



Mighty Oaks
Academy
Trust



CHIEF OPERATIONS OFFICER
(MATERNITY COVER)
CANDIDATE PACK



Letter from the Executive Leader.

Thank you for showing an interest in joining our Central Team at Mighty Oaks Academy Trust (MOAT).

We are looking for a well organised, reliable, trustworthy and enthusiastic individual who has a proven track record as an effective leader. The role will be varied and busy and ideally suited to an organised and efficient individual with an eye for detail and accuracy, and who understands the importance of confidentiality and integrity in the workplace.

The Chief Operations Officer plays a pivotal role in shaping the future of our organisation, working closely with senior leadership to develop and implement strategic initiatives that drive growth, streamline processes, and enhance our competitive position in the market. The ideal candidate will have a strong background in estate management, Health and Safety and compliance, exceptional problem-solving skills, and a proven ability to lead and inspire teams to achieve ambitious goals.

Key responsibilities of the Chief Operations Officer will include:

- Providing strategic direction and oversight for all operational functions.
- Developing and implementing policies, procedures, and initiatives to optimise efficiency and productivity.
- Collaborating with cross-functional teams to drive innovation and continuous improvement.
- Monitoring key performance metrics and implementing corrective actions as needed.
- Building and nurturing a high-performing team culture focused on accountability, collaboration, and excellence.

You will also benefit from the support and experience of our amazing teams and will hopefully find being within Mighty Oaks a rewarding and exciting experience. If, having read the information provided, you think that you are the person we are looking for, I do hope you will apply.

If you would like an initial, informal and confidential conversation please use the relevant contact details below.

We warmly welcome informal, confidential conversations and questions. Please contact us for further information.

CEO, MOAT – Paul.Doddridge@Mightyoaks.uk

Chief Operations Officer, MOAT – Jo.Wootton@MightyOaks.uk

With best wishes,

P. Doddridge

Executive Leader/CEO, MOAT



OUR TRUST

Mighty Oaks Academy Trust began in 2011, initially as a single academy at Priorslee in Telford. We joined with Buildwas Academy, which converted in 2016. Our aim was to develop a strong, collaborative MAT which focussed on primary education. Our MAT employs talented and experienced leaders and practitioners who provide the highest quality school experience possible for each and every one of our children. We have a strong proven track record of strong teaching and learning which is overseen by a team of senior leaders. We are a small, but growing Trust, which enables us to know our schools personally.

We work closely with our schools providing support and structure, where necessary, whilst developing independence and creativity in schools to empower their leaders to imaginatively ensure they provide the very best quality learning opportunities for their children.

Our Vision and Values

At Mighty Oaks Academy Trust, we put the community at the heart of everything we do. This means that in our Trust we aim to:

- Be focussed on the children making sure we provide an engaging, stimulating, and fun environment where our children can thrive
- Have talented and dedicated staff, who put the children at the centre of all they do and go the extra distance to ensure their needs are met
- Value, celebrate and promote difference for all members of our community
- Form strong working partnerships with our parents to ensure that we are partners in our children's education
- Prepare our children for life and enable them to make a positive contribution to their community
- Enable and support schools to provide a unique curriculum that recognises and addresses the characteristics, history, and future of the community we serve
- Work closely with community leaders
- Commit to providing an outstanding education for all our children.

We aim to provide an outstanding learning experience for all our children, which will enable them to become the best possible version of themselves, within the community in which they live and grow. *"Planting the seeds for success".*



Our Schools

Our Trust currently consists of two Primary Schools. We value working with other schools, so each of the Trust's schools is developing wider connections through a range of networks and actively seeks opportunities to work in collaboration with others.

Priorslee Academy



Mrs J Cooper, Head of School



Priorslee is a Primary Academy that is passionately committed to individual achievement, personal growth and the pursuit of excellence for every child. We are firmly committed to providing an inclusive education which meets the needs of all children in our care – ensuring all can achieve the best they can, and all can shine.

Have a look at the wonderful things we get up to on our [Facebook Page!](#)

Priorslee is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At Priorslee, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential. Priorslee Academy is a truly exciting place to learn. No day is ever the same and there is always something new to discover.

We believe that children's happiness and emotional wellbeing is vital and is the foundation for children to be able to thrive and contribute to society. We aim to give children positive initial experiences of learning and relationships, which will help to make them responsible, responsive citizens who appreciate the value of community.



Our core values underpin daily life (ACORNS). We teach our children to **Aspire**, be Community-Minded, to always remain **Optimistic**, to show **Respect** and to **Nurture** ourselves, our passions and others in our school community.

We have a passionate and big-hearted staff team who work hard to provide our children with a huge range of opportunities, carefully designed to spark their interests and enthusiasm, inspire them, and enable them to realise their full potential.

We pride ourselves in our strong home/school relationships. We encourage an open-door policy, allowing parents and staff to meet whenever a need arises. We place a high value on establishing close links between home and the school so that we can effectively work together to achieve the best for your child.

We have worked hard on creating our new curriculum, in which we aim to provide a lively, creative curriculum to challenge and motivate our pupils and enable them to participate in a range of high-quality learning opportunities and experiences. We encourage parental involvement and parents certainly enjoy sharing in.

The recent improvement in the school's environment has enhanced the quality of the children's education and we are committed to an on-going programme of refurbishment to ensure the children learn in the very best learning spaces. However, our greatest resource is our skilled and dedicated staff who work tirelessly to provide the best teaching and learning experience for each child. We actively seek to secure highly skilled staff to the school so that our provision is continually improving and kept up to date.

We want our pupils to enjoy coming to school and to be enthusiastic about learning. We expect high standards of behaviour from all our pupils, and we will nurture and encourage pupils and inspire them to be active participants in their own development and education. We encourage them to be responsible, thoughtful, polite, and to play an active part in all aspects of school life. Our School Council gives the children a voice where their thoughts and ideas can be expressed and put into practice.

As a school, we are fully committed to developing each child's unique potential not only academically, but also socially, emotionally and physically. Our children are happy and enthusiastic learners, who work hard to reach the challenges set by their teachers.

We focus on making all aspects of our school a safe and secure learning environment where children feel confident to try out new skills and are encouraged to 'have a go' even if they find something difficult or challenging.

Our pastoral care arrangements are extensive and highly effective and enable children to feel safe and secure during every part of the school day, so that they have the confidence to achieve their full potential both academically and personally.



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Buildwas Academy



Mr J Millington, Head of School

Buildwas Academy is set in a traditional Victorian building in the beautiful countryside close to the Ironbridge Gorge World Heritage Site and Ironbridge Museums. Our position, overlooking the River Severn, adds to the charm.

Our school has a strong tradition, educating children since 1855, using the community and extensive local resources provided by the local and wide Shropshire area.

Children are taught in four mixed-age classrooms with our Pre-School provision seamlessly fitting into in our mixed Reception/Pre-School class. We offer education for 3 – 11 year olds within the Buildwas, Leighton and Eaton Constantine parishes and the surrounding Telford & Wrekin and Shropshire areas.

Buildwas Academy is a school that endeavours to make each child feel valued as an individual, within a community that cares. At Buildwas we realise the importance in equipping children with the appropriate academic and physical skills. We try to instil in them correct social and moral values and, most importantly, stimulate and motivate them to achieve the highest levels of confidence, enjoyment and success in all that they do.

Have a look at the wonderful things we get up to on our [Facebook Page!](#)

Our curriculum has been designed with our children and the local area in mind. As a staff we thought about our school's ethos, the community and links we have already established or our plans and hopes for the future.

Our thematic curriculum has been designed with the children and our local context in mind. It aims to enrich the lives of our pupils, giving them skills and opportunities that will help them in later in life and take up their roles as global citizens. We hope that the children are as excited about the themes they will be covering as we are. We endeavour to bring these



themes to life through the local links, visits and immersion activities to help create life-long memories.

Children from Reception to Year 6 at Buildwas are given realistic and progressive opportunities to enable them to develop into mature, responsible, confident, sensitive, respectful and trustworthy individuals.

“A small school with a huge heart.”

Happiness

Enabling

Aspire

Resilience

Trust

These words are pivotal to all that we do. We aspire to ensure that the happiness of the whole school community is our priority. We put our Trust in each other, enabling us to provide ambitious, creative learning opportunities, that build resilience and nurture our children to evolve into the best versions of themselves.

Our Central Team

At the heart of our Trust is a highly skilled and experienced team of professionals who ensure that all aspects of Trust operations are managed to a high standard. Ensuring efficiency and alignment is the key. The team continually review systems and enhance processes to ensure that school leaders are able to focus on the quality of education for pupils.



Paul Doddridge
Executive
Leader/CEO and
Accounting Officer



Jo Wootton
Trust Operations
Officer



Amanda Priddey
Chief Financial
Officer



Geraldine Lough
Trust
Administrative
Lead



Governance and Management Structure

The MOAT governance structure consists of three key layers. Members, Trustees and Local Academy Committees. There are currently five trustees, including the Executive Leader/CEO, with a wide range of skills and experience both in and outside education.

There are two Local Academy Committees (LAC). Each LAC takes responsibility for oversight of its school's individual performance and holds the Head of School to account, whilst providing support and valuable community engagement.

Our school leaders have become a well-established support network for each other. Regular weekly briefings ensure that information sharing is facilitated. Peer review across the Trust is currently in its infancy. When embedded, this will enable a cycle of evaluations to take place so that each school has a monitoring visit with an agreed focus.

Regular group strategy meetings and 1-2-1s with the Executive Leader/CEO also take place and these serve to ensure that good communication and shared practice is given the important focus it requires.

Under the successful appointment of the new Executive Leader/CEO, we expect the current Trust structures will be shaped and further developed by the successful candidate.

MOAT Growth Plans

The Trust has currently grown organically with the existing two schools. We are expecting that the new Executive Leader/CEO will continue to grow our organisation. Our recently reviewed strategy for external growth is to:

- Proceed with care
- Ensure that growth does not adversely affect the existing schools and their pupils
- Implement a robust due diligence framework
- Develop and implement an operational plan to execute the growth strategy, covering both recruiting additional schools and developing partnerships (try before you buy)

A due diligence framework is currently being put into place to assist and guide this process. This will support conversations with prospective schools.

The Trust has ambitious plans to grow no greater than 10-12 schools over time with approximately 5000 – 6000 pupils. It has recognised that growth brings economies of scale, an opportunity to provide system leadership on a wider scale and the capacity to enhance teaching and school development on a Trust-wide basis to benefit the pupils, staff and their



schools. The Trust recognises the importance of building relationships over time, whilst managing the internal growth and the development of its existing schools as a MAT.





Mighty Oaks Academy Trust

Chief Operations Officer – Mighty Oaks Academy Trust.

Based at Priorslee Academy.

Salary:	PO16 (42) £50,512 per annum
Contract Type:	8.15am – 4.15pm, Monday to Friday (37.5 hours)
Contract Term:	Full Time 52.14 weeks.

General

The Chief Operating Officer will oversee all operational functions of the Trust, which consists of a central team two primary schools, such as:

- Premises and grounds
- Health and Safety, compliance
- IT
- Catering
- Supplier Management
- Procurement, purchasing, bids and grant

The holder of this key post will be responsible for ensuring the successful and efficient day-to-day operation of the Trust's support services. Reporting to the CEO, the Chief Operating Officer (COO) will take responsibility for the non-teaching administration of the Trust.

Main purpose

The COO will support the CEO in the strategic development and operation of Mighty Oaks Academy Trust. They will:

- Lead the non-academic operations and central service functions of the Trust
- Deputise for the CEO where required
- Uphold, promote and model the vision and values of the Trust

Duties and responsibilities

The duties and responsibilities listed below are indicative of the tasks the COO will perform, and are not intended to be an exhaustive list. The postholder will be expected to take on additional responsibilities appropriate to the role as they arise.



Strategic leadership and Trust development

The COO will be accountable for providing strategic vision and leadership across non-educational Trust functions, and for supporting the delivery of the Trust's vision and values.

The COO will:

- Contribute to, and support the delivery 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, the long-term strategic plan, risk assessments and self-evaluation documents
- Develop the Trust's central services to meet requirements and support continuous improvement
- 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 assessment and risk management efforts, 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

Finance and procurement

The COO will be accountable for the health and sustainability of the Trust's finances.

The COO will:

- 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
- Establish and monitor effective procurement procedures in order to achieve financial efficiencies, including overseeing the tendering process
- Oversee the Trust's commercial contracts, ensuring the represent value for money

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:

- Ensure that the Trust, and each of its schools, meets its safeguarding responsibilities in line with current legislation
- Ensure staff training is up to date and compliant
- 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
- Ensure the Trust meets requirements related to health and safety and data protection

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 and Facilities, and Catering.
- Develop, implement and monitor strategies and operational models for central services that 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 ICT, HR, premises, catering, or other line managed departments staff, and be responsible for their professional development
- 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
- Advise staff about salaries, expenses, and sickness and parental leave procedures
- Lead on the recruitment for central Trust staff, and support academy leaders in recruitment at school level
- Take responsibility for safer recruitment procedures for the Trust and its academies
- Oversee the production of HR policies and ensure the HR framework is adhered to
- Provide strategic leadership, direction, and movement in HR
- Oversee the Trust payroll, ensuring payroll information is correct, returns are completed by required deadlines, and that payroll is reconciled monthly
- Develop, implement and monitor the Trust's ICT strategy, ensuring that it supports Trust and academy needs and aims across all Trust functions
- Develop, operate and maintain an effective ICT infrastructure for the Trust and its academies
- Manage the Trust's ICT assets, including developing and implementing appropriate asset disposal procedures
- Oversee the management of the Trust's buildings and premises, including regular maintenance and investment in capital improvements
- Manage capital works projects, ensuring that they support the Trust's aims and deliver value for money
- Develop, implement and monitor the Trust's policy regarding the letting of its premises



Governance

- Line manage the clerks
- Ensure all meeting compliance (e.g., terms, ref/scheme and delegation in place and adhered to)
- Ensure effective clerk and company secretary is in place

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 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 board as appropriate
- 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

Health and safety

- Carry out regular health and safety checks in line with the Health and Safety Policy.
- Ensure that all members of staff are aware of the emergency procedures, as well as their roles and responsibilities during an emergency.
- Ensure that all work carried out with due regard to the Health and Safety Policy.
- In conjunction with the headteacher, regularly carry out a risk assessment of the site and keep appropriate records.
- Ensure that all escape routes and potentially hazardous areas are kept free from obstruction.

- Ensure that inflammable materials for use around the site are safely stored and advice is given on the storage of combustible materials.
- Ensure that dangerous substances and equipment are used and stored safely, in accordance with COSHH regulations.
- Ensure equipment is maintained and checked to ensure safety and compliance
- Ensure appropriate legionella checks are carried out and recorded.
- Effect much of the School's risk mitigation through responsibilities for Health and Safety, Security, Critical Incident management and Insurance and co-ordinating audit checks across other areas as appropriate
- Keep the asbestos register up-to-date and ensure that all contractors sign the register.
- Monitor and maintain the schools Health and Safety Policy and procedures as they relate to the building, facilities, cleaning and grounds by ensuring:
 - Fire alarms are tested in line with guidelines.
 - There is appropriate assistance in all fire safety evacuation procedures and tests.
 - An emergency evacuation practice is carried out and appropriate records are kept.
 - Risk Assessments and COSHH Assessments are up-to-date, and staff are trained in their use.
 - Records are kept of regular checks and service calls on equipment.

Other

- PR/Marketing strategy
- Ensure Trust and Academy websites are up to date, compliant and in line with Trust brand
- Ensure Trust social media accounts are regularly updated and in line with Trust brand





Mighty Oaks Academy Trust

School Administrator

Criteria	Essential/ desirable
EDUCATION, EXPERIENCE AND QUALIFICATIONS	
Good interpersonal skills	E
Experience of working in School Administration	E
Project Management Accreditation i.e. PRINCE2	D
Relevant qualifications such as Degree or Operations Management Qualification	D
Extensive management experience in estates and facilities management with a track record of driving operations to improved performance;	E
Extensive working knowledge of legislative regulations relevant to this position	E
Subject matter expert in at least one of the following key areas; property and grounds, IT and compliance, catering, procurement, bids and grants;	E
Strong leadership skills with the ability to positively motivate key stakeholders to engage with initiatives	E
Experience working with academies or schools;	D
An awareness of child protection and safeguarding issues	E
Excellent face to face, written and IT communication skills with the ability to effectively influence and delegate outside of your reporting chain;	E
The ability to effectively manage a wide and varied workload	E
Car and current, valid driving licence enabling travel between sites	E
Excellent computer skills	E
First Aider (or willingness to undertake training)	E
SKILLS AND ABILITIES	
Ability to work constructively as a team	E
Ability to relate well to children and adults	E
Good priority skills	E
Demonstrate and assist in the safe and effective use of materials and equipment.	E
Ability to communicate effectively using various methods.	E
Self motivated and well organised, but flexible approach to work	E
Has a good sense of humour	E
Be able to demonstrate patience, sensitivity and tact with others, including children, parents and staff.	E
Be committed to continual improvement and development	E
Readiness to accept and implement change, openness and willingness to learn and flexibility.	E
PERSONAL QUALITIES	
Resilience and the ability to maintain an objective perspective	E
Reliability, integrity and stamina	E
Honest and open	E
Determination and the highest possible expectations of self and others	E
Demonstrates a 'can do' attitude including offering solutions	E
Flexibility to meet deadlines and respond to unplanned events	E
Ability to inspire confidence in all stakeholders	E
Communicates effectively	E
Enjoy being part of a forward-thinking team and approach change in a positive way	E



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GENERAL REQUIREMENTS	
Commitment to the Trust's ethos and values	E
Commitment to providing a responsive and supportive service	E