CORINIUM
EDUCATION
TRUST

JOB DESCRIPTION

Job title	**Interim Business and Operations Manager**
Supervisory responsibility:	Governance Professional, Site Manager, administrative staff.
Direct supervision from:	The Chief Executive
Responsible to:	The Chief Executive and Trustees of The Corinium Education Trust
Priorities for the post	✓ Support the Chief Executive and Trustees in growing The Corinium Education Trust; ✓ Provide sound leadership and direction for The Corinium Education Trust's business and operations, supporting the development of strategy, reviewing infrastructure, contributing to business modelling, bid writing and due diligence as part of the Executive Team and ensuring the Trust meets its legal and statutory obligations; ✓ Take responsibility for oversight of all legal and compliance activities including risk management, HR, statutory policies and procedures; ✓ Lead the Site and Administrative Teams; ✓ Develop the culture of the organisation in line with high standards of professionalism, quality, accountability and cost effectiveness.
Specific priorities in each year will be defined by the Chief Executive with the postholder in line with The Corinium Education Trust's and schools' strategic priorities	To be agreed.
Job purpose	✓ Provide strategic leadership; ✓ Provide operational management; ✓ Engage in monitoring and evaluation; ✓ Promote staff development and wellbeing; ✓ Undertake process management; ✓ Engage stakeholders.
The impact of this post will be reflected in the following outcomes	✓ Ambitious and challenging targets are met or exceeded; ✓ Leadership and management, and all related tasks are consistently effective and of a high quality.
The Business and Operations Manager is expected to:	✓ Be a positive role model in all aspects of leadership and management across The Corinium Education Trust's learning community; ✓ Lead by setting an example, achieving consistently high standards; ✓ Participate in continuing professional development and engage in professional learning relevant to the post of Business and Operations Manager; ✓ Be familiar with the most up to date Academies Handbook, ESFA rules and Education Inspection Framework (Ofsted); ✓ Model the Nolan Principles of public life, 'selflessness, integrity, objectivity, accountability, openness, honesty and leadership.'

This job description is an overview of the Business and Operations Manager's duties and responsibilities. The Business and Operations Manager's role is expected to evolve as The Corinium Education Trust develops and grows and the Business and Operations Manager is expected to operate flexibly to accommodate ad hoc projects and analysis and to take a lead on these where appropriate.

For clarification the Business and Operations Manager will:

1. Provide strategic leadership:

1.1. Provide strategic leadership in a manner that inspires, challenges, motivates and empowers others to deliver The Corinium Education Trust's strategy.
1.2. Ensure strategic planning takes account of the diversity, values and ethos of The Corinium Education Trust and the distinctive characteristics of each school.
1.3. Work collaboratively as a member of The Corinium Education Trust's Executive Team by contributing widely across all areas of the organisation and sharing information and best practice openly and productively.
1.4. Support the Chief Executive and Director of Finance in analysing and planning for the future needs and development of The Corinium Education Trust, and foster a culture of collaboration both within the Trust's schools and amongst the local community.
1.5. Explore and develop external networks to ensure that The Corinium Education Trust's operating model/teams are constantly improving.
1.6. Develop The Corinium Education Trust's business model, systems and processes to ensure that the Trust and its schools are able to meet their strategic objectives, find further economies of scale so more time and money can be invested in improving pupils' outcomes.
1.7. Support the expansion of The Corinium Education Trust by contributing to due diligence and supporting potential schools in joining the Trust.
1.8. Work with the CEO and Director of Finance to maximise sources of revenue, and the utilisation of Trust assets to ensure The Corinium Education Trust's sustainability.

2. Provide operational leadership

2.1. Lead and manage The Corinium Education Trust's core service areas and have a secure oversight of all of its business and operations.
2.2. Oversee the management and monitoring of the day to day services across The Corinium Education Trust including catering, cleaning, site and facilities management, grounds maintenance, security and any external contractors, to ensure the efficient functioning of all schools.
2.3. Undertake annual compliance checks, including Trust/school websites and take appropriate action to ensure The Corinium Education meets its legal and statutory obligations.
2.4. Establish, monitor and evaluate the effectiveness of The Corinium Education Trust's policies and procedures, reviewing and refining as necessary.
2.5. Contribute to the development of, and implement a shared service plan which identifies ways to maximise its impact within schools and across The Corinium Education Trust. Provide support to Headteachers to develop action plans to deliver operational change where required.
2.6. Provide reports on the delivery of The Corinium Education Trust's business and operations for Trust Board meetings, and Audit Committee meetings, and establish good working relationships with the Chairs of both.
2.7. Work with the Director of Finance to manage the deployment of a range of income-generating activities to maximise The Corinium Education Trust's financial resilience.
2.8. Generate new income streams and grant funding to complement and enhance the achievement of The Corinium Education Trust's strategic objectives and which are supportive of the Trust's ethos.
2.9. Develop business cases for securing funds through successful grant applications and bid submissions.

3. Engage in monitoring and evaluation:

3.1. Monitor the performance of The Corinium Education Trust's operational systems and work with the CEO and Director of Finance to procure new systems as and when appropriate.
3.2. Ensure accurate records are kept of all assets for The Corinium Education Trust.
3.3. Support the Trust's Governance Professional to ensure Trustees are able to meet their legal and statutory duties and responsibilities, including their effective oversight of and their engagement in risk.
3.4. Maintain awareness of wider developments in the sector and key government initiatives relevant to The Corinium Education Trust.
3.5. Keep The Corinium Education Trust's Board aware of their legal and statutory compliance requirements.
3.6. Analyse relevant data for The Corinium Education Trust to identify trends and areas for improvement.

4. Promote staff development and wellbeing:

4.1. Liaise with professional third party to produce The Corinium Education Trust's policies related to pay and personnel, and provide support to managers across the Trust on HR policies and procedures.
4.2. Support the Chief Executive in ensuring that The Corinium Education Trust and the schools within the Trust have staffing structures and processes which are fit for purpose and support high quality education for all children.
4.3. Line manage key personnel within The Corinium Education Trust, including the Trust's Governance Professional, Site Manager and admin staff.
4.4. Assist in the recruitment, deployment and retention of high calibre staff to achieve The Corinium Education Trust's strategic objectives.
4.5. Manage own workload and that of others to allow an appropriate work/life balance.
4.6. Review own practice, set personal targets, participate in continuing professional development and engage in professional learning relevant to the role of Business and Operations Manager.

5. Undertake process management:

5.1. Draft workplace policies, procedures and practice, ensuring they take account of statutory requirements and/or national and local priorities, and promote collective responsibility for their implementation.
5.2. Undertake and lead risk management processes across all functions and in liaison with the CEO, Director of Finance and The Corinium Education Trust's Board.
5.3. Maintain oversight of the Risk Register and monitor the mitigations put in place against identified risks.
5.4. Ensure The Corinium Education Trust is compliant in all matters related to health and safety.
5.5. Take responsibility for all legal and contractual matters and liaise with established external legal advisers as required.
5.6. Lead the Trust's compliance with relevant Data Protection and Freedom of Information legislation and requirements across The Corinium Education Trust and all of its schools including the maintenance of a publication scheme and document retention policy.
5.7. Ensure the efficient functioning of all schools within The Corinium Education Trust, including the health, safety and welfare of all children and staff.
5.8. Maximise utilisation and revenue-generation from school buildings and facilities.
5.9. Manage the premises budgets and ensure cost effectiveness.
5.10. Support long term investment plans covering all aspects of The Corinium Education Trust's operations and contribute to funding bids for schemes when required.
5.11. Oversee building projects, renovations or refurbishments of The Corinium Education Trust's buildings.

6. Engage stakeholders:

6.1. Act as a role model and champion The Corinium Education Trust's values internally and externally.

6.2. Communicate key messages, including those related to The Corinium Education Trust's core priorities.

6.3. Contribute to initial engagement and manage public consultation regarding The Corinium Education Trust's growth and development.

6.4. Identify opportunities to further involve schools, parents, carers, community figures, business and other organisations to enhance The Corinium Education Trust's provision for children and young people.

6.5. Ensure there is a clear PR and marketing strategy which helps to further develop The Corinium Education Trust and its schools and develop strong positive profiles locally and nationally.

6.6. Support the Chief Executive to:

- ✓ Lead, develop and regularly review a clear and consistent brand, including guidelines.
- ✓ Commission marketing and promotional materials consistent with The Corinium Education Trust's brand, e.g. school websites.
- ✓ Provide regular information to the Trustees and other stakeholders regarding support services, infrastructure and marketing.

CORINIUM EDUCATION TRUST

Person specification: Interim Business and Operations Manager

Area	Essential	Desirable	Evidenced by
Qualification/ background	✓ Appropriate, degree-level qualification in relevant subject (e.g. Business Management) ✓ Good core skills in English and mathematics	✓ Professional qualification at Level 5 or 6 such as ISBL (previously DSBM or ADSBM)	Qualification, Application, References
Leadership and management	✓ Experience of - business and operations leadership and management within a medium-large or multi-site organisation, school or multi-academy trust; - working with stakeholders to develop strong operational understanding; - project management and planning; - supporting good governance and reporting to boards and committees; - risk management, including the identification of risks and strategies for risk mitigation; - reviewing, enhancing and developing business management and operational systems.	✓ Experience of - business and operations leadership and management within a school or multi-academy trust; - developing initiatives and managing complex changes across schools; - management of major building and/or land development projects; - data protection.	Application, Interview, References
Knowledge and experience	✓ Acts as an ambassador for the Trust at all times with the authority to command the respect of current and prospective Heads and senior stakeholders; ✓ Demonstrable success of setting and delivering the operations strategy; ✓ Experience in the recruitment, development, mentoring and management of staff. ✓ Up to date knowledge and experience of data protection and compliance, at a high level. ✓ Understanding of legal requirements for company reporting, e.g. on changes, to Trustees; ✓ Understanding of sources of funding for schools including special grants.	✓ Excellent working understanding of the legal and financial regulations and procedures, relevant to the education sector including HR and employment law, charity and company law, and health and safety. ✓ Experience in conducting due diligence and bringing maintained schools/academies into multi-academy trusts. ✓ Experience of working within the parameters of the Academies Handbook and ESFA rules.	Application, Interview, References
Skills and abilities	✓ Strategic thinker and long-term planner, with the ability to be hands on when required; ✓ Ability to - develop business and operational models and concepts and translate them into tangible tactics as well as execute them;	✓ Strong interpersonal and communication skills; ✓ Excellent analytical and problem-solving abilities;	Application, Interview, References

	- communicate clearly and confidently with different management levels within the organisation; - influence others through both verbal and written media; - present high level, comprehensible information to The Corinium Education Trust's Board to facilitate strategic decision-making; - represent The Corinium Education Trust at the highest level internally and externally; - analyse and summarise information from meetings or research, and present findings effectively orally and in writing. ✓ Results driven and able to measure and quantify own outcomes; ✓ Capacity to work under pressure and meet key deadlines; ✓ Comfortable with creating and giving shape to a role; ✓ Commercial acumen and ability to seek out and exploit new sources of revenue.	✓ Experience of raising funds from grant-giving organisations.	
Personal qualities	✓ Enthusiastic about the opportunity to work within an evolving organisation, growing and developing the Business and Operations Manager's role in line with the trust's growth; ✓ High expectations of self and professional standards; ✓ Ability to manage own time effectively and work under own initiative with little supervision, as well as responding well to senior leaders' instructions; ✓ Personal strength of character through transparency showing emotional intelligence, flexibility and stamina; ✓ A creative and positive mind-set; ✓ High levels of drive, energy, integrity and fairness; ✓ Commitment to own professional development and willingness to embrace new ideas and undertake relevant continuing professional development; ✓ Capable of handling a demanding workload, multi-tasking and prioritising work successfully; ✓ Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team. ✓ Resilient attitude with the ability to learn from criticism/failure.	✓ Willingness to work outside of the normal school day; ✓ Committed to contributing to the wider schools' and local communities; ✓ Ability to find innovative solutions to complex problems.	Interview, References
Safeguarding	✓ Enhanced DBS clearance; ✓ Ability to form and maintain appropriate relationships and boundaries with children and young people in line with the schools' Safeguarding and Child Protection policies.		Interview, References