

E-ACT

OPENING MINDS,  
OPENING DOORS

# DO YOU THINK BIG?

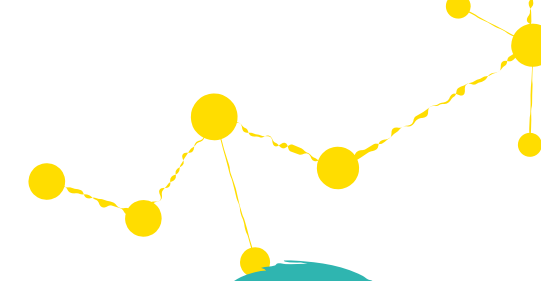
Chief Operations Officer (COO)







# WELCOME



Tom Campbell  
CEO

Thank you so much for taking the time to learn more about the Chief Operating Officer role at E-ACT.

E-ACT is a National and System Leader Multi-Academy Trust, we provide education in London, Birmingham, Bristol, Manchester, Oldham, Buckinghamshire, Northants, Sheffield, and Walsall. As one of the most established trusts in the country we serve some of the most disadvantaged young people.

We are entering a new paradigm at E-ACT, aiming to become 'best in class.' We have been reviewing our education and operational strategy, governance, and organisational culture. Our focus is on providing the very best experience for our pupils and ensuring we recruit, retain, and develop the highest quality staff in both teaching and professional services.

We are an organisation of human capital and we aim to reflect this in the way we work. Our trust is one of the founding trusts in the sector; next year will mark our 17<sup>th</sup> year.

Our trust strategy, 'Opening Minds, Opening Doors,' has the primary objective of developing a 'people first' culture. To this end, we have been developing an organisational People Strategy, which is the centrepiece of our improvement focus.

If you think this could be the role for you, please get in touch.

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Let us introduce

# OUR TRUST



Pupils  
**25,000**

Staff

**3,500**



**93%**

of academies **GOOD**  
or **OUTSTANDING**.



**100%**

of academies have leadership &  
management **GOOD** or **OUTSTANDING**.

Awards



Academies

**38**



Based in **6**  
major cities.

# Chief Operations Officer (COO)

## JOB DETAILS



Location:

**Trust-wide**  
(with national travel as required)



Reports to:

**CEO**  
Chief Executive Officer



Direct Reports:

**Directors/Heads of Estates, IT, Risk &  
Compliance, and Strategic Planning**



Salary:

**Competitive,**  
commensurate with experience



Contract Type:

**Full-time,**  
permanent



**READY**



**E-ACT**



**THIS  
IS US!**



# KEY RESPONSIBILITIES



## Purpose of the role

The Chief Operations Officer (COO) is a key member of the Executive Leadership Team, responsible for the strategic leadership and operational delivery of core trust-wide services. This includes estates and facilities management, IT and digital infrastructure, business planning, and risk management. The COO will ensure that all operational functions are aligned with the Trust's educational mission and strategic objectives, enabling high-quality, cost-effective services that support school improvement and pupil outcomes. They will continuously evaluate what works well and what doesn't, using data-driven insights to refine processes and enhance efficiency. Balancing long-term strategic vision with day-to-day operational excellence, the COO will ensure a seamless, adaptable, and impactful approach to Trust-wide service delivery.

## Digital and IT



- Provide strategic oversight of the Trust's digital infrastructure, ensuring robust, secure, and future-proofed systems.
- Lead the development of a digital strategy that supports teaching, learning, and operational efficiency.
- Accountable for leadership of the centrally led IT support services to academies and central functions
- Ensure compliance with data protection and cybersecurity standards.

## Strategic Leadership



- Work with the CEO to develop and implement the Trust strategy, ensuring alignment with educational priorities and long-term sustainability.
- Identify and assess opportunities for growth and ensure they align with the Trust growth strategy. Lead due diligence and onboarding of acquisitions and any other growth or consolidation projects.
- Drive the annual business planning cycle, working closely with the CFO and Chief Ed Officer to align operational delivery with financial and educational goals.
- Act as a strategic advisor to the Board on matters relating to estates, IT, risk, and operational performance.

## Risk and Compliance



- Develop and maintain a robust risk management framework, embedding a culture of proactive risk identification and mitigation.
- Work with other Trust leaders to develop a framework for monitoring compliance with statutory and regulatory requirements across all operational domains, including health and safety, safeguarding, and procurement.
- Provide Board reports that provide assurance on risk management and that highlight the key risks for the Trust.

## Estates and Infrastructure



- Lead the development of an estates strategy that supports teaching & learning by providing vibrant learning environments.
- Accountable for management of the Trust's estate, ensuring safe, compliant, and fit-for-purpose learning environments.
- Lead capital investment planning, including School Condition Allocation (SCA) and other funding streams.
- Champion sustainability and energy efficiency initiatives across the estate.

## Operational Excellence



- Develop and maintain a robust risk management framework, embedding a culture of proactive risk identification and mitigation.
- Work with other Trust leaders to develop a framework for monitoring compliance with statutory and regulatory requirements across all operational domains, including health and safety, safeguarding, and procurement.
- Provide Board reports that provide assurance on risk management and that highlight the key risks for the Trust.



# PERSON SPECIFICATION



## Essential:

- Proven experience in a senior operational leadership role
- Strong track record of strategic planning, estates and IT leadership, and risk management.
- Excellent interpersonal and communication skills, with the ability to influence at Board level.
- Demonstrable commitment to the values and mission of a multi-academy trust.



## Desirable:

- Experience of working within a MAT or similar educational setting.
- Relevant professional qualifications (e.g. MBA, MRICS, Prince2, NEBOSH, etc.).



## Skills and Behaviours

- Strong strategic thinking and data-driven decision making
- Collaborative leadership style with a commitment to inclusivity
- Ability to lead through complexity and ambiguity
- Confidant communicator and ambassador







## How to **APPLY**

Given E-ACT's national presence, the role is hybrid with opportunities for flexible working. Some travel is expected to get to know our academies and build relationships with key leaders. Meetings take place online and in-person at our offices in Birmingham, Kettering, Lutterworth and Bristol.

The salary is competitive and reflects the fact that we are looking for the best. The role also includes a fantastic pension through the Local Government Pension Scheme and a generous leave allowance.

We will also consider the option of part-time if requested.

Please complete the application form and provide a covering letter on how you meet the requirements of the role. In the letter please evidence your impact in leadership and demonstrable organisational improvement.



Closing Date

**07/07/25**



Interview Date

**TBC**

### Extra Information

Please read the supporting documentation carefully before completing and returning our application and equal opportunities form.

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.

E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.



## Who to **CONTACT**

We hope you're excited about the position. For a discussion about the role please contact:

**Sian John**, Head of Talent and Employee

✉ Email: [sian.john@e-act.prg.uk](mailto:sian.john@e-act.prg.uk)

☎ Phone: 07748 615902

Thank you for your interest in E-ACT.

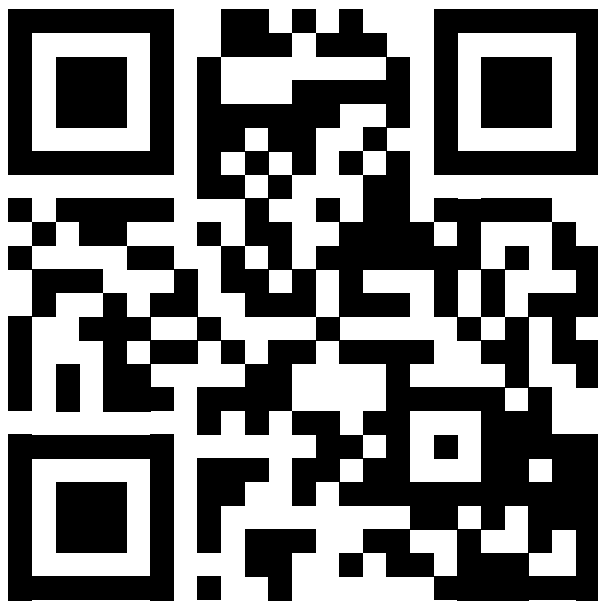
We look forward to receiving your application.

E-ACT

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Find your

**THINK BIG**



Sign up to our talent pool to receive the  
latest vacancies and news from E-ACT

**#WeAreEACT**

Take a look at what our colleagues post



@educationeact



@E-ACTlearning

#thinkbig

#dotherightthing

#teamspirit