

ROLE: CHIEF OPERATING OFFICER

PAY BAND: Band 12

REPORTS TO: The Chief Executive Officer (CEO)

Key Purposes:

The post-holder will be a senior leader who will contribute to the educational vision of the Trust and work under the direction of the CEO to deliver the future growth strategy.

This broad and varied role provides strategic leadership and management across a range of areas, including, governance, legal, data protection and IT strategy, procurement, compliance and oversight of the estate management strategy.

Principal Responsibilities

Growth Strategy

1. To contribute to the development of Trust strategy, through discussions with CEO and at Trust Executive and Trust Board.
2. To work closely with the CEO to develop and analyse future options for consideration.
3. To undertake research, investigation, and analysis to support the development of the Growth Strategy.
4. To draft reports for Trust Board as the strategy develops to enable informed decision making.

Governance

5. To lead governance planning and agendas, in liaison with the CEO and the Clerk to the Trust Board, ensuring that the Trust is compliant with the reporting requirements of the Academies Trust Handbook
6. To update or create policies, strategies, and key documents, as necessary.
7. To draft reports and policies for the Trust Board and its committees and thereby ensuring that all governance reports are prepared as per the annual programme.
8. To attend Trust Board meetings and Audit and Risk committee meetings (evenings) to respond to Trustee challenge and questions.
9. To ensure that the Trust operations are incorporating the latest statutory or government requirements and incorporating best practice, including oversight of the work of Local Governing Bodies.
10. To line management of the Clerk to the Trust Board.
11. To ensure that the content of the Trust's website, the website "Get Information About Schools," the schools' website and on Companies House is up to date and meets the legal requirements.
12. To oversee the production of Trust newsletter for key stakeholders about the work of the Trust, under the direction of the CEO

13. To lead the arrangements for Trust events and other marketing activities, as required.

Legal

14. To coordinate legal advice for the Trust and the schools, working with our legal service, and overseeing the progress of legal issues, liaising with the CEO/EHT
15. To clarify requirements of legislation or complex documents, to enable the Trust to ensure compliance
16. To ensure that all necessary statutory returns are completed on time and accurately.
17. To oversee the effective management of health and safety and risk assessments across the Trust.

Data Protection and IT Strategy

18. To be the designated Data Protection Officer for the Trust, ensuring the Trust and its schools comply with the statutory requirements, including responsibility for the Data Protection Policy, Records Management Policy, and Privacy Notices.
19. To review contracts, leases, and other arrangements in terms of data protection/security requirements, including Privacy Notices.
20. To manage data breaches, liaison with ICO, Subject Access Requests and Freedom of Information requests, as necessary
21. To lead a programme of refresher training and communication activities to ensure staff awareness of data protection/security requirements remains high.
22. To oversee data mapping for Trust activities, liaising with the Business and Communications Officer.
23. To lead on the IT Strategy, and associated long-term action plan, ensuring that the actions required are carried out and that the IT requirements of staff and students are efficiently and securely supported.
24. To ensure, with IT lead staff, that the Trust's IT systems meet cyber-security requirements, as published by the National Cyber Security Centre (NCSC).

Audit and Risk Committee (A&R) (3 meetings p.a.).

25. To maintain the Risk Register for the Trust, and report to A&R at each meeting
26. To report Data Protection activity to A&R at each meeting
27. Where action plans are agreed by Trust Board, to deliver change or ensure compliance, responsibility for monitoring the Action Plans fall to A&R committee. Manage the Action Plans with colleagues and report actions taken to A&R at each meeting (for example, IT Action Plan)
28. To organise internal scrutiny as directed by A&R, including defining the scope, costs, and dates

Purchasing/Procurement

29. To negotiate and/or review contracts and leases and liaise with providers and the Trust's legal service to ensure the terms and conditions meet the Trust's needs.
30. To lead procurement via tender exercises or using agreed frameworks to achieve the most competitive pricing for goods and services in compliance with all relevant legal requirements.

Estate Management Strategy

- 31. To review and develop the Trust’s Estate Strategy in liaison with the CEO and the CFO to ensure that capital project aspirations are reflected in future budget planning.
- 32. To support the CEO, Executive Headteacher and Estate staff, as appropriate, with the development of new facilities and maintenance of buildings and grounds across the Trust, including developing costed 3-year capital plans (working with the CFO) and ensuring the delivery of the agreed capital projects.
- 33. To seek opportunities to bid for funding to support the estate, including the annual development and submission of multiple bids to the Condition Improvement Fund, and managing the associated reporting for successful bids.
- 34. To manage major capital projects on school sites, including direct liaison with building contractors, the headteacher and site manager throughout the project.
- 35. To ensure compliance with the appropriate reporting, monitoring and control systems relating to each academy’s internal building fabric and furniture, including the production and maintenance of an Asset Register and the annual Land and Buildings return to the ESFA

General

- 36. To maintain awareness of and commitment to the Trust’s Equal Opportunities Policy.
- 37. To comply fully with Health and Safety at Work legislation, and the Health and Safety Policy.
- 38. To establish and maintain positive, professional relationships with students, staff, and external partners.
- 39. To participate fully in employee professional development and appraisal
- 40. At the discretion of the CEO, to undertake such other activities as may from time to time be consistent with the nature of the job described.

This job description is subject to annual review and/or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

signed:

date: _____

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date: _____