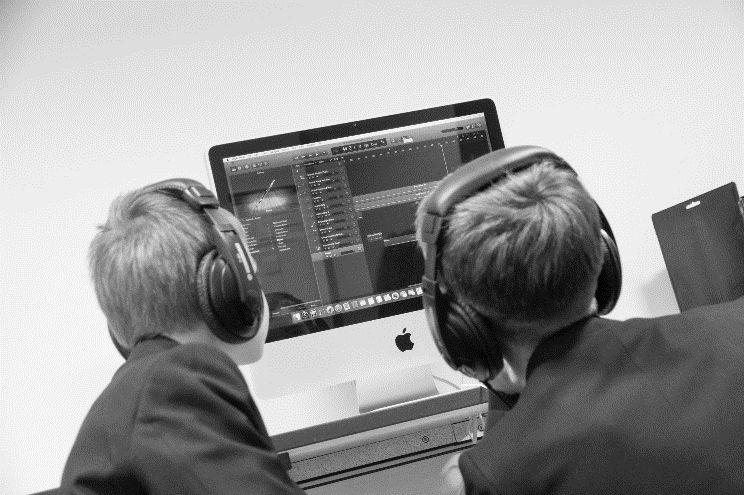
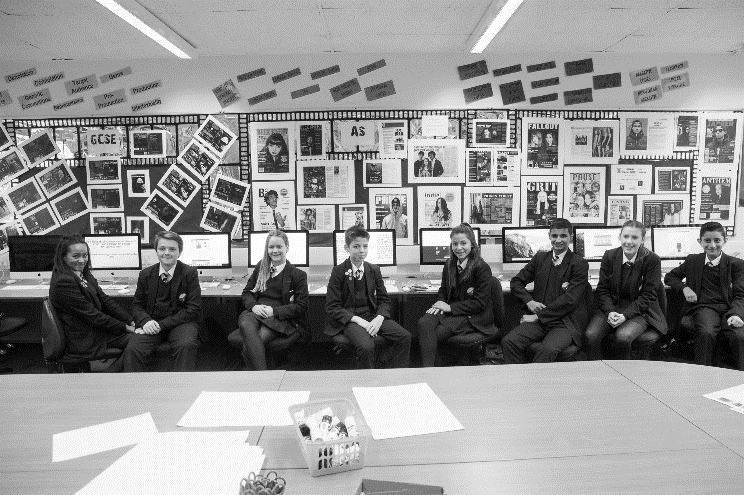


**Job Description & Person Specification**

Trust Operations Manager



Trust Operations Manager

**Salary:** Laurus Trust C: £37,306 - £41,025

**Location:** Cheadle Hulme High School, but may be expected to travel to other Trust schools

**Start Date:** As soon as possible

**Hours:** Full Time, Full Year 37 hours per week.

**Purpose of the Post**

To play a key role in developing the Trust, ensuring that we deliver operational excellence in our schools and in the Trust’s central team. The Operations Manager will support the Trust’s growth and development by:

* Overseeing relevant projects and initiatives as the Trust develops.
* Providing operational leadership for the Trust across growth and project management, procurement and contract management, risk management and administration services.
* Ensuring the operational side of the business is robust, resilient and compliant with all legal and regulatory requirements; and
* Ensuring effective systems of control and management of risk are in place and consistently implemented.

**Reporting to:** ChiefFinancial Officer

**Responsible for**: Administration Teams

**Key areas of responsibility:**

1. Growth and Project Management

* Provide project management for all relevant initiatives within the Trust.
* Support the project management of the conversion of both sponsored and converter academies in to the Trust.
* Support the project management of Free Schools opened by the Trust.
* Identify and assess funding opportunities (including capital, revenue and specific project initiatives) and prepare bids and submissions as appropriate.

1. Procurement and Contract Management

* Prepare and implement robust 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 appropriate services in line with Trust financial procurement regulations.
* Ensure the delivery of high quality and cost efficient services in line with contract specifications.
* Ensure that all legal agreements for services, supplies, leases, etc. are structured appropriately and in the best interests of the Trust.
* Ensure all contracting and procurement activities are fully compliant with all public sector legislation and regulatory requirements.
* Assist with the design and delivery of staff training and development needs in respect of procurement.

1. Risk Management

* Oversee and ensure maintenance of the Trust and academies’ risk registers, disaster recovery strategy and business continuity plans.
* Support the CFO on risk management and mitigation, strengthening control and ensuring that the CEO and Trustees are appraised of risks and issues, and that these are mitigated against and managed appropriately.
* In conjunction with the Estates Director, oversee procurement and administration of appropriate insurances for the Trust and academies.

1. Administration

* Establish and quality assure a highly skilled and effective administration service and structure to support the objectives and aims of the Trust and its schools.
* Manage the development of administrative teams in each school, ensuring that support office functions in each school provide appropriate and efficient services.
* Take appropriate budget holder responsibilities.
* Provide leadership, motivation, support and performance management for all direct reports.
* Contribute actively to the development of quality improvement programmes across the Trust.

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**General responsibilities:**

* Establish and maintain outstanding professional relationships, ensure effective communication across the schools in the Trust, the Local Authorities, the ESFA and other stakeholders.
* Ensure regulatory compliance including FOI, Data Protection, and Academies and Charities best practice.
* At all times champion the values of the Trust and be an ambassador and advocate of its mission.
* Provide professional support to the Trust Board, including attendance at Trust Board, sub-committees and Local Governing Bodies when required.
* Understand the implications of government policies and educational trends and developments
* Support the Trust to develop and implement policies and procedures
* Support the work of the Teaching School and SCITT as required
* Undertake such other duties and responsibilities as may be reasonably requested by the CEO, CFO and Trust.
* To fulfil personal requirements, where appropriate, with regard to Trust policies and procedures, health, safety and welfare, emergency, evacuation and security.
* To take responsibility for promoting and safeguarding the welfare of students in the Trust schools.
* To work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
* To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities.

Person Specification

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| --- | --- | --- | --- |
| ATTRIBUTES | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
| 1. Education and training | Minimum Maths & English GCSE (A\*-C) or equivalent  Educated to degree level  Evidence of further professional training and development | Relevant qualification e.g. CIPS, PRINCE2 | Application form |
| 1. Relevant Experience | Successful manager with a track record in delivering operational excellence  Experience of leading and managing projects involving a number of stakeholders  Experience of negotiating and managing contracts and delivery of procurement benefits including financial savings  Experience of line management  Experience of Business Continuity Planning  Financial management: budget control, planning and monitoring | Experience of working with or in the education sector  Experience of working in the public sector  Office management experience | Application form / supporting statement / interview |
| 1. Knowledge and skills | Excellent written and oral communication skills  Excellent interpersonal and networking skills  Negotiation and influencing skills  Commercially astute and having a good understanding of finance  Ability to inspire, manage and organise staff  Ability to work in a fast-paced, deadline-driven environment managing multiple projects  Excellent IT skills  Personal integrity with an ability to preserve confidentiality  Ability to work under pressure and stay calm at all times  A positive approach to challenges, which seeks solutions to problems and addresses difficulties.  Ability to respond flexibly to change | Knowledge and understanding of issues, legislation and guidance relevant to the academies sector  Understanding of risk management procedures and relevant legislation |  |

**The Trust is committed to safeguarding and promoting the welfare of children**

**and expects all staff to share this commitment.**



Laurus Trust

Cheadle Hulme High School

Woods Lane, Cheadle Hulme   
Cheadle, SK8 7JY

**laurustrust.co.uk**