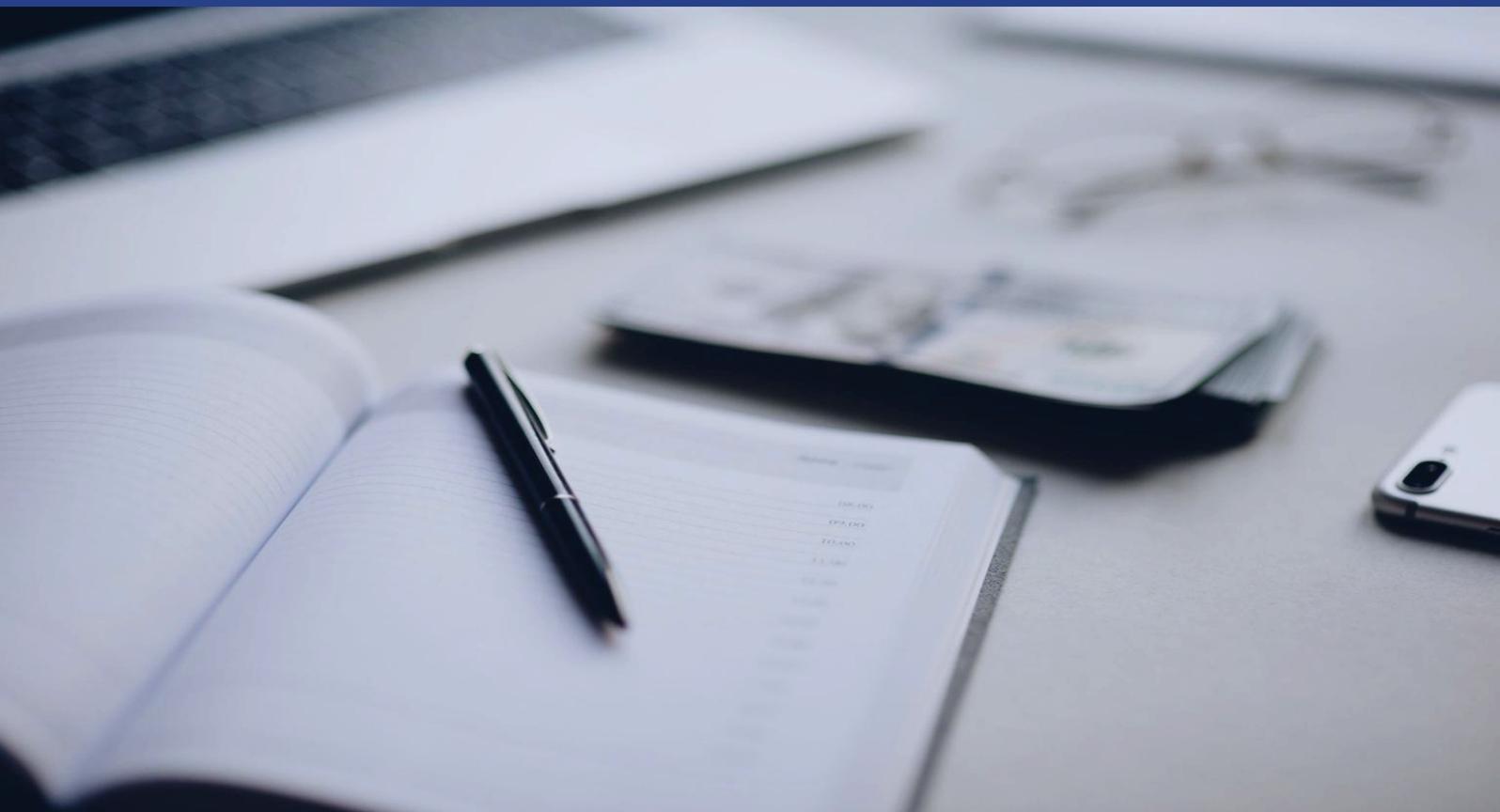




# St Francis Catholic Multi Academy Trust

## Recruitment Pack Director of Operations



### Contact us:

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The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



## Director of Operations

**Salary:** £66,285 - £70,785 - Pay Award Pending – PO18 Points 52 - 55

**Reporting to:** Chief Finance & Operations Officer (CFOO)

**Location:** Central Trust Office (with regular travel across schools)

### Main Purpose of the Job:

As Director of Operations for St Francis CMAT, you will provide strategic leadership and management of all non-academic operational functions, with a focus on the Trust's Estates. Reporting to the Executive Team, you will ensure that the Trust and its schools are safe, efficient, and fully compliant with statutory regulations. Your leadership will ensure that schools remain open and provide environments conducive to excellence, allowing Headteachers and Senior Leaders to focus their expertise on teaching and learning.

### Key Responsibilities

- Act as a key advisor to the Trust's Executive Leadership Team, shaping the strategic direction for all Operational including Estates functions.
- Lead the design and delivery of a robust Trust-wide Estates strategy that aligns with GEM's and the Trust's long-term educational goals.
- Manage & improve a proactive Health and Safety processes in line with statutory and regulatory requirements throughout the CMAT.
- Report to the DfE with statutory returns in line with your responsibilities.
- Manage the Trust contract registers and lead on procurement

### Estates & Facilities Management

- Lead and Manage the Trust's Estates and facilities management by fostering a culture of engagement and professional development to ensure all staff perform at the highest level.
- Manage Site Leads to ensure all Trust sites remain open, safe, and fit for purpose, delivering high-quality environments that enhance the learning experience for all children.
- Manage the Drive of "economies of scale" through managing centralised procurement and the strategic management of Trust-wide service contracts.
- Lead on the Trust's Estates, including long-term Asset Management Plans and capital projects (SCA/DFC funding).
- Lead and Manage the Trusts Estates and Compliance Manager(s)
- Lead on the recruitment, induction and on-going training of site staff in schools
- Manage the tendering, implementation and snagging of all capital projects to ensure they are completed on time, within budget and are fit for purpose.
- Lead on all building insurance claims through RPA.





## Health, Safety

- As the designated 'competent person' for health and safety, ensure that the relevant legislation and good practices are continually observed and improved throughout the CMAT.
- Develop and implement policies, training procedures and processes concerning health and safety (including risk and emergency management)
- Lead and embed a proactive Health & Safety culture across all services, ensuring it is a top priority for all stakeholders ensuring the trust meets all Health and Safety Executive (HSE) standards.
- Lead on all statutory and regulatory requirements, including, but not limited to:
  - Health & Safety at Work Act Fire Safety Order
  - Asbestos, Water Hygiene, and Gas Safety regulations
  - Safeguarding and safer working practices within academy environments.
- Manage and monitor developments and changes in legislation in respect of health and safety requirements and advise on the appropriate action as required.

## Compliance & Risk Management

- Implement and manage a reporting structure from the schools to the central team for any GDPR issues or concerns working alongside the Trusts DPO Partner.
- Manage compliance in line with the Academy Trust Handbook, GEMS and DfE statutory guidance.
- Manage and maintain the operational areas of the Trust Risk Register, reporting regularly to the Audit & Risk Committee.
- Establish, monitor and evaluate Risk Assessments within the area of specific responsibility.
- Manage the Trust's sustainability and "Net Zero" strategy.

## Reporting

- Report on the Trusts operations for the Executive Team, Board of Trustees and school when required.
- Report to the DfE with statutory returns in line with your responsibilities.
- Report any insurance claims trust wide to the RPA/Insurance Company.
- Report to HSE when appropriate.

## Other

- Manage and maintain the Trusts inventory excluding IT equipment.
- Implement and Manage a Trust wide lettings policy and procedures that maximises revenue for the Trust.
- Work in collaboration with the Trust Finance Director on project work and Capital Grants
- Undertake any other reasonable duties when directed by your Line manager.
- Responsible for Trust's mini buses including maintenance and compliance with legal requirements.





## Person Specification

Education and Qualifications	Essential/Desirable
NEBOSH qualified or equivalent with relevant experience in an estates and facilities management roles and willing to undertake personal development.	Essential
<b>Key Skills and Abilities</b>	
Ability to prioritise, plan and organise with meticulous attention to detail	Essential
Ability to manage time effectively, to meet deadlines and work under pressure	Essential
Ability to take responsibility and work on own initiative.	Essential
Ability to procure contract services, evaluate performance and negotiate solutions with suppliers.	Essential
Good ICT skills with the capacity to learn to use new systems and software	Essential
Good communication skills, both oral and written, including presentational skills	Essential
Ability to form good working relationships both within the CMAT and with external bodies and suppliers	Essential
Ability to be discreet, discerning and maintain confidentiality; awareness of data protection issues	Essential
Understanding of the educational environment	Desirable
<b>Knowledge and Experience</b>	
Evidence of managing large teams over a number of sites effectively	Essential
Good knowledge and understanding of Health and Safety policy and practices	Essential
Good working knowledge of Office and Google applications	Essential
Working Knowledge of H&S software systems	Desirable
Knowledge of contract administration	Desirable
<b>Personal Attributes</b>	
Commitment to the aims of the Academies working together as a CMAT	Essential
Self-motivated with the drive, initiative and high degree of pro-activity	Essential
Sense of humour and equable temperament	Essential
Commitment to working as a positive and constructive team member	Essential





Commitment to Equal Opportunities	Essential
Confidentiality and diplomacy	Essential
Strategic and analytical thinking	Essential
Organisation wide holistic approach	Essential

