

Job Description: Chief Operating Officer



Post Details

School/setting: Twynham Learning Core Services
Post type: Support staff (Leadership)
Grade/Pay Level: Grade 16
Responsible to: CEO

Main Purpose

The Chief Operating Officer will work alongside the Chief Executive Officer and Deputy CEO/Director of Education in strategically leading and managing the trust delivering the Twynham Learning Excellence Strategy. Reporting to the CEO, they will be responsible for setting the strategy for finance and business operations, managing risk and co-ordinating central services in delivering high quality support to schools and partners. This post is essential in ensuring the professional running of the schools and services, ensuring compliance and accountability for excellence within all related areas of operations. The responsibility of Chief Finance Officer (CFO) is also a key aspect of this role with all statutory duties linked within the role, working with and advising both the Trust Executive Team and Twynham Learning Trust Board, particularly as the trust grows and expands.

Duties and Responsibilities

Overall Strategic Responsibilities

The postholder will be expected to manage a corporate portfolio and be a conduit with external agencies such as DfE/ ESFA, Ofsted and LAs to ensure that Twynham Learning continues to be highly regarded for its professionalism and impact. Key aspects of this role will be:

- Executive Director responsible for delivering **Strand 2- Governance and Financial Framework** alongside **Strand 3- Risk and Infrastructure Framework** of the **Twynham Learning Operating Model** delivering the underpinning approved policies including but not limited to the **Academies Handbook**.
- To lead Strand 2 and 3 TL Operating Model aspects of due diligence and growth risk assessments.
- Direct the workflow of core services professionals and evaluate effectiveness as the accountable executive in line with the **Twynham Learning Excellence Strategy** priorities particularly **Key Objective 4- Building a Sustainable Future and Key Objective 5- High Performing Teams**.
- Manage the Core Services team and respective functions.
- Balance involvement at a strategic level - providing clear intent in line with the CEO's priorities - whilst building capacity of team managers to have high levels of effectiveness utilising situational leadership to be independent decision makers and owners of respective standards and compliance measures.
- Demonstrating matrix management and the capacity to work alongside respective executive leaders whilst ensuring that core services managers are line managed and developed.
- Be the Chief Financial Officer and principal contact for external agencies including internal and external audit processes.
- Represent the Trust Executive Team through reporting to the Trust Board Resources Committee and Audit Committee as the executive lead.
- To have a strong awareness of income opportunities, funding and wider grant funding that will enhance the mission of the trust.
- To represent the trust at local, regional, national level where appropriate, as an exemplary ambassador for Twynham Learning.
- To deliver the expectations required of a senior executive leader and all other reasonable requests from the CEO/Trust Board.

Financial Management:

- Provide leadership and specialist technical advice to the TL Executive Team and Trust Board.
- To ensure that lines of risk governance are firmly established and that there is a consistent and coherent financial accounting process evident in all present and future schools.
- Develop robust financial management policies, processes and reporting systems to ensure full compliance with both governance and financial regulations.
- To demonstrate strategic financial management by the intelligent use of information and data to predict, adjust and mitigate risk and opportunity having both a strong grasp of accounting procedures alongside strategic interpretation and response.
- Prepare annual and multi-year income and expenditure budgets for the income and expenditure of TL with due consideration of the assumptions, probabilities and risks of those budgets.
- Support financial management professionals to prepare monthly budget reports setting out the income and expenditure to-date and forecasts of year end outcomes and recommendations to meet agreed financial targets and monthly reports to Trustees as required by Academy Trust Handbook.
- Preparation and presentation of Trustee Board Reports.
- Prepare accurate, representative financial reports as required by the DfE and ESFA as per the specified reporting cycle. Such as Budget Forecast Return (BFR), Annual Accounts Return (AAR), Land and Building Collection Tool (LBCT), School Resource Management Self-Assessment Tool (SRMSAT), Condition Spend Collection Tool (CSCT) returns, and other returns as required by ESFA from time to time.
- Prepare year end accounts in liaison with TL Board of Trustees and auditors.
- Advise the TL Board of Trustees and Executive Leadership Team on the financial implications of proposed initiatives and changes in policies relevant to Twynham Learning and future business entities, structures and intended growth hubs.
- Ensure the accurate, timely payment of salaries to all staff in line with agreed pay conditions, contracts and relevant legislation.
- Prepare and maintain the Twynham Learning Trust Risk Register maintaining corporate oversight and responsibility for regularity of review, appropriateness and required directed actions.
- Oversee the development of Business Continuity Plans for Twynham Learning ensuring that they are robust, transparent and understood.
- Be primary contact for auditors both internal and external for audits as required by Academy Trust Handbook

Risk Management and Insurance

- To provide assurance to internal and external regularity bodies (TL Board, ESFA etc.) that risk management procedures are robust and fully compliant.
- To ensure that risk management procedures are embedded and remain a 'high profile' within the culture of the trust.
- Negotiate and commission appropriate insurance to protect the trust and its respective occupants.

Facilities and Estate Management

- To deliver a personalised and bespoke infrastructure strategy for TL schools and partners utilising resources to build a sustainable future.
- To have financial oversight over funds such as SCA and other sources of capital funding to fairly and appropriately resource maintenance, essential repair and capital investment.
- To line manage the Estates Manager and provide technical and management oversight in the delivery of their duties.
- Monitor and manage contracts and ensure that commissioned services receive appropriate levels of quality, value for money and remain competitive.
- To procure and contract manage the catering contract ensuring that facilities and product match the approved contractual obligations.
- To identify risk within capital projects and mitigate through securing funding, timely intervention and future opportunities.
- To lead on risk and due diligence on future growth and conversions and support the CEO with clear recommendations and mitigating actions.

- All procurement and policies are appropriate to ensure strong contract management and legal compliance.
- All sites within the trust to be fully legally compliant with checks, statutory inspections, fire safety and are ready for usage as required.
- Design future growth and expansion and have oversight over future required posts, affordability and technical expertise required to sustain a high quality, affordable service.

ICT

- To provide oversight of the development of ICT and ensure that a robust and forward-thinking plan is in place within the constraints of system challenges.
- ICT policies, procedures and systems are aligned with Twynham Learning safeguarding and data protection policies and legislation.
- ICT systems including hardware, software and connectivity are effectively managed to limit malfunction and reduce the risk of maluse by pupils, staff, volunteers, parents and other users;
- The effective commission, procurement and management of external resources and services required for the ICT function

Administration, Statutory Legal Duties and Operational Support

- All legal requirements are met in both spirit and letter of statutory expectations ensuring that TL is an exemplar of due diligence and risk.
- To ensure that the administrative planning within the trust (both core services and schools) meets an expected corporate standard, protecting reputation and presenting the organisation in the best light.
- To ensure that trust processes broadly align and are consistent, coherent and cogent.
- Communications and PR are delivered within the expected tone of the TL approach and is further developed to maintain a high-quality level of engagement both internally and externally.
- To ensure that legal requirements around consultation, INSET, admissions etc. are organised in adequate time and compliant with guidelines.

Miscellaneous

- To represent Twynham Learning as a senior director as and when required with a high level of discretion, authenticity and professionalism.
- To have a forward-thinking approach towards change and transformation with an astute level of guidance and support to identify, plan and implement what is required and embrace the leadership model of 'Executive Intent' utilising both Servant and Situational leadership approaches as a compass to decision making and high levels of independence and professional discretion within this framework.
- To ensure that Twynham Learning is organised such that it is regarded as both the employer and educator of choice meeting the ethical expectations of our Twynham Learning principles of Humility, Equality, Community.
- Undertake any other professional duties that are commensurate with this role and which are reasonably assigned by the CEO and/ or the Twynham Learning Board of Trustees

Safeguarding Duties and Responsibilities

- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

Twynham Learning Attributes for all Staff

Ambition for excellence
Professionalism
Humility
Championing change

Inclusiveness
Positivity
Community-mindedness
Being collaborative

Person Specification	Essential	Desirable
Qualifications		
Professional qualifications in accountancy - CCAB qualified	Essential- with a minimum of 2 years post qualification experience.	
Professional School Business Management Qualifications		Desirable- Evidence of CPD
Degree Graduate	Essential- minimum of a degree	Desirable- Post-graduate qualifications welcome
Other relevant professional qualifications (HR, Premises, Project Management, Health and Safety)		Desirable-Wider experience of the key functions of trust management.
Experience		
Delivering financial strategy and planning as a core responsibility	Essential- Financial management at director/ senior management level	
Experience of managing a large team within an organisation as the accountable manager/director	Essential- Capacity to lead teams with evidential impact	
Experience of the education sector (academies or LA)		Desirable- Understanding of the MAT sector
Procurement and Contract Management		Desirable
Successful team leadership	Essential- leadership skills that have impacted positively at a team level.	
Successful experience of working within a management team at senior level	Essential- demonstrate experience of managing a portfolio alongside other leaders/decision makers.	
Working with Governors, Trustees or equivalent.		Desirable
Working with a range of external partners		Desirable- Experience of external regulatory partners
Project Management		Desirable
Knowledge and Skills		
Ability to work strategically	Essential	
High degree of analytical skills	Essential	
Organisational skills and programme management	Essential	
High levels of communication skills (both oral and written)	Essential	
Strong IT skills and capacity to utilise new systems to maximise performance	Essential	
Broad knowledge of non-specialist areas such as Health and Safety, HR and administration		Desirable
Risk Management		Desirable
Matrix Management- working with/across teams/departments		Desirable
Personal Qualities and Attributes		
Capacity to uphold and exemplify the Twynham Learning employee values and attributes.	Essential	
Exemplify the Nolan Principles of Conduct in Public Life	Essential	

Highly committed to equal opportunities (Equality Act 2010)	Essential	
High levels of resilience and agile thinking to deliver within varying situations and pressures	Essential	
Authentic, honest and able to share a discerned view at whatever level required.	Essential	
Committed to CPD of self and others.	Essential	
Innovative and entrepreneurial	Essential	
Exceptionally high levels of patience for CEO's never-ending 'bright ideas'!	Essential	

Other Duties
All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Notes
This job description is not comprehensive and is subject to regular review. It will change from time to time in negotiation with the CEO to ensure that it best matches the ever-changing requirements of highly regarded trust with a strong model for engagement and expansion.

Key to Acronyms Used/Glossary of Terms Used in this Job Description	
TL = Twynham Learning CEO = Chief Executive Officer COO = Chief Operating Officer CFO = Chief Finance Officer BFR = Budget Forecast Return AAR = Annual Accounts Return LBCT = Land and Building Collection Tool	DfE = Department for Education ESFA = Education & Skills Funding Agency LA = Local Authority SRMSAT = School Resource Management Self-Assessment Tool CSCT = Condition Spend Collection Tool PR = Public Relations SCA = School Condition Allocations