

# Chief Operating Officer Recruitment Pack





# Welcome from the CEO

Thank you for your interest in the role of Chief Operating Officer at RMAT. As CEO I am delighted that you have chosen to find out more about this role.

RMAT's mission is to generate social mobility and improve the life chances of our children and young people through providing excellent educational experiences. This has led to all our settings being rated good or outstanding.

Our values of Aspiration, Resilience and Empowerment underpin our mission and inform our key strategic goals that we are committed to achieving in our new strategic plan which is to run to 2026. We want our young people to aspire for their future success, to inspire our staff to be leading professionals and lifelong learners and for our organisation to build a reputation for achievement amongst the best multi academy trusts.

Resilience is at the heart of RMAT. It allows us to build confidence within our young people, allowing them to persist in the face of setbacks and to enable our staff and students to demonstrate adaptability and positivity as core characteristics. We also want to empower our young people to succeed in life regardless of their starting point by providing an excellent education. To achieve this, we trust our staff as self-determining professionals and ensure the fundamental conditions for success by providing well ordered, well resourced, professionally supported academies.

Our new Chief Operating Officer will be a dedicated advocate of our mission, vision, and values. This role involves formulating and executing the RMAT Operation Strategy, ensuring the delivery of high-quality services across all academies within the Trust, with a strong focus on efficiency, quality, and growth. The COO will also contribute to the ongoing development of RMAT as a strong and diverse Trust, enhancing the life chances of young people, and providing system leadership to support RMAT in becoming an employer of choice.

To ensure the continued growth of RMAT we are looking for an outstanding leader who can articulate the vision, values, and ethos of RMAT and who will inspire and empower others to share in achieving them.



I hope our mission resonates with you and you look forward to playing a leading role in our future. Our HR Team will be delighted to talk to you about your skills and experience and I hope you will discover that we are the right choice for your next step

Saira Luffman  
Chief Executive



# About RMAT

RMAT was established in September 2014. Since then, it has grown to 5 academies and an independent alternative provision school. BBG Academy and The Featherstone Academy joined RMAT whilst being in special measures and went through rapid transformation to be rated as good with improved outcomes.

Brayton Academy joined RMAT when faced with closure by the local authority. Since Brayton joined, student numbers and examination performance have improved consistently leading to it being judged Outstanding by Ofsted in 2019.

The Southway Independent School has become one of the highest performing alternative provisions in the country being rated as Good by Ofsted in 2022.

UTC Leeds joined RMAT in September 2023, after several years of support and leadership from RMAT. In January 2023, UTC Leeds was judged as Good with judgements of Outstanding in respect of Behaviour and attitudes and Sixth-form provision. It is the highest performing UTC in the country.

Our Central Services Team provide support to our academies. RMAT has made a significant investment to deliver a comprehensive and ambitious ICT strategy. This includes a classroom expectation to ensure all students and teachers have good access to up to date and fully functioning IT.

The RMAT Estates Team works in partnership with the Academy Principals and Premises Teams to conduct all aspects of RMAT's estates strategy. RMAT has been successful in contributing to CIF bids which has increased the amount of CIF work undertaken across RMAT. RMAT has recently moved to Schools Capital Allocation.

The RMAT is in a strong position to deliver its strategic plan. The RMAT Finance Team collaborate with academies on managing their budgets. RMAT also has an experienced Procurement Manager who leads on high value and complex procurement across RMAT.

The RMAT HR Team support colleagues to deal with strategic and operational HR issues in education establishments. In addition to supporting RMAT academies, they also support schools outside of RMAT. The RMAT Company Secretary acts as a bridge between the RMAT Executive and the Trust Board as well as supporting the governance and compliance function of RMAT including data protection.



# About the role

This is a career-defining opportunity to lead Operations across the RMAT.

If you seek a leadership role collaborating with a successful team that prioritises young people, we believe this is the opportunity you have been waiting for.

As Chief Operating Officer, you will provide the vision to ensure our continued success and growth. You will hold and articulate clear personal values and a moral purpose, focused on providing the best possible education for the students you serve. You will embody the Nolan Principles and lead by example, with integrity, creativity, resilience, and clarity, drawing on your scholarship, expertise, and skills, as well as those around you.

You will be enthusiastic and inspiring, bringing energy to drive RMAT in the pursuit of excellence and equity, with a relentless focus on high quality services, efficiency and growth.

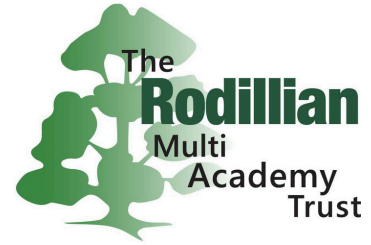
You will help ensure the financial strength of RMAT is maintained and enhanced, allowing RMAT to achieve its strategic aims and objectives. You will champion our people, advancing the employer of choice agenda amid national challenges in recruitment and retention.

To be successful in this role, you will need to demonstrate the ability to provide strategic leadership, with a background in education services. You will need to evidence your personal impact and credibility.

You will demonstrate confident personal behaviour and be comfortable establishing relationships at pace with all stakeholders and our local and regional partners. Your leadership credibility will allow you to hit the ground running with experienced education professionals. This is a fantastic opportunity to build your profile in a nationally known trust and positively influence the lives of thousands of young people and their families.



# Job Description



<b>Job Title:</b>	Chief Operating Officer
<b>Grade:</b>	LGA Scale - G007 SCP 31-35
<b>Hours:</b>	Full time
<b>Flexible working:</b>	Scope to work remotely by agreement with the CEO
<b>Responsible to:</b>	CEO

## Main purpose:

To formulate and execute an RMAT Operation Strategy, ensuring the delivery of high-quality services across all academies within the Trust, with a particular emphasis on efficiency, quality and growth. Providing leadership to various directorates including Governance, HR, IT, Estates and Health & Safety. Additionally, the role entails identifying priorities and recommending solutions across all academies and central services, leading trust-wide initiatives for change and development, crafting legally compliant policies, advising stakeholders on risk implications and actively participating in the Executive Leadership Team.

## Key Responsibilities:

### Strategic Leadership

- To develop and implement RMATs Operations Strategy providing high impact services across all academies in the trust with a focus on efficiency, quality, and growth, in line with the Trust strategic aims.
- Provide leadership of Operations Directorates including Governance, HR, IT, Estates, and Health & Safety.
- To identify priorities across operations directorates and recommend appropriate solutions across all academies in RMAT as well as the central services for RMAT.
- Development of clear, legally compliant, and institutionally appropriate policies, ensuring relevant consultation and governance.
- To ensure effective communication and collaboration between all members of the Trust, which will enhance the value that the Trust brings to its academies.
- Maintain a culture of high performance and ensure that succession planning is in place at key positions centrally.
- Be an active member of the Executive Leadership Team.
- Ensuring the management of change is effective and proving the demonstrable, positive impact of Trust-led initiatives.

- Ensure compliance with relevant legal, regulatory requirements, company Memorandum and Articles, and the funding agreement.
- Have oversight and be responsible for all Operations budgets, as well as programme specific budgets.
- Establish and develop cohesive working partnerships with other schools to facilitate sharing of best practice.
- Provide and present information and reports including KPIs for Trustees and the Senior Leadership Team on data, e.g. Health & Safety Statistics, Accident Reporting, etc.
- Monitor changes to legislation including both health & safety, data and education law and keep abreast of changes to Local Authority policy and/or practice and Central Government direction. Assess the impact of any such changes as well as relevant market changes on the Trust's business and ensure senior leaders and all staff are aware of any relevant, necessary changes to practice.

### **Operation Role:**

- To work alongside the Human Resources provision and to determine and monitor Human Resource needs and contribute to planning.
- To work alongside the ICT Network provision to determine and monitor ICT needs and contribute to planning.
- To work in collaboration with the Chief Finance Officer and alongside all other central service providers for the Trust.
- To lead and project manage Trust wide initiatives, operating across the trust to bring programme teams together to deliver programmes of change including growth, and development on time and to budget.
- To manage the Facilities and Health & Safety Manager in the development and implementation of a comprehensive building and estates strategy encompassing maintenance, upgrade, and replacement of the trust estate.
- Ensure that operations information is kept up-to-date and accurate and is in accordance with the Data Protection Act.
- Participates and represents the Trust within national and local networks of professionals so that the Trust is alert to new trends and is familiar with current best practice.

## **Other specific duties/requirements**

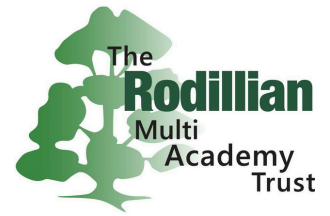
- Model the Nolan Principles, promoting high expectations, challenging peers and being the lead professional.
- To keep up to date with current procedures and practices through continuing professional development.
- Participate in the Trust's performance management scheme and to participate in training and development as required.
- To be aware of, and comply with, policies and procedures relating to safeguarding and child protection reporting any concerns to a designated person.
- Be aware of, and comply with, policies and procedures relating to health and safety and security and confidentiality, reporting any concerns to an appropriate person.
- To support the Trust's equality and diversity procedures
- Attend staff meetings, training days, twilights and management meetings as required in line with the role.
- To contribute to the team and demonstrate a flexible approach to undertaking responsibilities.
- To contribute to the overall aims and ethos of the academy.
- To carry out any other duties commensurate with the post. To travel to different sites across the Trust and have the use of a private vehicle.
- To work at partner organisations as required.

**The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **Any Special Conditions of Service:**

There is a requirement to submit an enhanced Disclosure and Barring Service (DBS) and other statutory employment checks prior to appointment. The role involves working across multiple sites across the Trust so a clean driving licence and business insurance is essential. There may be a need to work outside of Academy hours as required in line with the responsibilities of the role. The Trust operates a no smoking policy.

# Person Specification



**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors, and visitors to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service and other statutory checks.**

## **Qualifications and Professional Development**

### **Essential**

- Educated to degree level.
- Experience monitoring operational school performance.
- Experience working with trustees / governing bodies.
- Up to date knowledge of UK legislation including H&S, IT and Data Protection.

### **Desirable**

- Qualified Data Protection Officer.
- HR Knowledge.
- Legal Knowledge.

## **Knowledge, Skills, and Competencies**

### **Essential**

- Evidence active continuous professional development and an up-to-date knowledge of current related legislation.
- Understanding and experience of applying Employment and/or Education Law to policy development
- Detailed knowledge and demonstrable experience of delivering an end-to-end Operations Services.
- Proven track record in project management.
- The ability to identify and drive for best practice and hold others to account to support and deliver against this.
- The ability to plan strategically across a number of academies and to quality assure effective improvement implementation.

- Excellent communication skills and be able to relate well to all stakeholders.
- Ability to work as part of a team and independently, and influence at all levels within and outside the organisation.
- Ability to deal with difficult situations and resolve conflict.
- Demonstrate diplomacy, empathy, trust, and confidence.
- Ability to adapt a flexible approach to meet the needs of the Trust.
- Self-motivated and ability to use initiative to ensure tasks are completed alongside the ability to motivate others.
- Ability to chair meetings effectively.
- Demonstrate a proactive and creative approach to school improvement.
- A full UK driving licence.

### **Desirable**

- Knowledge and understanding of academy legislation.
- Understanding of the workings of a multi academy Trust.

### **Experience**

#### **Essential**

- At least 5 years' experience of working in Executive leadership.
- Experience in supporting all areas of school operations as outlined in the Job Description.
- Experience of coaching and mentoring colleagues with demonstrable impact.
- Proven success in building effective partnerships, effective collaborative working, and stakeholder engagement.
- The ability to co-ordinate a team of colleagues and manage resources.

#### **Desirable**

- Experience of working in a Multi Academy Trust and/or experience of working across multiple sites.
- Ability to articulate and communicate the Trust vision.

# How to apply



To discuss this role in more depth, please contact the HR Team in the first instance to facilitate your discussion. Please email [recruitment@rmat.uk](mailto:recruitment@rmat.uk)

To apply you will need to complete the application form which can be found on our website at [www.rodillianacademytrust.co.uk/vacancies](http://www.rodillianacademytrust.co.uk/vacancies).

You should ensure that you provide a supporting statement which outlines your experience in relation to the job description and person specification.

Completed applications must be returned to [recruitment@rmat.uk](mailto:recruitment@rmat.uk)

Closing date for applications: Tuesday 25 June 2024

Interviews: Tuesday 9 July 2024

Please note dates are indicative and subject to change.

All applications will be acknowledged.

The Rodillian Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, visitors and contractors to share this commitment. Shortlisted applicants will undergo relevant checks in line with statutory guidance and all appointees will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

**We look forward to hearing from you.**