



Brighter Futures Learning Partnership Trust

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Job Description

JOB TITLE: Trust Director of Operations and Compliance for the Brighter Futures Learning Partnership Trust – Based at Trust Headquarters

BAND: GRADE PO18, SCP 52 – 55 (£64,229 - £68,590 PER ANNUM)

RESPONSIBLE TO: CEO's

Core Purpose

The Director of Operations and Compliance, working closely with the Central Team and the Trust's academies to facilitate the smooth and safe day-to-day operation of academy sites, ensuring the Trust's estate and business operations are managed in line with statutory and regulatory requirements whilst upholding the mission, vision and values of the Trust.

The post-holder will also support the Executive Leadership Team across a range of business support services, specifically having oversight of all Estates as well as working closely with the Trust HR, IT and Finance Leads. They will be expected to be up to date with compliance frameworks, ensuring high quality, efficient, collaborative and responsive administrative support around business and operational matters.

This is a high-profile post within an existing Multi Academy Trust. The environment is sometimes pressurised so flexibility, a calm approach and a 'can do' attitude are required to carry out the role effectively. The postholder's integrity and discretion must be without question in order that BFLPT's business is conducted to the highest standard. Positive interactions with staff and pupils are an expectation.

The DOC will support the CEO in the strategic development and operation of the Trust.

They will:

- Be responsible for the smooth day-to-day running of Trust operations, and compliance with relevant statutory requirements, working alongside the CEO and Chief Financial Officer (CFO) to ensure timely financial returns.
- Oversee and lead the non-academic operations and central service functions of the Trust including HR, IT, Estates and Facilities.
- Develop and implement the Trust's risk management framework, working with the Trust's, CFO, CEO and Trust Board.
- Ensure our academies maintain the highest standards in all aspects of health and safety and safeguarding.
- Support academy compliance, including ensuring Trust and school policies continually meet statutory requirements.
- Support schools with timely completion of returns/reports for the Trust, and DfE.

- Undertake aspects of project management and oversee the work of the Estates Manager in all aspects of site management.
- Support the CEO and CFO with bid writing and the preparation of bid documents.
- Oversee and support the administration of all Trust complaints.
- Ensure the Trust meets requirements set out by Companies House, the Charity Commission, and the Department for Education.
- Embed trust-wide accountability and quality assurance procedures to achieve compliance.
- Development of an effective trust-wide marketing and communications strategy.
- Develop effective relationships with partners beyond the Trust, ensuring that the Trust continues to play a key role in the wider school system.
- Deputise for the CEO if required.
- Uphold, promote and model the vision and values of the Trust.

Specific Duties and Responsibilities

The duties and responsibilities listed below are indicative of the tasks of the OCD 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 DOC, with the CFO, 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 DOC will:

- Embody the Trust's values.
- 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 culture that embodies these values.

Compliance and Health and Safety

The DOC 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 DOC will:

- Ensure that the Trust, and each of its schools, is compliant with current health and safety legislation
- Support the CEO and other senior Trust leaders with their responsibility for health and safety

- Ensure the Trust meets requirements related to health and safety
- Work with the Estate's Manager to review academy schools' Fire Logs at regular intervals, ensuring compliance. Liaise with Headteachers to ensure appropriate Fire and Critical Incident Drills have been carried out at regular intervals.
- Oversee the Trust's Asbestos and Legionella Management Procedures and review academy schools' Asbestos and Legionella Management Plans at regular intervals. Support the Duty Holder in ensuring appropriate Action Plans are maintained and up to date.
- Liaise with the Trust Estates Manager and CEO to ensure recommendations from Health and Safety, Fire and Mechanical and Engineering audits/reports are acted upon in an appropriate, timely and cost-effective manner.
- Together with the Trust Estates Manager, carry out regular inspections of the Trust's estate, including individual academies, to assess the site condition and ensure safe operation
- Work with the Trust's data protection officer (Veritau), ensuring the Trust complies with data protection legislation
- Manage all data requests and data breaches in line with statutory guidelines and Trust policy
- Embed trust-wide accountability and quality assurance procedures to achieve compliance
- Identify potential high risks in areas such as health and safety and data protection and working with schools to ensure suitable mitigation is in place
- Ensure that schools joining the Trust have suitable processes in place around data protection and health and safety, and updating the Risk Management Framework accordingly
- Maintain a strategic overview of Trust and academy policies, and act in a timely manner to update policies as required by changes in legislation or guidance and ensure updates are swiftly shared with schools
- Work with the Trust clerking service and the Executive PAs to ensure that GIAS and Companies House is accurate for all schools

Resource and services management

The DOC will support the work of the central team and will be accountable for the development, delivery and quality of the Trust's non-educational functions and services, including IT, premises and facilities, and catering.

The DOC will:

- 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 operations 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
- Work with the CEO and IT Manager to monitor the Trust's ICT strategy, ensuring that it supports Trust and academy needs and aims across all Trust functions
- Oversee the management of ICT infrastructure for the Trust and its academies
- With the Trust IT Manager, 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
- Working with Trust leaders re local purchasing, contract monitoring and benchmarking
- In partnership with the CFO, ensure appropriate buildings, contents and employer's liability insurance arrangements are in place for the Trust at all times and report any changes in scope or usage to the CEO.
- Oversee and ensure delivery of delegated capital projects to a high standard, safely, on time and on budget.

Leading and managing the Trust

The DOC 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 DOC 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 operational 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.

General

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

Employment Conditions

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Data Protection

The post holder is responsible for ensuring that workplace responsibilities are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data

Protection Code, especially concerning confidentiality, treatment of personal information and records management.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

The Trust is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate. The role is also engaged in regulated activity and will therefore require a children's barred list check.



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RESPONSIBLE TO: CEO's

<i>Experience</i>	Essential	Desirable
<ul style="list-style-type: none"> • Appropriate, degree-level qualification or equivalent in relevant area (e.g. Business Management etc). • Good core skills in English and Mathematics, evidence by minimum of Grade "B" at GCSE level (or equivalent). 	<p>✓</p> <p>✓</p>	
<i>Knowledge, understanding and management experience</i>		
<ul style="list-style-type: none"> ➤ Possesses a broad range of business/managerial skills and knowledge, including a good understanding of the principles of business finance and strategic planning. ➤ Understanding of risk management, including identification of risks and strategies for risk mitigation. ➤ Knowledge of strategies for effective marketing and communications. ➤ Knowledge of project management principles, including establishment of measurable targets and milestones. ➤ Understanding of the importance of compliance with statutory frameworks. ➤ Has a high level of IT competence, including using common applications (e.g. Word, Excel, Outlook) effectively and conducting focused research to gather further information. ➤ Demonstrates very strong organisational and administrative skills. ➤ Demonstrates track record, through previous work, work experience or study, of ability to think strategically, recognise challenges and identify solutions. ➤ Appreciates the importance of effective safeguarding practice in schools. ➤ Shows willingness and potential to develop skills in managing people, as required in an expanding organisation. ➤ Understanding of academies programme and the purpose and functions of a Multi Academy Trust. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<i>Personal and Professional Qualities</i>		
<ul style="list-style-type: none"> ➤ Enthusiastic about the opportunity to work within a rapidly expanding organisation, growing and developing the Director of Operations and Compliance role in line with the Trust's growth. 	<p>✓</p>	

➤ Good interpersonal skills with the ability to communicate clearly and confidently with different management levels within the organisation.	✓	
➤ Capacity to work under pressure and meet key deadlines.	✓	
➤ Ability to analyse and summarise information from meetings or research, and present findings effectively orally and in writing.	✓	
➤ Shows commitment to own professional development and willingness to undertake additional training as required.	✓	
➤ Ability to manage own time effectively and use own initiative, as well as responding well to senior leaders' instructions.	✓	
➤ Team player, personable, emotionally intelligent with a sense of humour.		✓
<i>Special Requirements</i>		
➤ Be sympathetic to the aims, values, ethos and distinctiveness of BFLPT.	✓	
➤ Able to travel across the Trust Schools and beyond to carry out duties.		✓

How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at brighterfutureslpt.com. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Applications should be received by 12 noon on Friday 13th June 2025. Please apply to vacancies@brighterfutureslpt.com

Interviews will be held on Wednesday 18th June 2025.

*Please note that if you have not been contacted by Monday 16th June 2025, you have not been shortlisted for interview.

Good luck with your application.