

**Chief Operations Officer**

Recruitment Pack



7th August 2017

Dear Applicant

Thank you for your interest in the position of Chief Operations Officer, working within The Propeller Academy Trust.

The Propeller Academy Trust provides outstanding provision from the age of 2 to 25 for children and young adults with special educational needs in South and West Oxfordshire. The Trust is committed to ensuring that all aspects of the organisation are of high quality, efficient and support students and staff in schools to focus on teaching and learning and school improvement. The two schools currently in the Trust are Kingfisher School <http://www.kingfisher.oxon.sch.uk/> and Fitzwaryn School <http://www.fitzwaryn.oxon.sch.uk/> The Trust is supported by Abingdon and Witney College <http://www.abingdon-witney.ac.uk/>

Our Vision is to provide exceptional, responsive and highly specialised provision for children and young adults with special educational needs, including those with highly complex and/or profound learning difficulties across South and West Oxfordshire. The provision will be highly regarded both locally and nationally and will build on the strengths of the partner organisations.

The Chief Operations Officer will have primary responsibility for all aspects of the business functions of the Trust, developing and managing a set of high quality operations in accordance with the vision and priorities of the Board. The Chief Operations Officer will be the key in ensuring that the Trust achieves excellence across all administration and financial areas, including facilities. The Chief Operations Officer is also the Principal Finance Officer of the Trust.

You will be joining a highly innovative, inspirational and ambitious organisation. We are seeking an outstanding Chief Operations Officer who can realise the highest possible quality of services that support our educational vision, in order to achieve the best possible outcomes for our students.

Yours faithfully,

Stephanie Coneboy  
Accounting Officer

Headteacher – Fitzwaryn School   
Propeller Academy Trust

Registered Office: Abingdon Campus, Wootton Road, Abingdon, Oxon OX14 1GG
Tel: 01235 555585 Fax: 01235 553168 Website: www.pract.org.uk
Corporation Registration No. 8340120

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**Chief Operations Officer**

**Propeller Academy Trust, Oxfordshire**

**Website**: [www.pract.org.uk](http://www.pract.org.uk)

**Salary**: £47,000.00 - £50,000.00 (grade 15)

**Hours**: full time

**Start Date**: 01/11/17 (or as soon after as possible)

**Interviews**: week commencing 9th October 2017

**Closing date**: 25th September 2017

The Propeller Academy Trust provides outstanding provision from the age of 2 to 25 for children and young adults with special educational needs. The Trust is seeking to appoint an experienced Chief Operations Officer to:

* Implement Trust strategy as agreed by the Academy Trust Board.
* Represent the Trust with external stakeholders.
* Ensure that the work of the Trust supports the schools in the Trust, and enables Headteachers to focus on school leadership and outcomes.
* Lead on all matters relating to Finance, Personnel, Estates and Facilities Management in the MAT.
* Lead in the design and implementation of systems, policies and procedures to ensure compliance in all legislation relating to the MAT.
* Provide effective and efficient financial, personnel and facilities management and ensure high quality strategic financial planning that enables the MAT to make the best possible use of its resources and provide the best outcomes for its pupils.

The successful candidate will have:

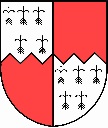
* A strong background in Accountancy and finance.
* Experience in managing a team of staff working in areas such as Estates management, Education and Human Resources.
* Outstanding communication skills (written and presentational) in order to work closely with the Directors and Local Governors, to be a member of the School Senior Leadership Teams, and to develop effective relationships with staff, pupils, parents, governors, local businesses, and other stakeholders.

The successful applicant will be expected to attend each school on a regular basis, and must therefore be mobile and willing to work across all sites, including the college and will also be required to attend evening meetings when necessary.

**The deadline for completed application forms is 5.00pm, Monday 25 September 2017 and interviews will take place during the week commencing Monday 9 October 2017.**

Applications will be welcomed from accomplished, experienced COOs from Education or non-Education Sectors, Public or Private Sectors. A DSBM (Diploma in School Business Management) or an Accountancy qualification is desirable but not essential.

Completed applications should be emailed to Carole Hollister [chol0126@fitzwaryn.oxon.sch.uk](mailto:chol0126@fitzwaryn.oxon.sch.uk)

cid:image002.png@01D2E524.6A4D9B60**Chief Operations Officer**

**Job Description**

(Updated July 2017)

**Background to the post**

The Propeller Academy Trust is a Multi – Academy Trust which currently includes two Special Schools in Oxfordshire, Fitzwaryn in Wantage and Kingfisher in Abingdon and is supported by Abingdon and Witney College. The MAT was formed in February 2013. Both schools have their own Headteachers and Local Governing Bodies.

The Chief Operations Officer will play a significant role in meeting the needs of other schools who might be considering joining the Trust.

**Purpose of the Post**

This role is an integral part of the leadership of the MAT, including the individual academies within the MAT. Directors will look to this post to implement the strategic decisions of the Trust, working closely with the Headteachers to achieve this.

The main aspects of this role are to:

* Implement Trust strategy as agreed by the Academy Trust Board.
* Represent the Trust with external stakeholders.
* Ensure that the work of the Trust supports the schools in the Trust, and enables head teachers to focus on school leadership and outcomes.
* Lead on all matters relating to Finance, Personnel, Estates and Facilities Management in the MAT.
* Lead in the design and implementation of systems, policies and procedures to ensure compliance in all legislation relating to the MAT.
* Provide effective and efficient financial, personnel and facilities management and ensure high quality strategic financial planning that enables the MAT to make the best possible use of its resources and provide the best outcomes for its pupils.

Also:

* To work closely with the Directors and Local Governors and the schools’ Senior Leadership Teams.
* To develop effective relationships with staff, pupils, parents, governors, local businesses, and other stakeholders.

The Chief Operations Officer will report directly to the Headteacher of Fitzwaryn School but will be accountable to the Directors of the MAT for the delivery of MAT objectives, other than those related to teaching and learning.

The Chief Operations Officer will represent the Propeller Academy Trust and communicate and promote the Trust vision both internally and externally (see appendix 1 for vision statement).

**Key responsibilities**:

The Chief Operations Officer (COO) will be a member of the SLT of both schools, attending meetings where the role requires. The COO will advise the Academy management and stakeholders on all matters relating to finance, legal, human resources, premises, health and safety, administration, risk management and ICT matters, obtaining specialist advice as appropriate. The COO will have lead responsibility in the following areas:

* Delivering the Trust strategic objectives
* Finance
* Business development
* Administration
* Human resources and Legal issues
* Health & safety
* Estates management
* IT and information management
* Company secretary.

The COO will be supported by a range of professional advisers, service providers and staff at the schools to enable him / her to carry out these duties and provide timely advice to the Boards.

**Finance:**

The Chief Operations Officer will, as Principal Finance Officer, be the main point of contact on finance matters with the Education Funding Agency (EFA) and provider of financial and commercial advice to the Boards.

The COO will:

* Provide a single set of accounts and a balanced scorecard for the Trust.
* Ensure that good financial governance operates in line with the requirements of the academies finance manual – in particular regularity, propriety and the achievement of good value for money.
* Have overall responsibility for accounting policies, financial regulations and ensuring that financial systems operate with sound financial controls, including responsibilities for compliance with financial regulations according to the PAT (Internal Financial Regulations Manual) and the Department for Education (Academies Financial Handbook).
* With support from professional advisers, co-ordinate and complete the annual report and accounts in accordance with EFA guidance.
* Ensure the development of PAT long term financial plans and three year financial plan for the schools to ensure financial viability and efficiency.
* Provide leadership and co-ordination of the annual budget setting processes.
* Monitor the financial performance of the schools and ensure that plans and actions are agreed where significant variations from financial plans and budgets arise.
* Meet with, and liaise with, the Accounting Officer to prepare financial and management accounts.
* Liaise with the relevant funding agencies to ensure that the Schools receive their financial allocation including recoupment from other Local Authorities.
* Seek additional grants and other funding as appropriate.
* Plan the cash flow of the schools and implement all appropriate policies.
* Maintain appropriate accounting procedures to control, monitor and disburse the Trust and School budgets including routine financial arrangements.
* Keep updated the financial and management accounting systems within the Trust.
* Prepare monthly management accounts for all relevant stakeholders.
* Attend all relevant meetings ensuring that all necessary papers are provided as required.
* **Audit** –
  + Liaise with auditors and plan all audit arrangements.
  + Maintain the risk register.
  + Ensure that agreed audit recommendations are implemented.
* **Purchasing and contract management** –
  + Work in collaboration with the COOs of the college and other Academies in joint commissioning to secure best value service providers.
  + In line with financial regulations prepare and implement policies concerning the buying and ordering of all supplies and services for the schools**.**
  + Manage the development of workspecifications and oversee service contracts.
* **Asset control** –
  + Manage the production and implementation of appropriate policies and ensure accurate record keeping for the procurement, depreciation and disposal of all assets for the schools.
* **Insurance** –
  + Identify the need and be responsible for securing appropriate licenses and insurance for the Trust.
  + Ensure that any claims are dealt with in a timely manner.

**Business Planning, Marketing and Collaboration:**

The Chief Operations Officer will:

* Work with relevant stakeholders to develop and implement the strategic and business plans for the growth of the Trust.
* Promote the benefits of joining the PAT to other schools.
* Devise and implement marketing and promotion strategies for the PAT.

**Administration:**

The Chief Operations Officer will be responsible for all relevant support staff (see staffing chart – appendix 4) and will:

* Oversee the efficient administration of all business of the Trust.
* Advise the Trust on its responsibilities with regard to relevant legislation.
* Interpret matters of policy/procedure/statute to ensure Trust compliance. Initiate appropriate action arising.
* Be responsible for the provision of specialist advice and guidance to SLT/Governing Body/Trust on national and local guidance/policy statute.
* **Staff Management -** 
  + Manage relevant support staff.
  + Motivate staff and encourage team work and good practice in order to achieve excellent standards of service delivery.
  + Manage staff attendance and leave, to ensure continuous service throughout the year.
  + Oversee administrative staff, and site management staff, career development including appraisal, performance management and training.
  + Monitor the effectiveness of the organisation structure, staffing levels and experience to meet the needs of the Trust.
* **Risk Management**-
  + Support the Trust in the systematic review of risks by development and maintenance of risk registers and ensuring schools have business continuity plans in place.

**Human Resources and Legal Issues:**

In consultation with the Headteachers, the Chief Operations Officer will:

* Be the principal provider of advice to the PAT Boards on HR and legal issues.
* Lead in the development of HR strategy and all PAT employee related policies.
* Procure and manage the Payroll, HR and legal advisory service contracts for the Trust to ensure that relevant stakeholders have access to appropriate professional advice on Human Resources and legal issues.
* Implement the Trust HR policies and procedures ensuring that these are embedded across the schools.
* Manage an HR function that will handle general HR matters including the implementation and administration of recruitment, staff attendance records, payroll and the maintenance of confidential staff records.
* Carry out appropriate casework.

**Health and Safety:**

In consultation with the Headteachers, the Chief Operations Officer will:

* Be the principal provider of advice to the Trust Boards on health and safety issues.
* Develop and maintain the PAT Health and Safety Policy.
* Ensure that staff get the necessary access to advice, guidance and training on Health and Safety issues.
* Ensure that effective procedures operate for reporting of accidents and near misses.
* Ensure that monitoring procedures are in place to assure the Boards that the Health and Safety policy and procedures are up to date and being followed.

**Estate Management:**

In consultation with the Headteachers, the Chief Operations Officer and the Estates Management team will:

* Be the principal provider of advice to the MAT Boards on estates and property issues.
* Ensure that there is a strategic programme of maintenance and improvements to each academy’s premises.
* Ensure that all MAT academies have access to expert property management advice to enable premises to be safe and fit for purpose for the effective delivery of education.
* Ensure that arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, plant and vehicles.
* Oversee the effective management and maintenance of the Trust sites, grounds and buildings and their security including the swimming pool at Kingfisher.
* Be responsible for the management of facilities including use of premises and associated income and major building works and projects e.g. new developments.

**Other:**

The Chief Operations Officer will work with the Headteachers to develop and implement a digital learning strategy.

The Chief Operations Officer will work with IT support staff to produce and implement an ICT strategy which provides for a robust infrastructure and the provision of up to date software in support of Trust strategic objectives

In consultation with the Headteachers, the Chief Operations Officer will respond to any queries regarding Data Protection and Freedom of Information including Freedom of Information requests.

The Chief Operations Officer will also perform any other reasonable duties as determined by the Trust or required by the schools as communicated by the respective Headteachers.

**Relevant Qualifications and Experience required:**

The candidate must be able to demonstrate experience of working in business and financial management in a relatively complex organization ideally in the education sector.

The Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

**Terms and Conditions**

**Hours of work**

Although the working hours are 37 hours per week covering school hours, additional hours may be required to meet work commitments including attending evening meetings when necessary. The COO post holder will divide their time between the school sites and the college.

**Annual Leave**

The COO is entitled to 32 days annual leave, plus statutory bank holidays and is expected to take most of this leave in school holidays.

All annual leave should be taken with the prior agreement of the Headteachers.

**Notice Period**

3 Months

Other terms and conditions as laid out in ‘The Green Book’.

Revised: August 2017

**Appendix 1 – The Vision**



Kingfisher and Fitzwaryn Special Schools together with Abingdon and Witney College have established a formal relationship through the creation of a Multi-Academy Trust. The Propeller Academy Trust will provide outstanding provision from the age of 2 to 25 for children and young adults with special educational needs. It will provide a formal and supportive partnership whilst allowing all partners to maintain their independent and autonomous status, ethos and culture.

The vision for the Trust is that, through the creation of a formal partnership, two special schools and a college of FE will make available exceptional, responsive and highly specialised provision to children and young adults with special educational needs, including those with highly complex and/or profound learning difficulties across South and West Oxfordshire. The provision will be highly regarded both locally and nationally and will build on the strengths of the partner organisations. The creation of The Propeller Academy Trust will enable the three partners to extend and develop their offer; establish an innovative and developmental curriculum that is built around the needs of the individual child or young adult; enable best practice to become the norm across the Trust partners; and provide exceptional opportunities for staff to progress and develop.

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**Appendix 2**

**Arrangements for The Chief Operations Officer’s performance management**

* The COO is directly line managed by the Headteacher of Fitzwaryn but is accountable to both Headteachers of schools within the Trust.
* National Standards (appendix 3) will be applied to the role of the COO and be used during any performance review.
* Objectives will be set and reviewed on an annual basis and a six monthly interim review will take place. Both Headteachers will be present at the meetings
* A 360 degree review will be undertaken; respondents to this review will be agreed at the annual review and responses will form part of the review process.
* At the annual review meeting, the COO will produce a portfolio of evidence to support the work undertaken during the year towards the set objectives. This may be in the form of testimonials, emails, data, minutes of meetings etc.

**Appendix 3**

**National Standards**

<https://www.gov.uk/government/publications/school-business-management-competency-framework>

**Appendix 4**

**Staffing structure (June 2017)**

1 x Full Time Chief Operations Officer

Fitzwaryn School Kingfisher School

1 x FT Office Manager 1x FT Finance Officer

1 x PT Office Administrator 1x FT Office Administrator

1 x PT Office Administrator 1x PT Pool manager

1 x FT Site manager 1x PT Site manager

1 x PT IT technician