an individual who is well organised and can provide a wide range of skills.

For more information, please read the Job Description. Visits to our excellent school are highly recommended; for more information on the post please contact Mrs Caroline Ross (PA to the Headteacher) at [c\\_ross@taverhamhigh.org](mailto:c_ross@taverhamhigh.org)

To receive an application pack please visit the school website. The appointment is subject to regulatory checks including an enhanced-level DBS check.

Closing date for applications: 9.00 am Wednesday 20 December 2023  
Interview date: Thursday 21 December 2023

Please return applications to Mrs C Ross via email: [c\\_ross@taverhamhigh.org](mailto:c_ross@taverhamhigh.org)