

24 November 2021

Dear Applicant

Re Interim Business and Operations Manager (full time - £45,000 - £50,000 per annum)

Thank you for your interest in this new role within The Corinium Education Trust, for an interim period of up to 12 months, initially from January 2022 or as soon as possible thereafter.

We are seeking to appoint an experienced Interim Business and Operations Manager to The Corinium Education Trust's executive leadership team. We are looking for someone who shares our values and is committed to improving the learning and life chances of children and young people in the South Cotswolds to help us through a period of transformation. A copy of the job description and person specification are attached.

This is an important appointment in the next stage of our growth plan and one which will have significant influence on the further development of our mixed multi-academy trust. The Corinium Education Trust currently comprises of four schools: Cirencester Deer Park School, an 11-16 comprehensive school, Chesterton and Kemble Primary Schools and Siddington C of E Primary School. We will be opening a new three form entry primary school in 2024 to serve The Steadings, a new residential development in Cirencester. For more information about the work of the Trust please see The Corinium Education Trust's website at www.coriniumeducationtrust.net

Our Interim Business and Operations Manager will work closely with me, as Chief Executive, and our Interim Director of Finance to help us take the Trust forward as we grow to 7-10 schools over the next 3 years. The successful candidate will firmly embed all the relevant business, operational and legislative frameworks, policies and working practices necessary for The Corinium Education Trust to thrive, including those associated with compliance, human resources, estates, health and safety, marketing and development. The role will provide opportunities for career development; the postholder will be able to build on their existing knowledge and experience and learn more about working at scale and delivering outcomes across a number of schools from best practice and emerging research.

This is a post that will change over time and has the potential to become permanent; the post holder will be responsive and proactive in the context of our strategic priorities. The ideal candidate will be commercially astute and have excellent communication and negotiation skills. We are looking for someone who is adept at building strong, positive relationships with a variety of stakeholders and who can foster respect and trust easily.

If, having read the job description, you are interested in this interim post and feel you fulfil the person specification, we would be delighted to receive an application from you. I ask you to complete our application form and to amplify the following aspects of your experience in a covering letter of application:

- Your training and qualifications and how your career to date has prepared you for this post;
- Your management style and contribution to bringing about change;
- Examples of where and how you have reviewed, enhanced or developed either a business strategy or improved operational delivery and the impact your actions have on your current organisation;
- Your ambition for The Corinium Education Trust and how you hope to contribute to our further growth and development.

Your letter of application should be no longer than 2 sides of A4. It can be returned together with your completed application form by email to my PA, Allison Boucher to A.Boucher@deerparkschool.net or in hard copy addressed to Chiquita Henson, Chief Executive at the address below.

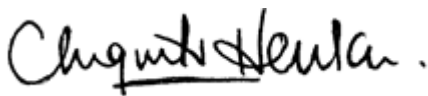
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The deadline for applications is **9.00am Monday 6 December 2021** and interviews are provisionally scheduled to take place in the week beginning Monday 13 December 2021.

The Corinium Education Trust is committed to the safeguarding of our pupils, and employment will be subject to an Enhanced Disclosure from the Disclosure and Barring Service and receipt of satisfactory references.

I hope that having read the information, you will feel excited and inspired to take your interest further and submit your application. Please do not hesitate to contact me by telephone via my PA on 01285 646558 or by email to C.Henson@coriniumeducationtrust.net if you have any questions or would like to take up the offer of an informal discussion about the post before applying.

Yours sincerely



Chiquita Henson
Chief Executive