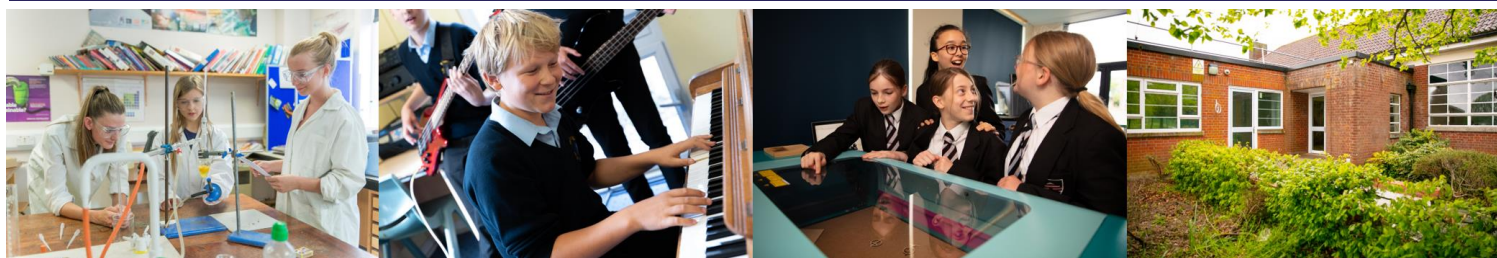




# EAST

**EAST ANGLIAN SCHOOLS TRUST**

## Applicant Information Booklet



<b>Post Title:</b>	Chief Operating Officer
<b>Salary:</b>	£60,000 - £68,000* (please refer to letter, page 3)
<b>Contract:</b>	Full-Time - Permanent
<b>Start Date:</b>	As soon as possible
<b>Responsible to:</b>	CEO
<b>Responsible for:</b>	Business Strategy & Operations
<b>Application Deadline:</b>	Monday 26 September at midday



# Contents

1	Letter from CEO & Chair .....	3
2	Advertisement .....	4
3	Job Description .....	6
4	Person Specification .....	8
5	Organisation Chart .....	9
5	About EAST .....	10
6	Our Schools .....	10
7	EAST Vision .....	11
8	Why you should join EAST .....	12
9	Governance .....	14



# Letter from CEO and Chair of Trust Board

Dear Applicant,

Thank you for your interest in the post of Chief Operating Officer for the East Anglian Schools' Trust.

This is a pivotal time for the Trust. The Board of Trustees have been reflecting on the increasing demands of leading a multi academy trust and EAST's desire for appropriate growth. We have decided to expand EAST's Central Team to create the permanent post of Chief Operating Officer (COO) in order to build capacity, further support our schools and for the future growth of the Trust.

Trustees are looking to appoint an inspirational professional to shape the business of the Trust. The successful applicant will be a dynamic individual who can lead the Trust and Schools' business operations with strong strategic and operational planning.

The COO is a key appointment for EAST, providing strategic and professional direction, directly overseeing business strategy across EAST and the Trust's Schools. You will be an approachable and enthusiastic individual with a strong understanding of how effective business leadership is essential for a multi academy trust. We will be keen to explore with you how driven you are to improve educational outcomes and life chances for young people through this crucial role. You will have a proven record of strategic leadership and people management, along with the ability to drive improvements. A genuine resonance with the ethos and values of the Trust is essential. We fully appreciate that applicants may come from a range of employment backgrounds.

The Trust currently has four Suffolk schools and a school-centred Initial Trainee Teacher Provider:

- Bungay High School
- Castle EAST School
- Farlingaye High School
- Kesgrave High School
- EAST SCITT

These four successful schools and EAST SCITT are working together under the umbrella of the East Anglian Schools' Trust, and are determined to deliver the best educational experience for students. We want to grow and share this vision with others wanting to join us across both secondary and primary phases. EAST's schools are within 1 hour's drive between sites. Each school is unique in context and in character but they all share an educational vision which celebrates achievement and diversity, inspiring young people to contribute to society and make a difference.

\*As COO, you will have the exciting opportunity to genuinely make a significant contribution to the development of this post, the Trust and its growth in these early stages. The starting salary range reflects that the role is new. It will be reviewed in line with the growth of its scope and responsibility across current and new schools.

We hope we have provided you with the details you require to build a good understanding of the advertised role. Should you wish to discuss the post further, we would welcome an informal conversation. Please do not hesitate to contact Angelo Goduti, CEO, via his PA, Emma Power on [epower@eastanglianschoolstrust.co.uk](mailto:epower@eastanglianschoolstrust.co.uk) or 01728 726 640 to arrange this.

Yours sincerely

Angelo Goduti  
**Chief Executive Officer (CEO)**

Stella Mackenzie  
**Chair of Trust Board**



## Advertisement

The East Anglian Schools' Trust (EAST) has an exciting opportunity for a Chief Operating Officer (COO) to join our Central Team. This is a pivotal role for our developing, forward-thinking and growing Trust. This is a great time to join EAST as our first ever COO! With our first full time Chief Executive Officer (CEO) appointed in September 2021, you will be joining a new Central Trust Team, working closely with the CEO and Chief Financial officer (CFO) to drive our Trust into an extremely exciting phase of development.

Trustees are looking to appoint an inspirational professional to shape the business of the Trust. The successful applicant will lead the Trust and Schools' business operations with strong strategic planning. This will consist of, but not be limited to the infrastructure of EAST, which includes Estates, Risk Management, Health & Safety and IT. We understand applicants may not have experience in all of these areas, but do expect strong transferable skills and a passion for learning in areas that require further development. The ability to work with other leaders to ensure that expertise is valued and utilised across EAST will therefore be essential. You will also be able to demonstrate that you have the expertise and capacity to play a key role, alongside the CEO and CFO, to develop and grow the Trust from the initial base of three successful secondary schools and a new special school, with approximately 5000 students and 640 staff.

You will be an approachable and enthusiastic individual with a strong understanding of how effective business leadership is essential for a multi academy trust, and the impact it will have on thousands of people in EAST. We will be keen to explore with you how driven you are to improve educational outcomes and life chances for young people through this crucial role. You will have a proven record of strategic leadership and effective project and people management, along with the ability to drive improvements. This role presents many opportunities for an ambitious, experienced 'operations professional' to lead and shape a wide range of services across our four schools, and contribute to the development of the wider organisation.

Although not limited to these sectors, we would welcome applicants who come from a commercial, corporate, HR or educational background. It is essential that applicants have a resonance with our vision alongside relevant expertise and experience. The ability to be diligent, have a methodology-driven mind-set and shape systems to drive quality for our Trust/Schools is essential. Working collaboratively and translating vision and strategy into operational requirements are fundamental to the role.

\*As COO, you will have the opportunity to make a significant contribution to the development of this post, the Trust and its growth in these early stages. The starting salary range reflects that the role is new. It will be reviewed in line with the growth of its scope and responsibility across current and new schools.

Our central office is based in Framlingham, Suffolk. The COO will work across schools and the office as required. EAST is committed to the care and professional development of all individuals who work in our schools and Trust. A compassionate approach to all individuals is expected of our Trust's employees. Applicants can find out more about the benefits of working for EAST in the Applicant Information Booklet. Please do not hesitate to contact our CEO, Angelo Goduti, for an informal conversation about the role via Emma Power (PA to CEO) on 01728 726 640.

Applications should use the EAST application form. CVs will not be accepted. Letters of application should outline your vision, experience and expertise in relation to the role and be no longer than two sides of A4, addressed to Angelo Goduti (CEO). Please email applications to Emma Power [epower@eastanglianschoolstrust.co.uk](mailto:epower@eastanglianschoolstrust.co.uk)



**Please visit our website for further details about EAST and to access a copy of the Applicant Information Booklet and Application Form: [www.eastanglianschoolstrust.co.uk](http://www.eastanglianschoolstrust.co.uk)**

*EAST is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.*



## Job Description

To provide strategic support to the CEO, the Trust Board, the Headteachers of the Trust Schools and Local Governing Bodies on all aspects relating to Business and Operational matters.

### Responsibilities:

To have overall strategic responsibility for the operation and management of the facilities and properties of the Trust estate, including health and safety, risk management, cleaning services, ICT infrastructure and project management of site and capital related works (to include capital related grants and bids). Ensuring that all policies, procedures and guidelines are adhered to, to ensure the very best learning and working environment for all those in EAST.

This is a senior leadership team post that will change over time and where the post holder needs to be responsive and proactive in the context of strategic priorities. It is not possible, therefore, to set out a full range of duties.

- To support the Trust Board and Schools through business operations leadership, including strategic planning (consisting of, but not limited to, Estates, Risk, Governance, H&S, IT) in an efficient and effective manner.
- Together with the CEO and CFO, the COO will provide executive leadership for the MAT. The COO will report to the CEO who is the Accounting Officer for the MAT.
- The COO will lead on strategic business operations issues and be responsible for the strategic leadership and delivery of business operations within the Trust. The COO is expected to bring a modern, business-like approach to the leadership of the business operations and functions, running them as highly competent and efficient services. An emphasis on partnership across the MAT with standardisation and centralisation of services where appropriate is expected. The post holder will develop and deliver a proactive, customer-focused service.
- Business Operations includes but is not limited to Leadership and Management of Operational Relationships, Strategic Estates (Capital) Development, H&S, IT Strategy & Delivery, Data Management and Protection, Support Administration Leadership, Risk Management.
- To lead the Trust wide operations teams consisting of (but not limited to), Estates (by working with the Headteachers and Site Managers as appropriate) and IT (Headteachers and IT Leaders).
- To contribute to strategy and policy development to support the MAT's aims and objectives.
- Through the activity of the business operations teams to ensure the provision of management information for the MAT's planning and monitoring systems, and the completion of returns to external agencies.
- To quality assure MAT wide strategic supplier relationships.
- To take responsibility for the effective introduction or integration of systems and processes in academies joining the MAT.



- To co-lead with the executive team on key aspects of due diligence and growth.
- To maintain the Trust's business risk register and to ensure that the Headteachers are maintaining Business Continuity Plans for their specific schools
- Building close working relationships with Trust Board, Headteachers and Chairs of Local Governing Bodies.

The duties listed in the job description are not intended to be an exhaustive list but are the general guidelines to the post, and other duties of a similar level/nature may be undertaken by the post holder. Tasks are not excluded from the post simply because they are not itemised. We require all staff to be flexible in their approach to support the Trust and its Schools.

### **General Information:**

- The job specification details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes for the job.
- All work performed / duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

### **Review:**

This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the expectations of the school in relation to the post-holder's professional responsibilities and duties.

*The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Designated Child Protection Officer.*



# Person Specification

Education and Professional Qualifications	Essential	Desirable
Relevant professional qualifications	✓	
Evidence of continuous professional development	✓	
Experience and Skills	Essential	Desirable
Experience of assessing health and safety in line with legislation	✓	
Strong working knowledge of relevant legislation	✓	
Experience of strategic business of service planning and the development of business opportunities.	✓	
Experience of budgetary and risk management.	✓	
Experience of procuring services and monitoring contract to ensure the value for money and key performance indicator requirements are met.	✓	
Experience of staff leadership and management, and evidence of achieving performance improvement across diverse teams.	✓	
Successful track record of managing complex projects from inception to completion.	✓	
Excellent communication skills at all levels	✓	
Experience of interpreting legislation		✓
Experience of asset and facilities management.		✓
A solid grasp of data analysis & performance metrics		✓
Knowledge & understanding of strategic premises management		✓
Working knowledge of IT/Business infrastructure		✓
Outstanding organisational skills	✓	
Good working IT skills	✓	
Experience of writing key business document e.g. policies	✓	
Excellent interpersonal skills	✓	
Aptitude in decision-making & problem solving	✓	
Understanding of advanced business planning & regulatory issues		✓
Ability to diagnose problems quickly & have a foresight into potential issues	✓	





## About EAST:

The East Anglian Schools Trust (EAST) was established on 1 September 2019. At its inception, three secondary academies were formally partnered together: Bungay, Farlingaye and Kesgrave High Schools. In September 2021 we were delighted to open Castle EAST School (CES). CES is a special school for children with communication and interaction needs located in Bungay, which supports the whole of the Waveney and north Suffolk area. We are confident that EAST will create a stronger future for our schools and continue to improve outcomes for all our students and young people. Working together will achieve great things and provide a first-class educational experience in which all our students can excel. Schools in our Trust retain so much of their independence whilst benefiting from an exciting formal partnership; things such as school names, uniforms, and a local governing body to manage local issues are all retained. Our schools support each other and collaborate to strive for excellence in all aspects of education and welfare for our students. As EAST grows, it is our expectation that it will remain local and of a cohesive size.

Positive and exciting collaboration brought about by EAST provides important benefits for our schools. These include:

- Increased opportunities for students and staff to work together across the MAT schools.
- Greater scope to maintain a broader curriculum for students.
- Sharing good practice and delivering an outstanding learning experience.
- Greater opportunity to develop and retain teaching talent within EAST.
- Opportunities for financial benefits across the schools.

With our vision, expertise and community, our students will experience a fantastic education helping them to develop and achieve their aspirations.

## Our Schools

Please visit our individual school websites for further details of our MAT Academies.



Bungay High School  
Website [LINK](#)



Castle EAST School  
Website [LINK](#)



Farlingaye High School  
Website [LINK](#)



Kesgrave High School  
Website [LINK](#)





# EAST Vision

Our vision has been created collectively and represents our shared aims. It is summarised in a simple yet powerful statement, '...where everyone can achieve...' reflecting our ambitious approach to education.

We measure our **success** as individuals and collectively through a combination of three underpinning goals:

**Performance**

**Growth**

**Happiness**

## Our Vision: Where everyone can achieve

Our **cornerstones** are the foundations of our vision; they underpin all that we do and shape the way we work with everyone in our Trust and our extended educational community; from parents & carers to partners, suppliers and local government.



### #1 Learning

We will continually strive to deliver the best possible experience for quality learning and personal development for everyone at EAST through our curriculum, engaging teaching, the resources & support we have available and the quality of the physical environment in which we work.

### #3 Opportunity

We exist to enable everyone in our schools to realise their true potential through an academic or professional experience within our schools that achieves the outcomes they seek. We do not believe there is a one-size-fits-all for success and achievement and will always do our best to support the aims and ambition of the individual.

### #2 Inclusivity

We believe a great quality education, opportunities for personal development and participation should be available to everyone regardless of their personal circumstances. That's why our schools today already cater for many specialist needs and our Trust is committed to developing the teachers of the future.

### #4 Community

We are a significant contributor to our local communities, we understand the role we play and will always seek to enable everyone at EAST to be considered, active, positive citizens of the world around them. Our sense of community begins in our schools and we nurture a respectful, supportive culture.

# Why you should join EAST

## Benefits of working for an EAST school

EAST is driven to improve the working lives of its staff. We endeavour to always acknowledge the contributions made by our staff, and strive to make everyone know that they are a valued member of the team. EAST aims to do this in a variety of ways including, providing a healthy working environment, training and development opportunities and ensuring that staff at all levels feel part of the team by means of excellent communication.

## Health & Well-being

### Promoting Equality and Diversity

A key area in EAST's vision is 'Inclusivity' and this is paramount for both students and staff. Our philosophy is to create an environment "where everyone can achieve". Whether you are a student or a staff member, you will have many opportunities for personal and professional development. Staff work within a collaborative environment and we all support each other.



### Support Services

As a member of the EAST team, you will have the ability to access a wide range of resources to help manage your wellbeing. The Employee Assistance Scheme is completely confidential and very discrete, offering counselling sessions, advice on financial management and access to medical advice.

## Employment Package

### Pension Schemes

Our Teaching and Support Staff within our schools and central team are offered an excellent pension package. For teachers, it is the Teachers' Pension Scheme, and for Support Staff, it is the recognised Local Government Pension Scheme (LGPS).



### Maternity / Paternity / Shared Leave

We operate a 'Keep in Touch' scheme, to help with those transitioning into a period of leave, or back to work. Maternity, Paternity and Shared Leave is fully supported.

### Car Parking Facilities

The central office, and all our schools have the benefit of being able to offer free car parking to all staff and visitors.



## Career Development:

### Education, Training and Development

We are proud to offer all members of staff the training they require to succeed in their roles, and accomplish their very best. Performance, Growth and Learning are all key areas within the Trust's vision, and underpin the Trust's aspirations for both staff and students.



### Early Career Teachers (ECTs) and Initial Trainee Teachers (ITTs)

EAST works alongside the Ambition Institute to ensure our ECTs are offered an extremely supportive programme. ECTs are given support to ensure that they develop the necessary skills to become excellent teachers. As well as this, we are very proud that EAST SCITT is a part of our organisation. EAST SCITT is an ITT Provider 'developing teachers of the future' for our schools and the local area. By having EAST SCITT as part of our organisation we are in an excellent position to know what ECTs need when they first become qualified.

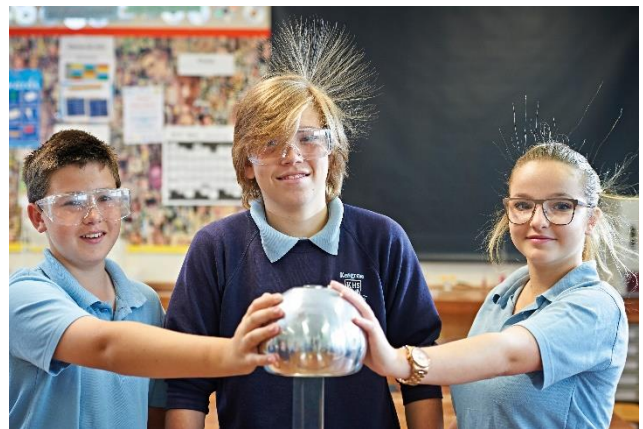
## Support Services:

### IT Services & Resources

All staff members have access to a dedicated IT Support Team who are always happy to help. We are very aware that the work our employees do is crucial, and it is essential that the relevant equipment and technology is in place so that our staff can work efficiently to support students.

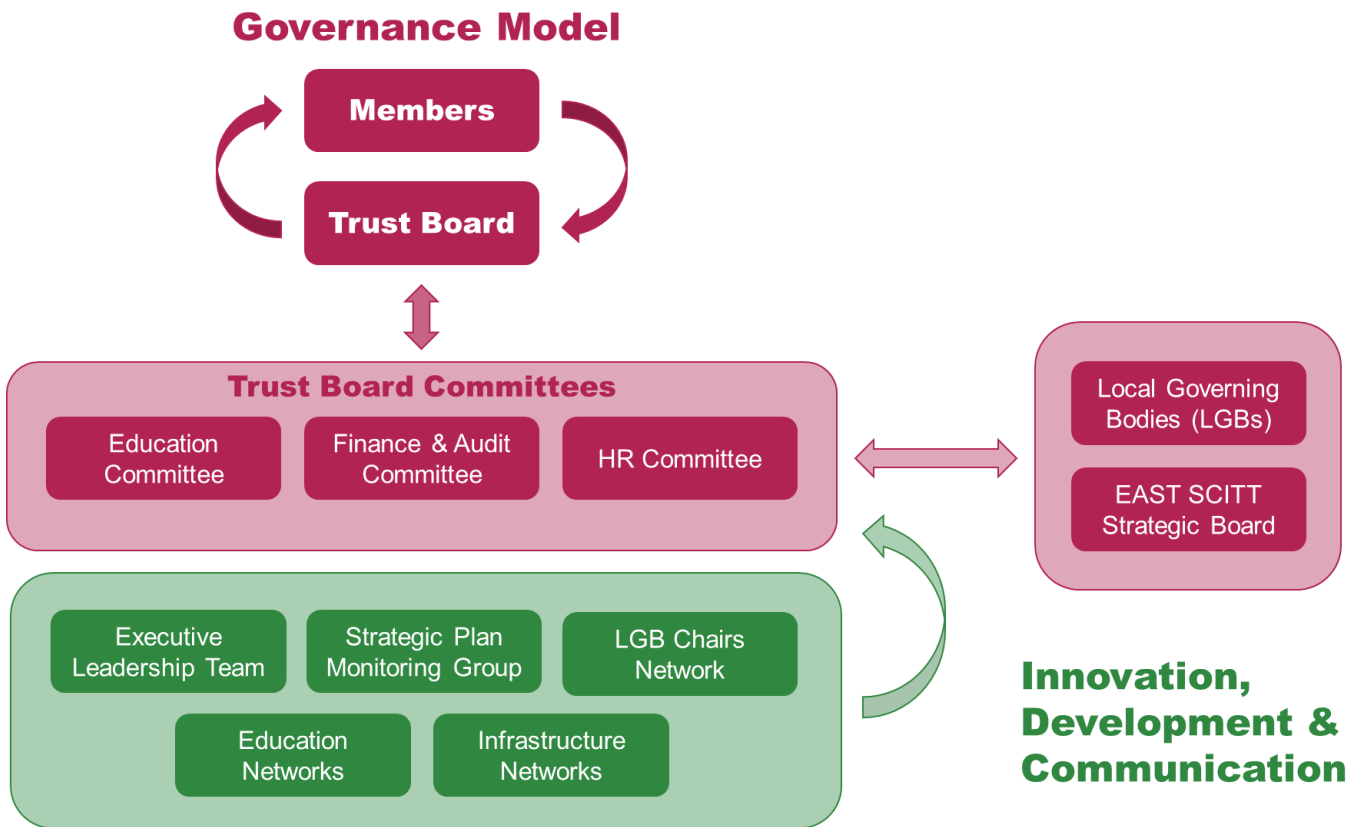
### Trade Union

The work of Trade Unions is fully recognised by our schools for both Teaching and Support Staff. The Trust and its schools work closely and collaboratively to ensure staff are fully supported.



# Governance

Governance of EAST is strong and principled, undertaken by Governors in each school (Local Governing Bodies - LGBs), a Trust Board working across the MAT and an overarching Members Board. The collective knowledge, skills, experience and insight of all these individuals ensures that Governance in our Trust both challenges and supports each school to ensure the best outcome for our learners. Our Board ensures that EAST complies with charity and company law requirements. In accordance with Academy requirements, the Trust follows approved Articles of Association and delegates functions to the LGBs of each academy through a Scheme of Delegation.



Please refer to our website for further information relating to the governance structure of EAST.

