Job Description

Position: Chief Operating Officer [COO]
Reporting to: Chief Executive Officer [CEO]

Context

The Trust is ambitious for all of its academies and we believe that every child should achieve their potential. We have high expectations of our staff and will support them in exceeding national expectations. We want to invest in our staff and develop their talents and skills fixed upon providing an inspiring educational experience for the children in our care.

Purpose of this Role:

- To support the CEO with the executive leadership and growth of the Trust, in order to increase its strategic and collaborative capacity so that its academies make maximum progress.
- Work with the CEO to develop, articulate and uphold the vision, values, ethos and expectations of the Trust.
- To act as a trusted partner to the CEO and deputise as required.
- To deepen and broaden the already strong partnerships through delivery of quality services and the development of high performing teams.
- To be responsible for leadership and innovation with a principal focus on operational management and growth, to enable the Trust to move forward rapidly.
- The post holder will need to fulfil the responsibilities detailed below with professionalism and vigilance within our shared Christian values.

Key Responsibilities:

Strategic leadership – working with the CEO

- Provide strong and effective vision, strategic direction and leadership in order to achieve full statutory compliance, cohesion, high levels of performance and an ambition for excellence across the Trust.
- Develop and grow the Trust in accordance with its aims, values and principles so that it achieves its corporate objectives.
- Further develop a culture of continuous improvement so that all stakeholders are committed to optimum achievement.
- Implement robust and proactive risk identification, mitigation and management for the Trust and each of its schools.
- Ensure the efficient and effective use of resources to secure the best possible outcomes for pupils.

- Support the CEO in ensuring that the Trust's management and organisational structures are fit for purpose and implement operations which provide more efficient, quality assured services.
- Develop and maintain a robust IT strategy and infrastructure.
- Provide the Board with accurate and timely information on areas of primary focus.

Strategic leadership – working with Headteachers and senior leaders

- Identify opportunities for innovation and manage change diplomatically and positively so that staff understand its rationale and are fully engaged.
- Establish and manage Trust systems.
- Coordinate the work of senior leaders and others in the Trust to ensure efficiency savings and value for money and to eradicate duplication and bureaucracy.

Financial accountability and compliance – working with the CEO

- Have oversight of the Trust's risk register.
- Report to the Board on financial governance, management and operations.
- Ensure that the Trust as a whole and the individual schools have the appropriate statutory policies and oversee their implementation.
- Ensure that that the Trust responds appropriately and effectively to new legislation or guidance on policy or practice for multi-academy trusts.

Procurement – working with the CEO and Management Board

- Prepare, implement and monitor policies concerning the procurement of all Trust supplies and services to ensure that value for money is achieved.
- Manage the effective purchasing and procurement of services for the Trust and negotiate, manage and monitor contracts, tenders and agreements for the schools as appropriate.
- Work with the CEO and Management Board to maintain and deliver a rolling ICT Strategy, informed by the educational and development plans of the Trust.
- Ensure the development and maintenance of appropriate ICT infrastructure and systems to support the objectives and aims of the Trust.

Facilities – working with the CEO, CFO and Management Board

- Collaborate with the CFO to prepare and maintain the Trust risk register.
- Work with the CEO and Management Board to maintain and deliver a rolling Premises Strategy, informed by the educational and development plans of the Trust.
- Ensure the development and maintenance of appropriate facilities to support the objectives and aims of the Trust.

External communications and wider contribution – working with the CEO

- Act as an advocate, ambassador and the public face of the Trust, actively facilitating effective partnerships and furthering external relations and growth.
- Maintain an outward facing role on behalf of the Trust in order to further its external relationships and implement the growth plan.
- Together with the CEO, liaise with external stakeholders, e.g. the DfE, ESFA, RSC, Local Authorities, Charities Commission and Companies House.
- Contribute to and support the due diligence of any school joining the Trust, including those to be sponsored.

Professional development

- Participate in professional development opportunities which support the COO role and which contribute to the knowledge, skills and understanding of the Trust as a whole.
- Keep abreast of educational developments and best practice in leadership and management in order to implement appropriate innovation.

Personal commitment

- Demonstrate high level interpersonal skills in order to develop successful, motivated teams.
- Demonstrate high level leadership skills including the ability to hold others to account.
- Be well organised, achieve deadlines and submit reports promptly and demonstrate the importance of an effective work life balance.
- Demonstrate the ability to critically reflect and self-evaluate
- Be an excellent role model in matters of professional conduct.

Other

- Undertake such duties at the discretion of the CEO and the Board as may reasonably be required by the changing needs of the Trust.
- Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
- Attend Board and identified Local Governing Body meetings as contributor and observer (non-voting).

Safeguarding children and young people

- AAAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.