



CASCADE MULTI-ACADEMY TRUST

CHIEF OPERATIONS OFFICER

RECRUITMENT PACK





INTRODUCTION

From the CEO

Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right Trust to work with is a very important decision. We would recommend that you visit the Trust and take a tour before submitting your application to understand the vision and values of our Trust.

Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owler Brook and Whiteways Primaries. All our schools have been graded Good by OfSTED in the last 6 months. We are a growing Trust and have a number of schools that have expressed an interest in joining us.

Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff in to leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us please visit our website <https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust



OUR PEOPLE



Sue Bridges
Chief Executive



Lyn Burgin
Chief Officer Finance and
Operations



Lisa Whitehead
Cascade Inclusion Lead



Kevin O'Donnell
Trust Catering Manager



Andy Roe
Trust Facilities Lead



Sydney Thornton
Trust Finance Manager



Linda Brown
HR Specialist



Dyane Spencer-Barrett
HR Specialist



Jayne Wall
Administration & Finance
Officer



Sarah Scholes
Trust English Lead



Cathy Cooke
Trust EYFS Lead



Hannah Burns
Trust Maths Lead



Sarah Bywater
Trust Curriculum Lead



Mo Andrews
Headteacher - Beck



Laura Duckworth
Headteacher - Hucklow

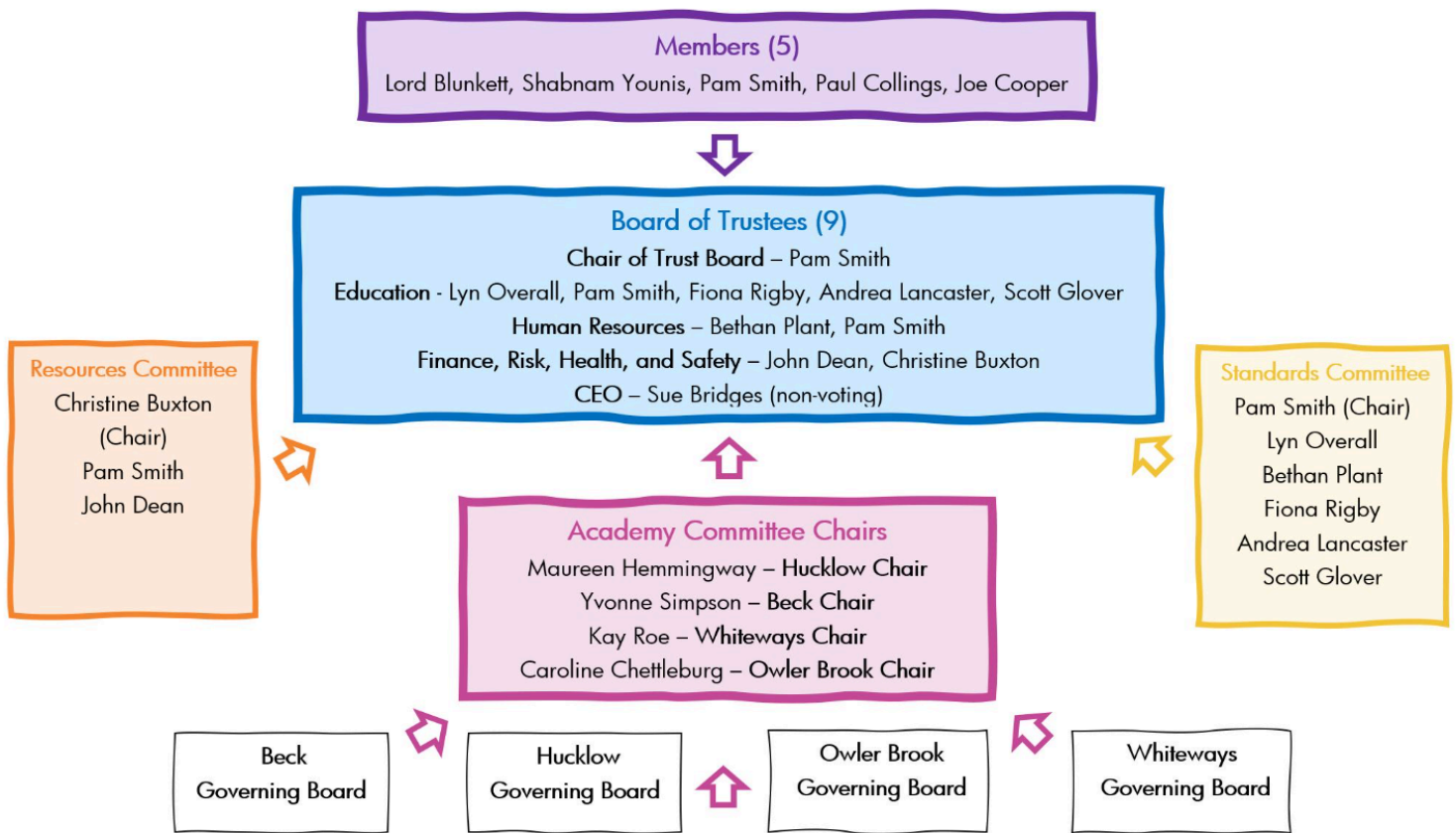


Kit Oldham
Headteacher - Owlter Brook



Anna Ross
Headteacher - Whiteways

GOVERNANCE



OUR VISION



To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

OUR PRINCIPLES



In our schools we will ensure that

An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

WHO WE ARE



Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be.

SUMMARY



Chief Operations Officer

Are you a visionary leader with a track record of operational excellence?

Are you able to navigate complexity, operate within regulated activity, embrace change and have exceptional interpersonal skills?

Are you committed to your own development as well as that of others?

Do you have a great sense of humour and a resilient attitude?

If so, we invite you to join our dynamic team as the Chief Operations Officer (COO) of Cascade Multi Academy Trust

Vacancy Details

Workplace - Cascade Multi Academy Trust, The Lodge, Trust Office, Hucklow Primary School, Hucklow Road, Sheffield, S5 6TB

Detail - The salary is £67,427 to £72,216. The starting point is dependent on experience and qualifications. 37 hours/52 weeks

Reporting to - CEO and the Board of Trustees, Members of the Executive Leadership Team

Applications - For further information please contact **Sue Bridges, CEO, sbridges@cascademat.co.uk**

Completed application forms should be sent to recruitment@cascademat.co.uk

Closing date: 31st January 2025

Assessment Centre: 10th and 11th February 2025

Starting date: August 2025

JOB DESCRIPTION



Chief Operations Officer

Main Purpose

As the Chief Operations Officer (COO) you will play a pivotal role in shaping the strategic direction of our organisation ensuring compliance, supporting innovation and driving operational excellence. The COO will support and report directly to the CEO.

The COO will lead the delivery of high quality, responsive, cost effective business services which includes Finance and Administration, Health and Safety, Risk, HR, Catering, Marketing, Communication and IT

Specific Responsibilities

Strategic Leadership and Trust Development

The COO will be accountable for providing strategic vision and leadership across non- educational trust functions with a focus on enabling activities, systems and processes to enhance the Trust educational performance, and for supporting the delivery of the Trust's vision and values.

The COO will:

- Contribute to, and support the deliver of, the trust's strategic aims.
- Contribute to the Trust's strategic planning, taking ownership of aspects of key documents such as the business plan, business continuity planning, the long-term strategic plan, risk assessments and self-evaluation documents.
- Develop the Trust's central services to meet requirements and promote operational excellence.
- Support the growth and development of the Trust, including due diligence and supporting schools as they join the trust.
- Contribute to the Trust's risk framework and take appropriate steps to mitigate identified risks
- Develop and embed the Trust's ethos and values, supporting the creation of a trust culture that embodies these values.
- Ensure full compliance of regulated activities and ensure that periodic changes to statute, guidance and regulations are planned for, costed and made clear to the wider executive team and Trust Board.
- Attend Trust Board meetings and brief Trustees accordingly.

Finance and Procurement

Along with the CEO, the COO will be accountable for the health and sustainability of the trust's finances.



The COO will:

- Undertake the role of the CFO
- Develop, implement and monitor the Trust's business plan and budget, using effective financial and budget modelling and benchmarking to support strong decision-making.
- Establish and monitor the Trust's financial policies and procedures, taking appropriate action to address financial risks, problems and irregularities.
- Work with the Head of Finance to present the Trust Board with clear, accurate and timely financial reports.
- Develop and oversee the Trust's marketing and income generation strategies, including grant applications and other fundraising, and supporting individual academies with their fundraising efforts.
- Work with the Head of Finance and Headteachers within the Trust to prepare and monitor individual academies' budgets in line with school development plans and the Trust's strategic objectives.
- Work with the Head of Finance to ensure the timely submission of the Trust's financial returns and reports, including monthly management accounts.
- Manage the internal scrutiny and external audit procedures for the Trust and its constituent academies, and follow up on any recommendations resulting from audits.
- Establish and monitor effective procurement procedures in order to achieve financial efficiencies, including overseeing the tendering processes.
- Ensure the Trust complies with financial regulations and standards, working with the CEO in their capacity as accounting officer.
- Oversee the Trust's commercial contracts, ensuring they represent value for money.
- Work with external auditors and accountants to ensure compliance with financial regulations.
- Ensure the wider executive team and Trust Board are kept up to date and assured of all Trust non-educational developments and plans through regular evaluative reporting arrangements.

Compliance and Safeguarding

The COO will be accountable for ensuring that the Trust remains compliant in all relevant legal and statutory responsibilities, and that the trust effectively safeguards all members of its community.

The COO will:

- Support the CEO and other senior Trust leaders with their responsibility for safeguarding.
- Ensure the Trust meets requirements set out by Companies House, the Charity Commission, the Department for Education and the Education and Skills Funding Agency.
- Embed Trust-wide accountability and quality assurance procedures to achieve compliance including establishing/sustaining a safeguarding culture at all levels within the Trust.
- Ensure the Trust meets requirements related to health and safety and data protection.
- Promote and comply with Cascade policies and procedures on safeguarding and child protection
- Ensure that Cascade MAT is a safe place for pupils and staff to work

Resource and Services Management



The COO will be accountable for the development, delivery and quality of the Trust's non-educational functions and services, including IT, human resources, premises facilities and catering.

The COO will:

- Develop, implement and monitor strategies and operational models for central services that align with the Trust priorities, are fit for purpose, high quality and facilitate continuous improvement.
- Ensure, through strong business planning, that the Trust has the human, material and financial resources it needs to operate effectively and meet its aims.
- Provide line management for Finance, HR, Premises, Catering and be responsible for their professional development and annual appraisals.
- Oversee and review contracts for services, ensuring that these are fit for purpose and provide value for money.
- Take responsibility for personnel matters related to all staff, and maintain confidential staff records.
- To be a strategic point of contact for HR, Pensions and Pay policies and provide a cost effective, high performing service.
- Lead on the recruitment for Central Trust staff, and support school leaders in recruitment at school level.
- Take responsibility for safer recruitment procedures for the Trust and its schools.
- Oversee the Trust payroll, ensuring payroll information is correct, returns are completed by required deadlines, and that payroll is reconciled monthly.
- Oversee Trust and employee pension contributions ensuring accuracy and compliance with current industry practice.
- Develop, implement and monitor the trust's ICT strategy, ensuring that it supports Trust and school needs and aims across all trust functions.
- Work with IT Provider to develop, operate and maintain an effective IT infrastructure for the Trust and its schools, including asset disposal procedures.
- Work with the Trust Facilities Lead to oversee the management of the Trust's buildings and premises, including regular maintenance and investment in capital improvements and an annually updated, planned and costed Strategic Asset Management Plan.
- Work with the Trust Catering Lead to oversee the management of catering across the Trust ensuring quality, best value and compliance.
- Oversee capital works projects, ensuring that they support the Trust's aims, are delivered on time and deliver value for money.
- Ensure effective governance, scrutiny and oversight of all the Trust's operations.

Leading and Managing the Trust



The COO will be accountable for supporting the efficient, effective and compliant management of the trust and its academies, and for providing motivational leadership at all levels of the Trust's organisation.

The COO will:

- Develop effective relationships with Trust stakeholders in order to support the trust's development and growth.
- Develop, implement and monitor Trust policies within their remit.
- Provide appropriate and timely reports to the Trust Board and other Trust leaders to support effective leadership and governance.
- Ensure that the Trust has the appropriate management systems and structures and capacity to carry out its
- Work effectively, identifying opportunities to improve the trust's overall effectiveness and implementing appropriate strategies to achieve improvements.
- Monitor and develop organisational progress, providing information to the Trust Board as appropriate with quantitative and qualitative data and evaluation.
- Lead the process of adding new schools to the Trust, including due diligence and on-boarding procedures.
- Act as a representative of the Trust in external networks and forums, raising the profile of the Trust, engaging with the wider sector, and ensuring that the Trust is alert to information, changes or opportunities that could impact on its work.
- Identify, monitor and mitigate operational risks through effective work with other Trust leaders.

Culture

- To promote diversity and equality of opportunity in all of the Trust's work and practices
- To build a Trust wide staff culture where everyone is valued, respected and well equipped to perform their role and respond to the changing landscape.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Cascade Multi Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities, Data Protection and Health and Safety.

PERSON SPECIFICATION



Chief Operations Officer

Requirements	Essential Desirable
Qualifications	
At least one of the following: Degree, Masters, ICAEW, CIMA, ACCA or CIPFA	E
CIPFA Diploma in School Financial and Operational Leadership, CIPD Level 5, NEBOSH General Certificate	D
Passes at A level (or equivalent) grade C or above	E
5 or more GCSEs at Grade B/Grade 5 or above including English and Maths	E
Evidence of continuous professional development	E
Experience	
At least 3 years' experience of <ul style="list-style-type: none"> - Line Management of other managers - Leading a team - Leading multiple different teams across different disciplines - Operating in a senior management/leadership role - Proven experience of statutory financial reporting 	E
Strategic decision making	E
Presenting at committee or board level meetings	E
Written and delivered training to a range of audiences	E
Undertaken market research ahead of marketing campaign	D
Leading procurement projects	E
Budget management	E
Working in the education sector	D
Leading significant project / change management	E
Oversight of capital project planning and deliver	D
Knowledge and Skills	
Excellent multi-disciplinary skills and knowledge across the areas covered by this role	E
Exceptional understanding of governance and risk	E
Exceptional people management skills	E
Excellent leadership skills	E
Highly proficient user of spreadsheet, word processor and presentation applications across Google Workflow and Microsoft Office and 365	E
Excellent written and verbal communication	E
Exceptional presentation skills	E
Ability to present information in an engaging format	E

PERSON SPECIFICATION



Chief Operations Officer

Exceptional problem-solving abilities	E
Excellent negotiating skills	E
Exceptional ability to analyse and evaluate information to inform own decisions or make considered and evidenced based recommendations to others	E
Exceptional ability to discuss complex management information in an audience appropriate way with a variety of non-specialist stakeholders	E
Excellent ability to build consensus across a variety of different stakeholder groups in challenging circumstances	E
Personal Attributes and Others	
Committed to supporting continuing professional development of staff across the Trust	E
Able to lead by example and embody organisational values through own actions	E
Willing team member with a can-do attitude	E
Organised, able to work on own initiative and meet set deadlines	E
Be able to maintain confidentiality, always acting in a professional manner	E
Be able to create and work in an environment where staff at all levels feel able to offer ideas, feedback and constructive criticism	E

THE APPOINTMENT PROCESS



These notes are intended to guide you when making an application

Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack.



Please limit your supporting statement to two sides of A4 in size 11 font

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for Assessment Centre day – a process that involves several selection methods to assess your skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

recruitment@cascademat.co.uk



CONTACT

Cascade Multi Academy Trust
The Lodge
Hucklow Primary School
17 Hucklow Road
Sheffield
S5 6TB

recruitment@cascademat.co.uk