



Nene
Education
Trust

Chief Operating Officer Application Pack

WELCOME TO THE NENE EDUCATION TRUST

Dear Applicant

Thank you for your interest in the Chief Operating Officer (COO) role at the Nene Education Trust. We are a growing trust, currently with one Secondary, three Primary Schools and a Junior School.

We are planning to grow further during this academic year with the addition of a primary and infant school.

I became the full time CEO in September 2018, following a period of time as Interim CEO and I am delighted to have this opportunity to appoint a highly skilled and dynamic professional to work with me in helping to shape the future direction of the Trust and drive forward improvements and developments in the education that we can deliver to our community. I am at the beginning of this journey and am looking for someone that would relish this challenge and can give a long term commitment to us.

The Nene Education Trust is committed to developing character, raising aspirations and celebrating achievement. The role of COO is crucial in ensuring that our education facing staff are able to fully focus on the high quality provision for our young people. Creating an effective 'business' arm to the trust that works efficiently and effectively pushing financial savings back into each school's budget is the aim of this role.

The COO will be an exceptional and inspirational leader who can inspire

and motivate others and believes in collaboration; opportunities for cross academy and partnership working are encouraged and plentiful. Developing positive and proactive relationships with academy based staff will be a key part to this role being highly successful.

Our Trustees are highly committed and will provide a good balance of support and challenge to this senior post. The successful COO will need to be visible and outward facing, networking effectively with other local Multi-Academy trusts to ensure that wider opportunities to develop external partnerships are promoted.

You will find further information on the Trust websites. Informal discussions would also be welcomed.

If you are someone that thrives on working in a dynamic environment with likeminded colleagues then I would encourage you to make an application.

Yours sincerely

Mr Chris Hill
CEO



ABOUT THE NENE EDUCATION TRUST

The Nene Education Trust is a developing trust of five academies that work together to 'Develop character, raise aspirations and celebrate achievement'.

We aim to ensure our children and young people are continually challenged to successfully complete their education, develop self-confidence and self-esteem, and be proactive in determining their career pathway.

Each academy retains its own unique character but works collaboratively to improve and enhance the educational provision, opportunities and life chances for all the young people in the communities we serve. We are committed to providing opportunities for good learning and developing life relationships in environments where staff and students feel safe, respected, and able to pursue the highest possible progress and academic achievement for all.

Central to our approach are our core values of respect, enrich and nurture and we expect all staff members within our Trust to uphold similar values and put these at the heart of all they do.

It is an exciting time for the Trust; with a new CEO, central team and family of academies, we have ambitious plans for further development, growth and improvement.



OUR ACADEMIES

The Trust is proud to support five inspiring academies in Raunds and Rushden.



Windmill Primary School

Windmill Primary School's vision is to raise a generation of children who grow, learn, dream and become fulfilled beyond all expectations. Children will leave our school wiser, more fulfilled and with greater opportunities and choices.



Newton Road School

Newton Road School's aim is to ensure children are given opportunities to dream of a bright future, believe in themselves and achieve their highest potential in school so that they can truly make a difference wherever they go.



Stanwick Primary School

Stanwick Primary School is for children aged 4 to 11 years old. We have a dedicated and committed staff who aim to ensure that children who attend the school experience learning that is enjoyable, relevant, engaging and challenging.



St Peter's CE Academy

St Peter's C E Academy caters for both boys and girls between 7 and 11 years of age. Our school has a very long history stretching back over three hundred years, beginning its life in the Chantry of St Peter's Church in 1704.



Manor School Sports College

Manor School Sports College is a community focused academy in Raunds, Northamptonshire that challenges all young people to make the best of their considerable talents and abilities.

ABOUT THE ROLE

We are seeking to appoint a highly skilled, experienced and innovative professional who can provide dynamic leadership across our business and operational activities.

The successful candidate will share our values and vision, contribute at a strategic level to the future direction and development of the Trust and provide operational leadership to key areas of our business.

With five academies in the Trust and plans for further growth over the next 12 months, we are looking for an exceptional individual who will thrive on the challenge of:

- Contributing at a strategic level to the development of the Trust's Business Plan to deliver the Trust's vision for growth and excellence.
- Providing strong leadership, inspiration and direction to our non-academic service areas and central team to ensure our academies are fully supported and our academic goals realised.
- Leading on a range of large scale capital/development projects and driving efficiencies to enhance the learning environment and opportunities available to all our children and young people

We are looking for a strategic leader with proven business and/or finance leadership and management at a senior level combined with significant knowledge and understanding of policymaking, accounting, company and charity law and governance. A good awareness and understanding of the education sector and the funding challenges that we face will be an advantage.

The successful candidate will also have integrity, creativity, energy, resilience and the ability to work collaboratively and draw on the expertise of others.

What can we offer?

In return we can offer you with the opportunity to:

- Help shape the future of the Trust and our academies
- Teach highly motivated and talented students
- Work with colleagues that are dedicated, well qualified and highly motivated
- Experience fantastic and varied opportunities for professional development
- Fast track your personal development; in addition to CPD, access to Trust leadership and school improvement opportunities, mentoring support, and membership of key professional organisations
- Work in a Trust that values its staff and where there is a genuine commitment to staff well-being
- Live and work in a semi-rural location that offers competitive house prices, with outstanding leisure and shopping facilities and excellent transport links to all areas of the country.



JOB DESCRIPTION

Title:
Chief Operating Officer

Salary:
TBA

Location:
**Trust Central Office,
Raunds, Northamptonshire**

- The prime directive for the COO is to facilitate the best possible educational provision and outcomes by successfully removing any non-academic barriers to achieving Trust and academy academic goals and maximising the capacity of Principals and their staff by ensuring they are fully supported in their work by the Trust. This work will include guaranteeing compliance with all relevant legal and regulatory requirements.
- The Chief Operating Officer (COO) is integral to the delivery of the Trust's strategic aims and will play a key role as a member of the Trust Leadership Team, providing dynamic leadership, strong management and clear direction across all non-academic services for the Trust, espousing continuous improvement principles and engendering a 'can do' culture.
- It is intended that the position will also incorporate the role of Company Secretary and Chief Financial Officer (CFO) for the trust, taking responsibility for ensuring financial compliance with statutory and legal requirements, as well as being responsible for financial management and reporting across the academies and Trust.
- The COO will strive for operational excellence on the part of every member of the Trust Central Team and in all our academies, ensuring that: the support services functions are well managed on a day-to-day

basis; systems and processes are rigorous, robust and fit for purpose; staff work as one team towards a common purpose and are effectively and efficiently deployed, and perform to the highest standards.

- Leading on the Nene Education Trust's business plan, the COO will ensure that our business model is scalable and effectively supports the growth of the Trust, leveraging economies of scale to enable even greater investment in children's education.
- The post holder will be responsible for the provision and strategic analysis of timely, accurate and valid performance information to the Chief Executive, the Leadership Team, Academy Principals, the Board and, where necessary, external parties.
- The role will be critical in realising the growth potential of the Trust by developing and leading on an effective Organisational Development (OD) strategy aligned to the current and future needs of the Trust, and by ensuring that activities and resources are coordinated and managed in an effective, efficient and productive way, to support the delivery of high quality education to current and future students.
- The COO will support the CEO in delivering on Nene Education Trust's growth strategy, leading any future bids, due diligence processes, building and other projects.

N.B. This is a new post and is partly developmental in nature. Therefore, what follows in terms of duties and responsibilities should be read as indicative. There will be scope for the post holder to negotiate some of the specific details, which may be phased over time according to the Trust's changing needs.



Staff management responsibility	
Overall responsibility for the Finance, HR, IT and Estates functions.	
Main duties and responsibilities	
Leadership of Trust Central Team Support Services	
1	Deputise for the CEO in any aspect of work that does not require an educational background.
2	Represent the Trust Central Team at Executive Leadership level, the Board of Trustees and external bodies where appropriate. As a member of the Leadership Team, represent the Trust in planning and development and ensure clear and effective two-way communication between academy staff and the Trust Central Team.
3	Be accountable for the support services staffing and non-staffing budgets and ensure that their requirements are integrated into the Trust's annual planning processes.
4	Devise and implement the strategy for the Trust Central Team, including staff structures, administrative functions, processes, procedures and performance measures.
5	Provide leadership to managers and teams within the Central Team functions to ensure they are resourced and equipped to meet the Trust's changing needs. Ensure all team members have challenging appraisal objectives and personal development plans in place, which promote high expectations and which are aligned with the Trust's values, vision, mission and strategic plan.
6	Directly line manage the Finance Manager, HR Director, Estates Manager and other managers across the Central Team function as agreed.
7	Deliver effective change management.
8	Drive efficiencies across the Trust. Ensure income generation opportunities are maximised and staff are appropriately supported in securing relevant grant funding.
9	Ensure the Trust complies with all legal and statutory requirements including GDPR and the Freedom of Information Act.
Service Delivery	
10	To keep administrative processes and Trust Central Team structures and requirements under review, and to make recommendations for improving their effectiveness and efficiency, by analysing current and future needs and making recommendations to executive and governance leadership for changes in structures and functions.
11	To recommend to the CEO and Board the appointment/reappointment of appropriate professional advisers and contractors and be responsible for contract management, ensuring the Trust complies with best practice in all aspects of project planning, consultation, procurement, commissioning and delivery.
12	Lead on risk management and mitigation, strengthening control, ensuring that the Chief Executive, Principals and Trustees are apprised of risks and issues and that these are being mitigated and managed appropriately.

Main duties and responsibilities	
13	Evaluate business, operational and financial systems and processes. Analyse and resolve complex issues and provide alternative solutions and process improvement plans as needed.
14	Lead the development and maintenance of all MAT policies and procedures within the post holder's areas of responsibility, ensuring not only compliance with all relevant statutory requirements but that they are entirely fit for purpose, communicated to all relevant stakeholders and that training and development are provided to warrant understanding.
15	Carry out due diligence on any schools joining the Trust.
HR and Organisational Development	
16	Oversight of Human Resources and Payroll.
17	Oversight of the development of the Trust's HR and Pay policies and procedures and guided by the Board and the Trust's HR Director.
Finance	
18	Provide strategic leadership, direction and management in Finance, ensuring high standards and the development of systems appropriate to the Trust. Develop a 3 year financial plan, taking into account DfE and relevant Government guidelines, and other sources of information about budget trends and local pupil demographics. Review this plan annually.
19	To support Principals and school business managers in preparation of school budgets in line with School Development Plans.
20	Ensure accurate preparation of monthly management accounts, forecasts and other financial and non-financial reports about the academies, explaining all significant variances and trends to all relevant stakeholders in accordance with agreed timetables.
21	Lead on the development and operation of Finance Policies and Procedures. Ensure compliance within the academies.
22	Optimise the benefit to the Trust and academies of funding from grants and other sources, ensuring that funding is appropriately used and compliant with DfE statutory guidelines.
23	Ensure that annual accounts are properly audited, presented and adequately supported by the underlying records of each academy; including the maintenance of effective systems of internal control. Ensure the Trust complies with the Academies Financial Handbook and the Statement of Recommended Practices of the Charities Commission.

Finance	
24	Ensure follow up on recommendations of Internal and External Audits.
25	Ensure returns to the EFA and other funding agencies are completed correctly and on time; and returns to statutory agencies are also completed and returned on time, including tax obligations.
26	Ensure the Trust has the correct insurance cover.
27	Ensure all contracting and procurement activities are fully compliant with all public sector legislation and regulatory requirements to ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.
28	<p>Funding Generation, Project and Contract Management Role to include:</p> <ul style="list-style-type: none"> Investigate, source and maximise income (revenue and capital), liaising with funding agencies and government, amongst others, and write bids Ensure that any funds received from successful bids are spent appropriately, within budget and timescales Identify opportunities for free school, new build academies and create an effective template for preparing bids. Ensure the Trust uses appropriate funding mechanisms to enable value for money on capital projects
Estates/Assets	
29	Oversight of property and premises management, maintenance and enhancement.
30	Develop a 3 Year Premises Maintenance and Improvement Plan including coping with any significant changes in local pupil demographics.
31	Establish clear accountability for health and safety management across the Trust; reporting risks and mitigations to the CEO and Board.
32	Manage the assets of the Trust, ensuring that it has an appropriate asset replacement plan that is being adhered to, including buildings and IT.
33	Lead the development of Capital founding bids and maximise income generation.

IT	
34	Lead, develop, operate and maintain an effective IT infrastructure and 3 year IT plan for the Trust.
35	Facilitate and deliver the implementation of the ICT strategy which aligns with Trust the educational and development plans.
36	Carry out due diligence on any schools joining the Trust.
Marketing	
37	Contribute to the overall marketing strategy for the Trust.
38	Ensure the Trust has a distinct identity and brand so as to maximise our impact at a local, regional and national level. This also includes working closely with the Chief Executive, Principals and Managers in the delivery of the Trust's overall aims and objectives.
39	Ensure NET is represented in national, regional and local networks in a manner that supports our brand identity and is alert to new trends and current best practice.
40	Support the Trust to deliver effective recruitment campaigns in support of our student growth and revenue objectives.
41	Establish a high level of credibility, visibility and professionalism and manage
Marketing	
42	Develop and maintain strong networks between the academies and Central Team staff to ensure that all professional support services contribute to academy planning and support the Trust's current, future and emerging needs.
43	Work with the Chief Executive and Principals to identify and agree resources to support academy requirements.
44	Where practicable and appropriate ensure structures and processes are streamlined and designed to minimise time input from Principals and other members of the SLT.
45	Ensure exemplary customer service and student satisfaction throughout Trust activities.

General	
46	Carry out your duties with full regard to the Trust's Equality Policy
47	Comply with Health and Safety policies, organisational statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.
48	Have a detailed understanding of, comply with and promote Trust corporate policies and procedures.
49	A commitment to professional development of self and others.
50	Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust's Board.
51	The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of NET.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities which the Academy Trust may determine.

PERSON SPECIFICATION

Criteria	Required Attribute	Desirable Attribute
Qualifications	Educated to degree level	MBA or Professional Management Qualification
	Qualified Project Manager (PRINCE 2 Practitioner, Lean Six Sigma or equivalent)	Qualified Project Manager (PRINCE 2 P ractitioner, Lean Six Sigma or equivalent)
	Evidence of continued commitment to personal professional development	IOSH Managing Safely Trained
Experience: strategic leadership and change management	A track record of creating and implementing an organisation-wide vision and experience of delivering strategic leadership, leading to demonstrable organisational improvement	Advanced understanding of personnel procedures and relevant employment legislation
	Understanding of future challenges for Multi Academy Trusts	Experience of acting as a responsible accounting officer or company secretary
	Experience of leading innovation and change - a successful innovator of improvement that has demonstrable positive impact	
	Consultation, planning and implementation skills, developing appropriate strategies and achieving successful results	

Criteria	Required Attribute	Desirable Attribute
Knowledge, Experience and skills: business and finance	Significant experience leading the strategic financial planning of an organisation	Knowledge and understanding of marketing and branding strategies
	A successful track record of business management in any or all of the educational, public, private or voluntary sectors	Successful experience of securing efficiency savings and/or income generation
	Experience of effectively managing a multi-million pound budget	Successful track record of managing complex, significant projects from inception to completion
	Experience of procuring and managing services and contracts to ensure that value for money and key performance indicators are met.	Experience of using Accounting Software PS Financials
	Strong IT skills across all common and industry specific programs	Awareness of current IT developments
	Strong financial analysis and risk management skills	
	Experience of creating a healthy and sustainable business model	
	Track record of successful fund and profile raising activities	
	Knowledge of Government Policy around Academy Conversion and Multi Academy Trusts	
	Knowledge of Current Health and Safety Legislation	
	Extensive knowledge of Financial requirements within publicly funded education and regulatory requirements	

Criteria	Required Attribute	Desirable Attribute
Experience and skills: team-working and communication	Recent experience of leading a multi-professional team	
	Experience of working at a senior level in a large and complex organisation	
	Demonstrate effective decision-making skills, including the ability to make quick decisions when under pressure and be willing to accept responsibility for decisions	
	Ability to work well with Academy Principals and the Board of Directors (Trustees)	
	Experience of working with other agencies and partners to develop new approaches and accelerate improvement	
	Negotiation and advocacy skills	
	High level communication (both written and oral) skills	

Criteria	Required Attribute	Desirable Attribute
Personal qualities and attributes	Commitment to collaborative values and working with and for children and young people	
	Personal probity and integrity	
	Resilience, adaptability and resourcefulness;	
	Ability to work across multiple sites, regularly travelling between settings	
	Ability to make and substantiate difficult decisions	
	Excellent time management and ability to work under pressure to tight deadlines	
	Ability to work flexibly to meet the demands of the post	
	Emotional resilience that underpins a motivation to work within education settings	
	Knowledge of Current Health and Safety Legislation	
	Extensive knowledge of Financial requirements within publicly funded education and regulatory requirements	
	Suitable to work with children/young people	
	A commitment to safeguarding and promoting welfare for all	
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APPLICATION PROCESS

This is a new post and an exciting opportunity for the right person.

For an informal and confidential discussion with our retained Consultant **Steve Pugh**, please call **01562 881 007** or email **stephen.pugh@thesearchconsultant.co.uk**

For more information or an application form, please visit our website, **www.neneeducationtrust.org.uk**

Please complete and return the teaching application with a covering letter as detailed below. CVs are not accepted.

Your supporting letter should be no more than two sides of A4 and should enhance your application by highlighting the specific skills and experience you could bring to the role, including leadership.

Please return completed applications to Steve Pugh, at the above email address.

Closing date: 9.00 am on 14 January 2019

Interviews: Tuesday 22 January 2019

The Nene Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



The background of the page is a light green color. On the left side, there are several overlapping, curved, leaf-like shapes in various shades of green, ranging from a very light lime green to a darker forest green. These shapes curve from the top left towards the bottom right, creating a sense of movement and depth.

neneeducationtrust.org.uk