



Mossbourne
Federation

Saxton Bampfylde

Appointment Brief: COO May 2023

Reference: SBEQB

Introduction Mossbourne

The Mossbourne Federation's four academies provide the children of Hackney with a world-class education. In realising its founder Sir Clive Bourne's vision, of exceptional learning for everyone, the Federation has redefined expectations of what can be achieved within inner-city, non-selective schools.

Staff work hard enabling all pupils to realise their full potential; pupils, in turn, are empowered to become confident, independent learners, inspired to excel. Pupils and staff at Mossbourne's schools work hard and invest in their future, and the Federation is committed to ensuring that success is available to every member of its community.

A real culture of excellence exists; pupils benefit from top-quality teaching and learning. Children in the early years make a flying start developing a positive attitude towards learning which bolsters them through every stage of their school journey. Mossbourne pupils perform well above both national and local authority averages at all levels—many win places at top universities both in the UK and abroad. Pupils are supported every step of the way by dedicated staff who keep pupil safety and wellbeing at the heart of everything they do. Excellent pastoral care and real inclusivity are cornerstones of Mossbourne's approach—every pupil and staff member are a valued member of the community.

Culture and Values

Mossbourne's academies change pupils' lives. Both inside and outside the classroom, Mossbourne schools are welcoming, vibrant and friendly. Supported by strong school leadership and the dedicated Central Federation Team, the Federation's core values flow through its academies, ensuring all are on the same pathway to success. All Mossbourne academies are rated Ofsted 'Good' or 'Outstanding'.

The Mossbourne Federation values are:

Excellence: Doing everything as well as we can, always

No Excuses: Believing that anything is possible; we never give up

Unity: Working together towards our goals, with integrity

Sharing best practice, knowledge and ideas, Mossbourne provides a supportive community that always welcomes input and challenge to ensure its pupils are empowered to be the best they can be.



Mossbourne Federation Schools

Mossbourne Federation is made up of four schools and a sixth form. Each school has its own unique identity and sense of community.

Click here for a look inside one of the Federation's vibrant academies:

[Mossbourne Riverside Academy Virtual Tour](#)

Primary Schools

Secondary Schools



Mossbourne
Riverside
Academy



Mossbourne
Parkside
Academy



Mossbourne
Community
Academy



Mossbourne
Victoria Park
Academy



Mossbourne COO

The Role

Mossbourne Federation is now seeking an inspiring COO to support the organisation as it continues to evolve its culture and functions. The COO will provide visionary leadership across the organisation, ensuring that Mossbourne Federation can continue to provide exceptional schools for its communities as it prepares for future growth. The COO will lead and deliver a range of central functions that are critical to the effectiveness of Mossbourne Federation's operations.

Reporting to the CEO, the COO will also be an active and energetic advisor for the Board, HR Director and school principals. This role will act as a true partner to our leaders; you will work through your functional heads to deliver core services and continually drive the functions to optimise their performance. To fulfil the requirements of this position, you must have exceptional leadership skills and the ability to become a key part of our diverse senior team.

You will think strategically using data to guide your work and will develop your team to work effectively together and in support of the Board. You will be responsible for, and line manage the heads of the Federation's corporate services, including, Finance, IT, Estates. The HR team at Mossbourne Federation does not fall directly under the COO's leadership; given the complexity and importance of the people agenda it is a standalone function reporting directly to the CEO. However, the two functions of course work very closely together.

Key Responsibilities

- Proactively partner with senior staff and key stakeholders to plan and manage the Federation's operations in order to effectively support the delivery of the Federation's objectives.
- Provide advice and guidance on financial and operational strategy.
- Provide strong, visible leadership across the Federation.
- Develop and control the Trust's annual operating budget to ensure that all financial targets are met, and that financial and statutory regulations are complied with.
- Identify and deliver improvements in the Federation processes, services, and systems to achieve operational excellence.
- Accountable for the strategic leadership and management of the Finance, IT and Estates Teams.
- Improve the effectiveness of service delivery and efficiency across the Federation's central service areas to ensure value for money.
- Strengthen and promote a culture of accountability, excellence, integrity, collaboration, and inclusion.
- Lead on robust governance and risk management procedures across Health and Safety, Compliance, and Corporate Support
- Manage the co-ordination of internal and external audits and preparation of the statutory accounts.
- Manage the preparation of the financial accounts, regular monitoring of business performance and ensure that these are presented accurately and on time.
- Ensure a robust system of financial planning and control operates across the Trust, in keeping with the Trust's strategy, plans, systems, policies and standards.
- Actively manage and maintain the Federation's property portfolio ensuring that it meets the needs of the Trust, is sustainable, and cost effective.
- Understand, anticipate, identify, and address financial opportunities and risks to the Trust.
- Build an appropriate external profile both within and outside the sector.



Mossbourne COO Person Specification

The successful candidate will be an experienced professional leader and as such will bring a demonstrable track record of having led organisational strategies at a senior level. You will be able to provide strategic vision whilst maintaining strong operational delivery, driving Mossbourne's operations to support its strategic objectives.

We are looking for a business-minded COO who can live our values and recognise how our passionate staff impact the lives of our pupils every day. You may be an experienced COO or Director of Corporate Resources; this opportunity may also suit an experienced finance professional who can bring broader functional experience and is ready to step into a wider role.

You will have the ability to build strong relationships throughout the Federation with a genuine passion for what you do. You will work in close partnership with the schools and central services leaders to continue to enable Mossbourne's staff to deliver a life-changing education to its pupils.

The successful candidate will be a dynamic and communicative leader, capable of winning trust, and will bring all or most of the following:

Essential

- Significant experience working within a finance and general management brief.
- Evidence of the delivery of financial and operational leadership in a complex working environment of a similar scale.
- Proven success in managing complex change, and the ability to operate successfully in a fast-moving and demanding environment.
- A forward-thinking approach coupled with a strategic view that looks to create sustainable and scalable strategies.
- Experience of developing an on-going customer service focus across support services.
- An accountancy qualification (ACA or equivalent).

Desirable

- Experience and/or understanding of the Multi-Academy Trust sector, and an appreciation of the legal and regulatory environment in which the Trust operates.
- Experience of liaising with service providers for contracted out provision to ensure compliance with contractual terms and effective operations.



Mossbourne COO Person Specification

The Trust welcomes candidates from a range of sectors and professional backgrounds.

Personal qualities

- Ability to challenge current practices and thinking, and provide alternative solutions.
- Displays leadership and supports the vision underlying the Trust's strategic objectives.
- Ability to proactively nurture talent, build capability, and ensure robust succession planning.
- Able to role model and embed the Federation's values in the delivery of central services.
- Works collaboratively across the Trust to achieve proactive engagement with the finance and operations agenda.
- Demonstrates a flexible and adaptable approach to managing change and ambiguity. Happy to own both problems and their solutions.
- Possesses strong interpersonal and communication skills required to build effective professional relationships, and influence stakeholders.
- An inclusive, pragmatic, and collaborative leader.
- Commitment to quality, efficiency, and productivity, as well as the Trust's vision and priorities.
- An enthusiasm for, and a commitment to, the empowerment of all pupils regardless of age, ethnicity, ability and background through education.



Mossbourne COO

Terms of Appointment

The role will be based at the **Mossbourne Community Academy** but will work across all the Trust's four schools.

The salary will reflect the seniority of the role and will depend on skills and experience.

This post offers entry to a competitive pension, and the post holder will be automatically enrolled into the Local Government average salary pension scheme.

As of 1st September 2023, The Mossbourne Federation will provide private health insurance for all employees from the award-winning healthcare provider, 'Benenden Health'. Because we prioritise staff health and well-being, the membership fee and the associated tax is fully paid by the Federation making this a competitive benefit of working for The Mossbourne Federation.

Mossbourne Federation is committed to safeguarding and promoting the welfare of children and applicants. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children and must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met.



Mossbourne COO

How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Mossbourne Federation on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **SBEQB**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

The closing date for applications is noon on Friday 23rd June 2023.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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