



# Langley Park Academies & Langley Park School for Boys

## **Chief Operating Officer** **New Multi-Academy Trust** **Bromley, Kent**

### **JOB DESCRIPTION**

#### **Primary Purpose of Role**

The Chief Operating Officer will provide strategic and operational leadership for all non-academic activities of the Trust. They will be responsible for the financial management of the Trust including financial planning, compliance and reporting, and for the effective and efficient provision of central services to schools in the Trust.

Accountable to the CEO, the Chief Operating Officer will take a lead role in the formation of the new MAT, designing and implementing new central services structures and financial systems and processes, and in developing strategy for the future.

#### **Key Responsibilities**

- With Trustees and the CEO, to lead the formation of a new multi-academy trust for launch in September 2018.
- To direct and deliver on all Finance, Human Resources and Operations management of the Trust and effectively managing change.
- To lead on the effective management and impact analysis of all Trust activities to enable it to expand.
- To establish and maintain outstanding professional relationships with internal and external stakeholders and to ensure effective communication across the Trust
- To drive commercial activities to improve financial efficiencies, to generate income and take advantage of funding opportunities
- Ensure regulatory compliance across the Trust including FOI, Data Protection, and ensuring regulatory requirements of all statutory bodies are met.
- To champion the values of the Trust and be an ambassador and advocate of its mission
- To deputise for the CEO when required and carrying out any other duties as reasonably required to contribute to the smooth running of the Trust

## **Finance**

- Prepare The Trust's annual and medium term plans, in consultation with the CEO, and heads of partner schools, taking into account performance improvement objectives, future funding projections, and other potential variables.
- Ensure that accurate and timely financial reports, estimates and financial/annual returns are submitted as required by funding bodies, government departments and Companies House.
- Oversee the preparation of an annual budget within a five year financial plan for approval by the Board.
- Ensure the preparation of monthly management accounts, forecasts and other financial and non-financial reports for the Trust and its interests, presenting reports to the Board and Governing Body, and explaining significant variances to all relevant stakeholders, in accordance with agreed timetables.
- Provide support, guidance, challenge and information to budget holders.
- Plan and monitor the cash flow of the Trust, ensure the implementation of creditor and debtor policies and procedures, and oversee the management of working cash balances, short-term investments and borrowings.
- Ensure that the financial and management accounting systems for the Trust are up-to-date and support all accounting and reporting needs.
- Ensure the maintenance of appropriate financial regulations and work with budget holders to ensure compliance.
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately, and the effective operation of all financial controls.
- Ensure effective management of payroll and compliance with all legislation relevant to tax, national insurance and pensions
- Ensure the efficient resolution of all personnel matters relating to salary, pension and HMRC queries.
- Advise the CEO, Board and Local Governing Bodies on external and internal audit arrangements as required by financial regulations and funding bodies and liaise with auditors and facilitate all audit arrangements.
- Research and complete funding bids to external bodies including Government departments to maximise the resources for the Trust. Ensure that any funds received from successful bids are spent appropriately and within timescales.
- Maximise revenues from sales and purchases, sponsorship, fundraising, lettings and business activities, without compromising the educational activities and learning environment for students.
- Make arrangements for appropriate insurance cover for the Trust. Liaise with brokers/insurance companies regarding claims, dealing with all correspondence and communications.
- Ensure that tax obligations are discharged correctly and effectively.
- Prepare and maintain the Trust risk register.
- Report on all financial and compliance matters to the CEO, SLT, Trust Board and Governing Body as required.

## **Human Resources**

- In conjunction with the HR Manager, and HR consultants, oversee the administration of personnel matters for staff, including: appointments, contracts of employment, conditions of service, insurances, legal and other advisors, discipline and grievance matters, and making recommendations to the CEO, SLT(s), Board and Governing Bodies as appropriate.

## **Marketing & Publicity in conjunction with the Administration and Communications Officer**

- Promote and market the Trust to a variety of audiences to raise the profile with the local community and seek sponsorship/generate additional income.
- Attend events and meetings as identified by the Trust and communicate the Trust vision effectively
- Oversee the Trusts' publicity and marketing strategy

## **Growth and Project Management**

- Undertake due diligence on behalf of the Trust as required
- Oversee bids for any capital development and funding across the Trust including the successful completion of the new build for Langley Park Primary School, a free school set up by the Trust.
- Oversee the efficient project management of capital works across the Trust property portfolio
- Ensure the systems in finance, and IT provide value for money and are effective in operation

## **Procurement**

- 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 to negotiate, manage and monitor contracts, tenders and agreements for the schools as appropriate.

## **IT**

- Work with the CEO and LGBs to maintain and deliver a rolling three to five year 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 aims and objectives of the Trust.

## **Site Management**

- Oversee the work of facilities managers and site teams across the Trust
- Encourage maintenance and management of existing premises
- Oversee bidding for any available funding for site improvement (including CIF)

## **Safeguarding and Risk Management**

- Support the Trust with its responsibility for safeguarding and promoting the welfare of students including adhering to all safeguarding policies and procedures
- Ensure Risk Management and Health and Safety Policies are in place and adhered to across the trust

## **Governance**

To provide professional governance support and guidance to the Trust

## **Additional Duties**

- Produce confidential reports and information as required
- Understand the implications of government policies and educational trends and developments
- Maintain and ensure regular review of the Trust's data protection, personnel, fire safety and health & safety policies, and ensure that all required procedures, including Equalities Act requirements are in place and observed.
- Ensure that the Trust is data protection compliant in accordance with the new General Data Protection Regulation (GDPR) coming into force in May 2018.
- Ensure that the Trust complies with all examination board requirements – storage of papers etc.
- Be familiar and comply with all relevant health and safety, operational, personnel, child protection, data protection and financial regulations, policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively seeking to promote a culture of anti-discriminatory practice.
- A commitment to their own continuous professional development.
- Operate as directed within any setting across and beyond the Trust, mindful of the post-holder's work-life balance.
- Undertake such other duties and responsibilities as may be reasonably requested
- Ensure Company Secretary duties are fulfilled, including updating Edubase as required.

**Langley Park Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**