



# CHIEF OPERATING OFFICER

FRIARS MULTI ACADEMY TRUST

**APPLICANT INFORMATION PACK**

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# Friars Multi Academy Trust

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January 2018

Dear Applicant

Thank you for your interest in the position of Chief Operating Officer. The Applicant Information Pack contains full details of the position and useful information to inform you about our Trust/Academies/Schools and the post. Friars MAT is a newly formed group, consisting at present of one special academy and a Free Special School that is in pre-opening stage:

- Friars Academy – school for students (aged 11-18) with moderate learning difficulties and autism.
- Friars East Free School – aims to replicate the outstanding provision of Friars Academy for students with the same additional needs.

We are a young MAT with high aspirations for our pupils, aiming to create positive futures for all. In a relatively short period, we have established strong governance and leadership structures as the foundations for future growth.

The Directors are clear in their wish to grow the trust, to include not only special but mainstream schools, to work as part of our local community to bring about positive outcomes for all children and young people and so preparing them for the next stages in their development.

In addition to the application form, candidates are asked to complete a letter of application of no more than two sides of A4 outlining your motivation for the role as Chief Operating Officer and how your experience and achievements match the requirements of this position

We look forward to receiving your application for this post. Completed applications should be emailed to the Business Manager, Mrs Carol White, at [bursar@friars.northants-ecl.gov.uk](mailto:bursar@friars.northants-ecl.gov.uk) by Monday 26<sup>th</sup> February 2018 at 12.00 Noon.

Yours faithfully

**SUZANNE IJEWSKY (Mrs)**  
Executive Headteacher



## **Introduction to Friars Academy**

Friars Academy is part of Friars Multi Academy Trust, a charitable company limited by guarantee and registered in England and Wales.

Friars Academy is a co-educational community special school for students aged 11-18, who have statements identifying them as having learning difficulties. There is a small post-16 unit for those students who would find transition to college at 16 a challenge. The students may be those that find learning a slow difficult process or they may be students with specific difficulties who are not achieving their full potential. The Academy at present manages a delegated budget for 151 students. The Academy occupies an attractive site close to local amenities on the edge of the town centre of Wellingborough. A team of experienced and dedicated staff work hard to provide a secure, caring and safe environment where each individual is: valued, encouraged to feel confident, appropriately challenged and prepared for the next step in life. The Academy is a happy place to work and learn and we are proud of our students' achievements.

Students are admitted following assessment of their needs by the Local Authority in consultation with parents/carers and in accordance with the academy's admission statement.

## **Academy Aims**

The Academy (staff and governors) aims to provide a high quality education for students with special educational needs, in partnership with parents/carers, the community and the Local Authority.

We believe that:-

- at the heart of our Academy is the view that "Every child, every chance, every day";
- the management of behaviour and the development of self-discipline is an essential first step to creating a successful teaching, learning and working environment;
- students and staff function more effectively in a safe, positive, supportive environment;
- students have a right of access to a broad curriculum in line with National Curriculum Guidance;
- opportunities will be given to students which will enable them to fulfil their potential, and prepare them for their future in becoming good citizens in our society;
- the Academy will make a valuable contribution to the local community of which it is a part;
- there is commitment to equal opportunities for all.
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- These aims are supported in different ways by all associated with Friars Academy: governors, staff, parents/carers and students.

### **Admissions**

• The Academy meets the needs of students who:-

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- have attainments well below the expected range of their peers with additional difficulties that may include physical difficulties, speech and language delay, low self-esteem, sensory impairment and under developed social skills
- have significant learning difficulties and attainments below Level 1 of the National Curriculum

- have a diagnosis of Autistic Spectrum Disorder that requires structured teaching and may require discrete provision. Students will usually be working above the P scale levels.
- Students may have challenging behaviour but this will not be their primary need. The Academy would not normally meet the needs of students with profound and multiple learning difficulties (PMLD) with additional complex needs or those who require complex medical intervention.

### **Provision for Students with Autism at Friars Academy**

As with all students at Friars the students with A.S.D. have associated learning difficulties.

The TEACCH approach is regarded as one way of working with students with autism and as many opportunities as possible are created to help young people integrate and function in a world that is not TEACCH organised, giving greater independence in their life out of school.

### **Provision for Students with Severe Learning Difficulties**

The Academy is well-resourced for meeting the very wide range of needs associated with students who have severe/complex learning difficulties. Students are based in key stage classes and have access to the excellent facilities that exist in the Academy. These include specialised areas concerned with Food Technology, Technology, Science, Information Technology, Physical Education and a Sensory Studio.

The main aims of this provision are as follows:

- to build on, consolidate and generalise previous learning gained at primary school level;
- to enable each individual to gain the greatest possible degree of personal independence;
- to develop interpersonal skills associated with personal and social development;
- to enable each individual to access their entitlement to a curriculum which is broad, balanced and appropriate to their needs, delivered by methods which are intended to both motivate and challenge;
- to ensure that students' achievements are nationally recognised.

### **The Academy Site and Buildings**

Friars Academy site was converted to a purpose built secondary special school between 1996 and 1998. The Academy site is situated in a quiet residential location within a short walking distance from the town centre. The Academy and grounds are well maintained and a pleasant place to attend and work. All stakeholders are expected to take a pride in the Academy and to look after the environment.

The Academy has a very active eco-friendly approach to all aspects of the management of the site. The Academy is within easy walking distance of a number of local facilities and places of interest.

The Academy is well equipped to deliver the full range of subjects and offers an exciting range of practical opportunities and activities including the latest state of the art sensory studio for all students. Each classroom is equipped with ICT facilities including interactive boards and computers. There are the following fully equipped specialist rooms: Art, Resistant Material Technology, Food Technology, Life skills, ICT, Expressive Arts (for drama, dance & music), Science and a Fitness Suite. There is a hall (large enough to accommodate the whole school) which is used for PE, assemblies, formal performances and presentations and a library with ICT facilities; medical facilities, hygiene room and specialist toilet facilities. There are also newly developed outdoor learning areas, together with dedicated specialised rooms to provide further pupil support.

Student's art work and other displays adorn the internal walls of Friars Academy classrooms and corridors and add considerably to the feel of our Academy. Outside there are quadrangles where students can enjoy their break/lunch-times in a more protected atmosphere or they can experience the all-weather playground, grass areas, seats or the purpose built fitness trail and play equipment.

From September 2010 our post-16 provision for students working within P5-NC1c opened. The provision is part of a post-16 consortium with other special schools in the Local Authority.

Friars Academy is part of a Teaching School Alliance and from September 2015 we will have a designated training facility, which can be accessed by external organisations.

The Academy enjoys an on-site catering facility, managed by an external catering company. Food is freshly cooked daily to provide a hot meal / packed lunch service for students at the Academy.

### **Community Links and Support Services**

Friars Academy has many links with the local and wider community through work and community experience schemes, fundraising for charities, support from local charities and close liaison with local schools, in addition to several industrial and business links.

Friars Academy has had close links for many years with our nearest mainstream secondary school Wrenn. The academy also has many ties with our primary feeder schools, especially our colleagues at Rowan Gate Special School.

Friars Academy has enjoyed longstanding relationships with many local agencies including educational psychologists, speech therapists, physiotherapists, occupational therapists, and audiologists. The Connexions careers officer and other officers from Social Services are common visitors to our Academy to aid us in caring and providing for our students.

The Academy's Parent Support Worker and Medical Officer are able to liaise with the school nurse and other professionals who regularly visit the Academy. The school nurse is available to see parents at the Academy premises by arrangement.



**FRIARS MULTI ACADEMY TRUST**  
**JOB DESCRIPTION**



**Name:**

**Job Title:**

**Chief Operating Officer**

**Grade:**

*Grade 33 - 42*

*37 hours per week 52 weeks per year*

**Accountable To:**

Executive Headteacher

**Performance Reviewer:**

Executive Headteacher

**Day to day line management:**

Executive Headteacher

**JOB PURPOSE**

The Chief Operating Officer is responsible to the Executive Headteacher and is a member of the Central Leadership Team. The Chief Operating officer role will change over time with the development and growth of the Trust. The post holder will need to be proactive and responsive to strategic priorities.

The Chief Operating Officer will be a leader with a proven track record whose role will focus on key areas:

- To lead on strategic business planning for the multi academy trust to ensure that it has clear and sustainable plans for the future.
- To lead on all matters relating to human resources, estate management, IT systems, health and safety and administration across all academies in the trust to ensure the best possible outcomes for all students and staff.
- To maximise earned income from the trust's assets, including commercial trading, intellectual property and joint ventures through an enterprising approach to business development and partnerships.

The Chief Operating Officer is to provide support to the Executive Headteacher in the implementation of the Trust's vision, values and key objectives and advise the Executive Headteacher on matters pertaining to all aspects of the role.

The Chief Operating officer is expected to think strategically; to be innovative and entrepreneurial; to anticipate problems; to highlight issues and devise possible solutions; to stay abreast of legislation, policies and practices which might or would affect the Trust.

**MAIN AREAS OF RESPONSIBILITY**

**Leadership**

- Attend and participate in Central Team meetings and contribute to strategic planning across the Trust.
- Work closely with the Executive Headteacher for the purpose of decision making to ensure sound business principles are adhered to.
- Plan and manage change in accordance with the Trust's Development Plan
- To lead and manage the facilities, admin, data and IT teams across the Trust taking responsibility for the performance management of the teams in each Academy including business performance against targets ensuring rigour and parity and ensuring an effective professional development programme is in place.
- Monitor and investigate matters of concern ensuring effective operations of Academies across the Trust.
- Support the development of systems, strategy and policy to ensure effective implementation of resources across the Trust.
- To project manage the conversion of all new academies joining the trust, including the common transfer agreement, lease and funding agreement and to advise and support each school as appropriate;
- To be responsible for the induction and continued professional development of administration, facilities, IT and data managers in each academy.

## **Financial Management**

- Manage the Trust's capital investment plan and implement this in conjunction with the Chief Finance Officer.
- Evaluate information and consult with the Executive Headteacher and Central Team to input into a realistic and balanced revenue and capital budget plan. Maintain oversight of the implementation in conjunction with the Chief Finance officer.
- Build close working relationships with the Chief Finance officer, Executive Headteacher, Headteachers, Heads of school, Regional School's Commissioner, Trust Board, LGB's and other stakeholders as necessary.

## **Payroll and Human resources**

- Take responsibility for payroll and pensions across the Trust reporting information to the Chief Finance Officer.
- Ensure effective communication systems with the Chief Operating officer to enable effective and timely payments for staff.
- Ensure that, as strategic priorities are updated, conditions of employment and HR policies are adhered to across the Trust.
- Manage the recruitment and selection process ensuring safer recruitment guidelines and statutory processes are adhered to.
- Manage absence and sickness information for staff and provide timely reports as necessary to the Executive Headteacher, Headteachers/Head of school.
- Provide advice and support to Executive Headteacher, Headteachers, Heads of school on all matters relating to Human Resources.
- To work closely with human resources and legal advisers to project manage the conversion of new schools joining the trust in regard to TUPE, the regulation 13 notice, consultation and any other employment related matters, including due diligence;
- To oversee the maintenance of each academy's single central record ensuring necessary compliance.
- Oversee and maintain all HR records ensuring compliance with GDPR.

## **Administration**

- Proactively lead on GDPR across the Trust
- Ensure all pupil records both manual and computerised are kept up-to-date and are stored in accordance with the GDPR Guidelines.
- Maintain confidential records ensuring all guidelines are met.
- Produce timely reports and information for presentation to Executive Headteacher and Trust board as requested.
- With the exception of financial tasks, manage the administrative functions of the Trust including monitoring providers.
- Have sufficient knowledge and understanding of all tasks undertaken by the teams being performance managed, to be able to undertake their essential duties in their absence and to be competent to train new staff in all tasks.
- Ensure all policies outside of Teaching and Learning and financial are fit for purpose for the Trust and are updated in line with the framework. Ensure all statutory policies are reviewed in accordance with statutory timescales.
- Oversee preparation of Trust records and publications including oversight of the website.

## **Premises**

- Oversee the management of all Trust sites drawing up a premises maintenance plan with the facilities team ensuring effective and sufficient funding in liaison with the CFO.
- Manage assets across the Trust including vehicles.
- Take responsibility to ensure statutory returns for buildings are completed in a timely manner.
- To oversee the completion of the annual submission for the Condition Improvement Fund for each academy and the trust as a whole.

## **Information Systems and ICT**

- Ensure all relevant user licences are in place liaising with the Chief Finance Officer and Network Manager.
- Consider, monitor and review the IT systems across the Trust ensuring futureproofing and compliance.
- Manage and oversee the MIS system for students across the Trust.

**Directors**

- Provide advice on employment law liaising with HR providers/solicitors as appropriate.
- Liaise and work with the Directors and the Clerk to the Local Governing Body.
- Assist the Executive Headteacher , Headteachers and Heads of schools with the production of Directors' reports as appropriate
- Attend all Director's Meetings.

**General Responsibilities**

- Help promote a feeling of well-being within the Academy.
- Liaise with outside agencies in a professional manner. These include, although not exhaustively and amongst others, parents, LA employees, other site users, representatives of the local community and others who have contact with and/or support the Trust. The manner in which these contacts are made must be consistent with the ethos of the Trust, particularly regarding openness, mutual respect, positive regard and partnership.
- Work collaboratively with the Executive Headteacher in the completion of statistical returns to a range of bodies including the EFA, LA and the DfE.
- Carry out such other tasks as deemed appropriate by the Executive Headteacher.

**FRIARS MULTI ACADEMY TRUST  
PERSON SPECIFICATION – CHIEF OPERATING OFFICER**

<b>Qualification and Experience</b>	<b>Essential/ Desirable</b>	<b>Application/ Interview</b>
Track record of being results driven and exceeding goals through success in previous and current role	E	A/I
Experience of staff leadership and management, and evidence of achieving performance improvement across diverse teams	E	A/I
Experience of strategic business or service planning and the development of business opportunities	E	A/I
Evidence of successfully managing complex projects from inception to completion	E	A/I
Experience of interpreting Government education policy and legislation	D	A/I
Experience of asset and facilities management and implementing risk assessments	D	A/I
Track record of successful fund raising / bidding activities	D	A
Personnel procedures and relevant employment legislation	D	A/I
Successful involvement in staff recruitment, appointment and induction	D	A/I
GCSE/O Level English and Maths Grade C or above	E	A
<b>Skills &amp; Abilities</b>		
Excellent communication skills at all levels – orally and written to a range of audiences	E	A/I
Awareness of current IT developments and systems	D	A
Ability to interpret management information and communicate findings to others	D	A
Health and safety legislation and best practise	D	A
Ability to make and justify difficult decisions	E	A/I
Energetic, highly motivated, with an enquiring mind and passion for excellence	E	A/I
Ability to exercise strategic leadership	E	A/I
Evidence of continuous professional development	E	A
Knowledge of strategies for performance management cycle and supporting staff in their professional development	D	A
The ability to successfully plan, implement, monitor and evaluate development strategies	E	A/I
Ability to lead meetings and training	E	I
<b>Personal Qualities</b>		
The ability to establish effective working relationships at all levels within an organisation and with outside organisations	E	I
Resilience, the ability to handle high levels of pressure and be able to meet deadlines maintaining a positive and enthusiastic approach	E	I
Flexible approach to sudden changes of plan, with the ability to re-prioritise if needed	E	I
High integrity and openness	E	I
A commitment to safeguarding and promoting the welfare of children and young people	E	A/I
Committed to equality	E	A
Flexible in terms of working hours – attendance at evening meetings including academy governors'/Trustees	E	I

E - Essential  
D - Desirable  
I - Interview

## **Appointment Process and Contact Information**

**Closing Date:** Monday 26<sup>th</sup> February 2018 at 12.00 Noon

**Interviews:** Week commencing 5<sup>th</sup> March 2018

**Informal visits to the Academy:** Informal visits to the Academy are positively welcomed prior to submitting an application. Contact the Academy, to arrange an appointment either by emailing [bursar@friars.northants-ecl.gov.uk](mailto:bursar@friars.northants-ecl.gov.uk) or by telephoning Mrs White at the Academy on 01933 304950.

**Completed application form and supporting statement should be sent either by email to [bursar@friars.northants-ecl.gov.uk](mailto:bursar@friars.northants-ecl.gov.uk) or by post to:**

Mrs Carol White  
Business Manager  
Friars Academy  
Friars Close  
Wellingborough  
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NN8 2LA