



Trust Business Manager
37 hours per week / 52 weeks per year
Grade K/L (depending on experience)
Salary Range: £45,091 - £60,771
Immediate start available

Are you an experienced business leader ready to make a real impact in education and our local community? Our small but ambitious Trust is seeking a Trust Business Manager to oversee HR, Estates, Health & Safety, Events, and day-to-day Operations.

As a key member of the Trust's leadership team, you will:

- Lead and line-manage the HR team, ensuring effective recruitment, compliance, and staff wellbeing.
- Oversee estates and facilities, ensuring safe, sustainable, and well-maintained environments.
- Act as Health & Safety lead, embedding best practice across all schools.
- Coordinate Trust-wide events and community engagement activities.
- Drive operational excellence, supporting Headteachers and Senior Leaders across the Trust.

We are looking for someone with:

- Proven experience in business management (education or similar sector).
- Strong knowledge of HR, Administration systems, Estates, and Health & Safety legislation.
- Excellent organisational and communication skills, with the ability to lead diverse teams.
- A commitment to safeguarding, inclusion, and continuous improvement.

This is a fantastic opportunity to shape the operational success of a growing Trust and ensure our schools can focus on delivering outstanding education.

If you feel you have the experience for this role we would like to hear from you. Application is by letter to Dr C Wilson, Headteacher and application form, the latter including the names and addresses of two appropriate referees. Please include in your letter details outlining our previous experience and how you believe this would support this role. Further details can be obtained from Mrs Conway on 01635 510500, by email to hr@trinity.newburyacademytrust.org or visit the school's website www.trinitynewbury.org

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

Closing date: 2nd January 2026

Interviews: Soon thereafter

Please note: The Trust reserves the right to interview suitable candidates before the closing date.

Trinity School, Love Lane, Newbury, Berkshire RG14 2DU

Website: www.trinitynewbury.org

Tel: 01635 510500 Fax: 01635 510510 Trinity School is part of the Newbury Academy Trust