

**Director of Operations**

**Job Description**

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| **Job Title:** | Director of Operations | **Responsible to:** | Trust Leader |
| **Salary:** | Grade 14 SCP 37-38 | **Department:** | Support Staff |
| **Contract:** | All Year Round | **Hours per week:** | 37 |
| **Safer Recruitment Statement** |
| Christ Church CofE Multi-Academy Trust have a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. |
| **Vision Statement** |
| Grow together Learn forever |
| **All staff employed by Christ Church CofE Multi-Academy Trust are required to:** |
| * Uphold and promote the vision of the Trust.
* Uphold and promote the Christian ethos of all schools in the Trust.
* Support and contribute to the Trust’s responsibility for safeguarding all pupils.
* Undertake professional training to enhance personal development and job performance.
* Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health and safety, security, confidentiality and data protection.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, trustees and members; treating everyone with dignity and respect.
* Share best practice, expertise and skills with others.
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| **Main Objectives of the Role** |
| To play a key role in developing and leading the Trust ensuring that we deliver operational excellence in our schools and in the Trust’s Central Services Team. Responsible for the day to day management of financial and HR functions, school administration, catering, IT and estate management; ensuring staff conform to any central policies and procedures and systems as directed by the Central Trust Team.As Director of Operations you will support this by:* Leading on business planning and continuity, capital programme bids, estate and asset management, infrastructure (including IT) PR, Human Resources and Marketing.
* Leading the day-to-day management of sites, striving for operational excellence.
* Ensuring the operational side of the business is robust, resilient and compliant with all legal and regulatory requirements.
* Ensuring that our business model is scalable and effectively supports the growth of the Trust, ensuring that we are leveraging the economies of scale to enable even greater investment in children’s education.
* Ensuring effective systems of control and management of risk are in place and being implemented effectively.
* Working in partnership with our HR provider to ensure compliance with HR legislation.
* Contributing to the strategic leadership and management of the Trust, ensuring that all actions and processes support the achievement of the Trust’s objectives to grow the number of academies in our Trust and to transform the outcomes of the communities we serve.
* Ensuring outstanding educational provision in all our schools and removing any non-teaching barriers that prevent this happening.
* Supporting the Trust Board through close work with the Clerk to the Board to ensure there is robust and effective governance across the Trust.
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| **Key Responsibilities** |
| Working in partnership with the Director of Finance:**Administration*** Strategic line management of the administration teams across the Trust.
* To administer the Trust Office 365 email system, updating accounts as and when required,
* Produce confidential reports.
* To ensure all policies and procedures are up-to-date amending accordingly in line with current legislation.

**Communications*** Day to day management of the Trust, specifically leading and managing service areas including Asset Management, IT, PR, Human Resources and Marketing, developing and delivering a coherent strategy to ensure that the needs of the academies and Trust are met.
* Play a key role in the communication of budget expenditure, finance procedures and protocols to the staff body.
* Be responsible for ensuring staff have the relevant training on finance systems to be confident and proficient in its use.
* Ensure that contact with a wide range of people is friendly, supportive and professional and that complex queries and potential conflict situations are well-handled.
* Oversee and deal with staff queries, deciding on what action needs to be taken and seeking advice from the Trust Leader/HR/GDPR consultant as required.
* Foster effective and developing relationships with the wider community, other schools and external organisations.
* Update relevant areas on the Trust’s website.

**Finance*** Monitor and improve as necessary the operation of policies concerning buying and ordering.
* Identify and encourage economies of scale so more time and money can be invested in improving outcomes for all children.
* Identify and prioritise capital spending requirements and the acquisition and spending of capital grants including the submission of Condition Improvement Fund (CIF) bids.
* Advise the Trust Leader/Accounting Officer and oversee academies on all matters relating to the development, funding and management of capital works on the sites.
* Ensure accurate records are kept of all assets of the Trust.
* Ensure all legal agreements for services, supplies, leases etc., are structured appropriately and in the best interests of the Trust.

**Governance*** Ensuring that the Trust is compliant with GDPR legislation and requirements including the maintenance of a publication scheme and document retention policy.
* Ensuring that Trustees are able to meet their legal and statutory governance duties and responsibilities, including their effective oversight of and their engagement in risk.
* Lead and contribute to Trust priorities as needed.
* Ensuring the Trust is compliant with Freedom of Information legislation and requirements,
* Lead on risk assurance and mitigation, strengthening control, ensuring that the Trust Leader and Trustees are appraised of risks and issues and these are being mitigated against and managed appropriately.

**HR*** Ensure that staff absence, recruitment, appraisal, disciplinary, grievance, capability, probationary and induction policies and processes are administered in accordance with employment law and advice from the MAT’s central HR team.
* Ensure any recommended/required HR risk assessments are completed such as maternity and stress risk assessments.
* Act as the link person for HR issues across the Trust, seeking advice from the MAT’s central HR team as required.
* Ensure the appropriate requisitions and paperwork for adverts for vacancies, appointments and contractual changes are submitted to the central HR team in stated timescales.
* Within each school support the Headteacher and SLT by taking notes in HR meetings where the presence of central HR is not required.
* Ensure staff absences are accurately recorded in iTrent by the administration staff and that line managers complete return to work interviews,
* Oversight of staff training records and manage the staff training budget in partnership with the SLT link for CPD.
* Lead on the organisation of recruitment interview processes.
* Attend weekly Leadership and Management meetings with the Trust Leader and Headteachers.
* Provide information on request to support the Headteacher and Governors with long term strategic plans for school development in relation to finance, health and safety and estate management.
* Attend Finance & Resource Committee meetings with the Trust Leader and Director of Finance, providing reports as required.
* To ensure that in all aspects, the school’s work is of a high quality and promotes continuous improvement.

**Health and Safety**(Liaising with Site Managers)* Ensure the Trust is fully compliant so as to ensure the safety of pupils, staff and members of the public to avoid any legal action.
* Oversee responsibility for health and safety issues within the Trust complying with requirements for Health & Safety at Work Act and other legislation.
* Be responsible for health and safety issues specific to the Trust and know how they relate to pupils, staff, visitors and contractors; complying with requirements for Health and Safety at Work Act and other legislation.
* Provide regular feedback to Senior Leaders on health and safety issues; complete Trust Health & Safety returns or systems.
* Produce action plans to address health and safety concerns and monitor their completion.
* Identify training needs to help address health and safety concerns throughout the Trust and work closely with Senior Leaders responsible for CPD to meet these needs.
* Lead the Trust’s Health and Safety meetings and agendas.
* Act as the Trust’s Health & Safety Co-Ordinator and Fire Officer.

**ICT*** Oversee the implementation of an IT strategy ensuring that there is an IT infrastructure and IT services that support a growing network of schools, ensuring that the Trust has access to and makes the fullest use of effective IT.
* To work closely with the ICT Network Manager in preparing business plans related to ICT development and ensure that ICT plans directly link with the Trust Strategic Vision, School Improvement Plans and support pupil progress.
* Together with the ICT Network Manager, maintain and develop an ICT replacement programme.

**Marketing*** Work with our Marketing Consultant to ensure there is a strong PR and marketing strategy which help to further develop the Trust to grow strong positive profiles for the Trust.

**Premises*** Oversee the effective management and maintenance of the Trust’s sites, grounds and buildings and their security, maximising the use of the Trust’s estate to deliver our vision.
* Evaluation and preparation of long-term development/refurbishment plans for schools within the Trust.
* Support preparation of bids for additional capital funding.
* Investigate grant funding opportunities and prepare bids for additional building projects.
* With the support of the Site Managers, maintain and develop the schools Asset Management Plan.
* Letting of school premises with particular regard to value, income generation, health and safety requirements, effective use of the school buildings and its grounds and impact on the organisation of the schools.
* In collaboration with the Site Manager, lead building projects and liaise with the Site Manager to ensure deadlines are met and work is completed to the appropriate standard.

**General*** Support the effective working of the Senior Leaders and the Trust’s Central Services Team.
* Further develop the Business Model, systems and processes to ensure that the Trust and its academies are able to meet their strategic objectives.
* Exploring and developing external works to ensure that our operating model/teams are constantly improving.
* Meet regularly with the Trust Leader and Director of Finance.
* Contribute to the strategic growth, leadership and management of the Trust.
* Any other duties as reasonably required by the Trust Leader and Senior Leaders.
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| If appointed the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.Due to the job description being new it will be reviewed in consultation with the successful applicant after 12 months. |