



## Job Description

### Chief Operating Officer Minster Trust for Education

#### Salary and Hours

Grade:	Leadership Scale L24 – L28
Salary:	£91, 158 - £100,504
Hours:	FULL TIME – 37 hours per week & All year round.

#### Role Description

**Daily Direction from:** Chief Executive Officer

#### Role Summary

The Chief Operating Officer (COO) is a key member of the Trust's executive leadership team and serves as the CEO's principal partner for business strategy, financial stewardship, and operational leadership.

The postholder will lead the Trust's central business functions, ensuring robust financial management, high-quality operational delivery, and sustainable organisational growth. The COO will play a pivotal role in shaping the Trust's operational culture, strengthening distributed leadership, and ensuring that resources are used wisely in service of the Trust's mission: *Together we help every child to flourish, opening doors to fulfilling futures.*

A central aspect of the role is developing the strategic maturity of the Trust's operational leaders. The COO will intentionally build leadership capacity across business functions, enabling team leaders to think and operate more strategically over time and supporting a progressively more distributed leadership model.

The COO will also serve as the Trust's Chief Financial Officer in accordance with the Academies Trust Handbook, ensuring the highest standards of financial propriety, transparency, and value for money.

#### Key Responsibilities

##### 1. Financial leadership and stewardship (CFO)

- Act as the Trust's Chief Financial Officer, ensuring compliance with the Academies Trust Handbook and all relevant financial regulations
- Provide strategic financial leadership, ensuring long-term financial sustainability and strong resource alignment to Trust priorities
- Lead the development and oversight of Trust budgets, financial planning, and financial reporting
- Ensure robust financial controls, audit readiness, and high standards of financial propriety



- Work closely with the CEO (as Accounting Officer) to ensure effective financial governance and assurance
- Line manage the Trust finance function, ensuring high performance and continuous improvement

## **2. Executive leadership and CEO partnership**

- Serve as a trusted strategic partner to the CEO, contributing to whole-Trust strategy and decision-making
- Support the CEO in organisational planning, risk management, and delivery of strategic priorities
- Provide clear, balanced advice on operational and financial implications of strategic decisions
- Contribute to the development of Trust-wide plans, including business planning and risk management

## **3. Operational leadership and business services**

- Lead and line manage core business functions, including HR, estates, and IT (directly or through senior leaders)
- Ensure high-quality, efficient central services that support schools effectively
- Strengthen consistency, clarity, and accountability across operational leadership
- Develop clear operational frameworks that enable schools to focus on educational excellence
- Promote a culture of professionalism, service, and continuous improvement across business functions
- Intentionally build the maturity of each function so that strategic ownership increasingly sits with the relevant leader

## **4. People leadership and organisational development**

- Provide strong, values-led line management to senior operational leaders
- Actively develop the strategic capacity of team leaders across finance, HR, estates, and IT
- Support leaders to move beyond operational delivery into confident, strategic ownership of their areas
- Create clarity of expectations and support leaders to demonstrate strategic thinking, planning, and impact
- Build a culture of empowered and accountable leadership across business functions
- Over time, develop a more distributed leadership model, enabling senior leaders to take increasing strategic responsibility
- Demonstrate the confidence and professional generosity to devolve aspects of the role as leadership capacity strengthens
- Ensure people systems and leadership behaviours support both organisational resilience and staff wellbeing

## **5. Estates, infrastructure, and operational sustainability**

- Provide strategic oversight of the Trust's estates, capital planning, and compliance responsibilities
- Ensure effective management of health and safety and statutory compliance areas
- Support sustainable approaches to estates planning and resource deployment



- Ensure infrastructure decisions support long-term organisational effectiveness

## 6. Risk, compliance, and assurance

- Ensure strong operational compliance across the Trust, including finance, HR, estates, and data protection
- Contribute to Trust-wide risk management and assurance processes
- Support the CEO in maintaining robust internal controls and assurance frameworks
- Ensure operational readiness for audit, inspection, and external scrutiny

## 7. Trust growth and external relationships

- Support the Trust's growth and development, including due diligence for schools joining the Trust (particularly financial and operational)
- Build strong working relationships with school leaders to support operational effectiveness
- Contribute to the Trust's external credibility through professional and values-led engagement

## Additional responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## Health and Safety:

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_