

**SCHOLARS ACADEMY TRUST**

Fulfilling every child’s potential

 

**Chief Operations Officer Pack**

 

[www.scholarstrust.co.uk](http://www.scholarstrust.co.uk)

Thank you for requesting details for the post of Chief Operations Officer at Scholars Academy Trust starting 1 September 2021.

The Chief Operations Officer role is a strategic leadership role to take the Trust forward as it grows. The role is full time and involves working closely with executive leaders to continue to make the Trust a success.

Currently we are a small trust with two schools consisting of Launde Primary School and at Glenfield Primary School. Scholars Trust began in 2013 with Glenfield joining in 2014. The schools are highly successful with good outcomes for pupils which we will strive to maintain over the coming years. The trust is actively seeking to grow and we hope the new post of Chief Operations Officer will contribute towards that aim with having all key personnel in place to expand our thriving trust.

Our ambition for all schools in Scholars Trust is to provide a “World Class” education for our children by equipping them with the skills and knowledge for them to make a strong contribution to the communities they live in both now and in the future. Staff have close working relationships between the academies with everyone working together to provide the best for the children. There is a rich pool of talent within our academies from teachers, support staff, parents and governance. We see it as our job to nurture this talent through partnership and collaboration to ensure we capture great ideas and make innovative improvements.

Scholars currently has teaching school status, but with the emergence of Teaching Schools Hubs for which we remain an associate partner with, as Oadby Learning Partnership through which we will continue to enhance our teacher support programmes. The programmes which we have a proven track record of and are well established, successfully support schools both within and beyond the Trust. This further enhances Scholars to develop and maintain an outward looking approach so that it is always at the forefront of educational change.

Scholars has a strong and committed Trust Board who are passionate about improving the quality of education for all pupils. The Trustees provide strong clear leadership within Scholars Trust and supports governing bodies to do the same at each school level.

We are able to offer an exciting opportunity for an inspirational Chief Operations Officer who has a clear understanding of how to provide strong leadership adding to the current leadership of the trust. The successful applicant will join an exceptional team of skilled enthusiastic and dedicated individuals.

For more information about the work of the Trust please see the scholars website at <https://www.scholarstrust.co.uk/> and the teaching school site on <https://www.olpteachingschool.org/>

We hope you find the information useful and should you have any questions please feel free to contact the schools to speak to the executive head teacher, Inderjit Sandhu, about the role on 07710915556 or on the school number 0116 2712261.

Closing date for applications 14 June 2021. Please send completed applications to [office@launde.leics.sch.uk](mailto:office@launde.leics.sch.uk) or via the eteach application portal.



**SCHOLARS ACADEMY TRUST**

**Vision**

To ensure Scholars Academy Trust is a recognised centre of educational excellence where our pupils and teachers will achieve exceptional outcomes.

**Mission – what do we need to do to get there?**

Our mission is to draw on the individual strengths of each academy school in the Trust to build good practice and ensure that outstanding teaching and learning is at the heart of everything we do. Pupils will achieve excellent academic outcomes in a safe and nurturing environment and be empowered to make decisions about their lives and their contribution to society. We will nurture our staff professionally and foster positive relationships with our parents and the wider community.

**Our Values**

1. **Focus: pupils at the core of everything we do.** Our overriding aim is to ensure that success and wellbeing of all pupils educated within the MAT so that they fulfil their potential. We believe that if pupils do not benefit, it is not worth doing.
2. **Outcomes: Measuring our results, ensuring that pupils achieve to their full potential.** Only the best will do for our pupils. We constantly review our results in all areas of learning, including non-academic. We support staff to grow, develop and challenge themselves to take educational risks to support the best outcomes.
3. **Inclusion:** **a voice for everyone and everyone is heard**. It is important that both adults and pupils are involved in the teaching process and opinions valued.
4. **Diversity:** We value the strengths and enrichment that working in a diverse community brings to enhance educational learning and understanding.
5. **Quality: excellence through innovation, creativity and continuous improvement.** Quality teaching and learning will be our key priority, striving for excellence in creative and mature ways. No complacency.
6. **Collaboration: together we are stronger.** We passionately believe schools should work in partnership to pool resources, expertise and skills to provide the best for all pupils.
7. **Challenge**: **providing peer to peer support as critical friends.** There is an expectation of staff providing professional support, challenge and development as critical friends to each other in order to gain continuous improvement and maximise outcomes for pupils.
8. **Innovation: to be at the forefront of educational innovation and excellence.** To use our links to the Teaching School to ensure we are at the forefront of educational research, innovation and excellence. The MAT will develop and nurture high quality leadership in order to ensure innovation leads to continual improvement in learning for all pupils.

**Integrity, transparency and fairness in all we do is an important part of**

**our everyday work.**

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**SCHOLARS ACADEMY TRUST**

**Post title: Chief Operations Officer**

**Grade: 12 - 13 £36,711 to £46,203 per annum, depending on experience**

**Role: Full time 37 hours per week**

To provide strategic leadership to the Trust Board by leading and managing all financial, estate/premises and HR matters by providing a high quality, responsive, effective and efficient support service.

The postholder is responsible to the:

* Executive Headteacher and Trustees in all matters
* Chief Financial Officer
* The postholder is also expected to interact on a professional level with colleagues to promote a mutual understanding of issues related to his/her area of work

**Job Purpose**

* To provide the strategic leadership of the business function of the schools to support the development of our pupils and standards for our pupils
* To provide advice and guidance to the Trustees, Executive Headteacher and Governors on strategic financial planning, HR and estates management including health and safety
* To liaise with the CFO to ensure appropriate use of resources and value for money
* To be responsible for ensuring that the business management function operates in accordance with statutory regulations and that high levels of customer service are provided
* Be part of the Trust Leadership Team

**Strategic**

Provide the leadership and management of the business management functions within the Trust including:

* Ensuring that the business management functions operate in accordance with statutory regulations.
* Interpretation of new legislation and guidance and identification of the implications for the schools.
* Support the effectiveness of the business team to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision.
* Ensuring procedures for the recruitment, appointment, induction, review and development of staff across the Trust are compliant with statutory guidelines.
* Develop and implement procedures to evaluate the effectiveness of the policies and feed directly into improvement planning of the Trust.
* Establish standard operating procedures and other processes to maximise the efficiency of the office staff within the Trust and provide for service continuity in the event of staff absence.
* Develop an on-going customer service focus.
* Develop and share good practice within the Business Management Team, across the schools and within partnerships of other schools and relevant bodies.
* Securing arrangements to source external advice where appropriate.
* To lead the development of income generation within the ethos of the Trust through timely developing capital bids, seeking grants and developing trading services as appropriate.
* To project manage new schools into the Trust with other Trust leaders.

**Finance**

In conjunction with the CFO provide the leadership and management of finance including:

* Deputising as the Chief Finance Officer as defined in the Academies Financial Handbook.
* Ensure that the finances are managed effectively and in compliance with all relevant financial regulations. This includes official and private funds.
* To contribute to the preparation and setting of annual and long-term budgets including revised estimates, volume standstill, savings and growth and the identification of future changes in funding levels and expenditure needs.
* To be responsible for the monitoring of the budget for the current financial year including reporting to senior leadership and Trust Board.
* To establish appropriate arrangements for the financial planning and monitoring of any traded activities.
* To prepare business case assessments and advise on the suitability and viability of project and initiatives.
* Contribute to preparation of year end accounts for the Trust and teaching school.
* Liaison with external auditors and establishment of appropriate internal audit processes.
* Provide advice to budget holders, staff and Trustees relating to the efficient management of resources.
* Ensure effective arrangements for the provision of a payroll system for school staff including returns to Inland Revenue and other bodies.
* Secure appropriate arrangements for the effective administration of pension schemes for teaching and support staff.
* Ensure that procurement arrangements represent best value and meet relevant tendering procedures.
* Benchmark financial spending and report to Trustees.
* Ensure proper accounting records and kept and control exercised over accounting arrangements.
* Select types of investment which are appropriate for the Trust, taking account of risks, views of stakeholders and identify possible and suitable providers to maximise return.

**Human Resources**

To secure appropriate arrangements to enable the school to perform human resources functions effectively and in accordance with statutory regulations and guidance including:

* Advise the Headteacher, school leaders, other staff and the Trustees on human resources issues.
* Ensure human resource issues are managed effectively and are compliant with relevant statutory/regulatory guidance including recruitment, grievance, disruption and organisation policies.
* Arrangements for an effective case work service relating to individual staff including attendance management, capability, grievance and disciplinary procedures.
* Ensure that appropriate arrangements are in place to secure effective induction of new staff across the Trust.
* Support the school leaders in the recruitment, performance management and development for all non-teaching staff.

**Risk Management**

To ensure that there are appropriate arrangements to manage and reduce risk including:

* Securing appropriate insurance for the Trust’s assets and activities.
* Development and maintenance of risk registers and business continuity plans within the Trust.
* Ensure schools within the Trust comply with above.

**Governance Administration**

* To work successfully with the administration staff within school and the Governance Leader to ensure there are effective administrative systems and support for the efficient operation of the Governing Boards and Trust Board.

**Facilities Management**

* Ensure that an annual premises review is undertaken and oversee the 5 year premises maintenance and improvements plans.
* Explore commercial contracts to ensure best value and oversee the management and implementation of all commercial contracts.
* Manage the assets of the Trust and ensure there are appropriate replacement plans that are adhered to including IT and buildings.
* Reporting directly to the DFE/ EFSA on all premises matters and building conditions as required with for current and new schools joining the Trust

To manage the premises staff to ensure that the estates function is managed effectively and in accordance with the operational needs of the school and any regulatory requirements.

**Health and Safety**

To ensure that appropriate arrangements are made to:

* Develop and maintain the Health and Safety Policy within the Trust.
* Ensure all Health and safety compliance requirements are in place.
* Develop and implement an internal audit process, review termly with premises staff.
* Ensure effective procedures are in place for reporting of accidents and near misses.

**Personal Development**

* Undertake appropriate and regular training and development to maintain his/her knowledge and improve practice;
* Keep up-to-date with current educational developments and legislation affecting academies;
* Participate in regular performance management.

**Additional Duties**

* As a member of staff working in a school setting to have a duty to help keep pupils safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students.
* To ensure awareness of and compliance with personal responsibilities and requirements in Trust policies and procedures including Health and Safety and Equal Opportunities.
* As a member of staff within the Trust who works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
* To carry out such other duties which may be required from time to time within the grading of the post.

**Terms of Employment**

All offers of employment are subject to the trust receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.

**Hours of Work**

Working hours are usually between 8.00am and 4.30 all year and you will normally be required to work between these hours as arranged with the Executive Headteacher. Mandatory attendance at key evening meetings will be taken off as Time Off in Lieu by agreement during the same working week as the meeting.

Holiday leave authorised during school holidays only.

Health and Safety

The post holder must at all times carry out his/her responsibilities with due regard to the Trust's policy, organisation and arrangements for Health and Safety at Work.

Safer Recruitment Statement:

Scholars Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an enhanced Disclosure via the Disclosure Barring Service (DBS).

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title and grade.

Acceptance of the Job Description

I have read and accept the content of the job description.

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

**Person Specification – Chief Operations Officer**

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|  | **Essential** | **Desirable** | **A=application**  **R=reference**  **I=interview**  **C=certificate** |
| **Qualifications** | * At least to A level standards and must include GSCE in English Language and Maths (or equivalent) * Professional qualification in business management | Degree or equivalent  Higher degree | A C |
| **Experience** | * Managing strategic financial plans * Managing budgets, financial reporting, procurement and fixed assets * Financial analysis and reporting * Managing and leading teams * Working effectively with internal and external partners | * Working in a strategic role in the educational sector * Project management * Managing at a senior level * Experience of leading performance management of staff * Managing H&S | A R I |
| **Knowledge** | * Financial management and accounting procedures * School resource management * Information management systems * H&S policies/codes of practice/legislation * Resource management and procurement * Premises maintenance * Personnel procedures and employment legislation * Risk management and impact evaluation * An awareness and understanding of safeguarding responsibilities of all adults who work with children | * School financial management and accounting * Understanding of using SIMS and finance packages * Experience of working with Governing Body Boards, Trust Boards or Board of Directors | A R I |
| **Skills** | * Excellent literacy, numeracy and ICT skills * Analytical skills * Ability to use initiative, prioritise, meet deadlines * Excellent interpersonal skills * Effective communicator and presenter – orally and in writing * Ability to lead and also to work as part of a team * Ability to maintain a positive and professional demeanour |  | A R I |
| **Personal Qualities** | * Energy, drive, commitment and enthusiasm * Highly organised and able to prioritise and adapt to change quickly * Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently * Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options * Strong team player with ability to work collaboratively * Capacity to work under pressure to meet deadlines and organisational priorities * Commitment to staff’s and own personal development * Willingness to commit to the Trusts vision and go the extra mile in order to achieve it | * Excellent skills in strategic planning and strategic management of financial resources | A I |
| **General** | * Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda * Driving licence and own transport |  | A I |