



Stowe Valley

MULTI ACADEMY TRUST

Salary: SCALE: HAYD01- HAYD05
£81,274 - £91,836
Location: Base TBC and flexible to a proportion of home working
Reports to: CEO
Contract: Permanent

"We aim to create an environment where our staff feel supported and challenged and where they can thrive as highly skilled practitioners. We value the contribution of every colleague and aim to develop a sense of professional curiosity which will allow them to develop their practice and excel. We also support our staff on a personal level by providing an extensive package of wellbeing resources."

Ranjit Samra CEO



This is a fantastic and new opportunity for a dedicated and knowledgeable Senior Leader in educational operations within a successful Multi-Academy Trust.

Stowe Valley Multi Academy Trust is seeking to appoint a Chief Operating Officer (COO) who is passionate about making a difference to our staff, pupils and families. The successful candidate will be fully invested in our values of Kindness, Confidence and Resilience. This is an exciting opportunity for an experienced candidate to continue to grow our Central Services Team as the Trust welcomes at least two new schools to our family in the coming months to join our existing eleven schools.

You will support our Trust leadership team in the strategic development and operation of the Trust and will lead the central services functions in the areas of Estates Management including Health & Safety, Capital Project Management, IT; including Application Software systems, Risk Management and oversee our legal obligations applicable to these areas. You will also have a major role in any further growth of the Trust which may take place. Successful delivery in all of these operational areas is critical to the successful operation of our schools so they can focus on their students.

You will line manage leaders in these key areas and will work closely with the Chief Finance Officer (new appointment also), along with all central team members.

We are looking for someone with successful experience of senior operations management in a complex organisation, preferably within the education sector, with the ability to manage all business-related areas and multiple projects across a multi-site operation. With sound business judgement, a pragmatic view and commercial approach, the successful candidate will demonstrate the ability to implement operational improvement whilst ensuring value for money.

Interested candidates are welcome to contact the Trust to discuss the role and arrange potential visits by contacting Fiona Perks, fiona.perks@stowevalley.com Executive Assistant, to the CEO.

All applications are via our online platform and can be found on the Vacancies section of the Stowe Valley Multi Academy Trust website www.stowevalley.com. We will not accept CVs for this post. Strong applications may be considered on receipt.

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES

Closing date for applications – Friday 3rd January at 9.00 am

Interviews to be held – Tuesday 14th and Wednesday 15th January



Role purpose

To provide strategic and operational leadership for the Trust Operations, including Estates Management, Capital Project Management, IT; including Application Software systems, Risk Management, Health and Safety and oversee our legal obligations.

To contribute as a senior member of the Trust's leadership team to ensure that efficient and effective operations management is carried out across our academies and to support opportunities for future growth of our Trust.

Key Accountabilities

Strategic leadership role

- Be a significant senior leader in the Trust and take a key role in important decisions by contributing to the trust's strategic planning
- Lead on Trust Operations in the areas of Estates Management, Capital Project Management, IT; including Application Software systems, Risk Management, Health and Safety and oversee our legal obligations. Lead processes and support any future growth as required
- Establish a prominent level of credibility, visibility professionalism and manage strong working relationships with internal and external partners
- Advise the Trust Board on key business operation decisions
- Actively seek out and recommend improvements to processes in schools and across the trust, this includes Trust wide systems for economies of scale but also improving effectiveness and efficiency
- Provide leadership, coaching, guidance and support to staff, trustees, and LGBs especially those with operations management responsibilities and arrange training and development where required, to support effective management across the Trust
- Develop relationships across the Trust and support the leveraging of benefits for children, staff and communities in the Trust
- Be a proactive and supportive colleague to the CEO
- Line manage our Head of Estates, Head of IT, Head of Application Software and work in conjunction with the CFO
- Further strengthen the collaborative working that exists between the Trust's academies
- Be accountable to the CEO, Governance, Audit and Risk Trust Board sub-committee and all Trustees plus Trust members

Estates Management

- Provide strategic and operational management of the Trust's estates arrangements, and work effectively with the CEO, CFO and Headteachers and all other relevant stakeholders
- Ensure regulatory compliance in all areas of estates management
- Lead on all necessary correspondence to the DfE in this area, to a very high quality ensuring every deadline is met
- Line manage Head of Estates to ensure our estate has the highest levels of safety, is managed in line with our climate action plan, and also provides positive environments for our staff to work and students to learn in

Capital Project Management

- Lead our Trust Capital Development strategy to ensure our Estate is inspiring, has a wow factor and is fit for purpose for our current and future generations of stakeholders
- Ensure the very best value is achieved in terms of Capital Investment within our Trust's buildings
- Ensure the School Capital Allocation funding is used in line with Policy to create environments for all our stakeholders to "Be the best they can be!"

IT & Application Software

- Provide strategic and operational management of the Trust's IT arrangements, and work effectively with senior managers across the Trust to ensure the IT service is very effective and efficient
- Ensure that all IT arrangements contribute effectively to school improvement
- Ensure security and regulatory compliance for all areas of IT services
- Line manage the Head of IT
- Line manage the Head of Application Software
- Ensure MIS systems meet the requirements of the Trust stakeholders

Risk Management

- Provide strategic and operational management of the Trust's risk management arrangements including the Business Continuity Plan
- Ensure that the Trust's risk management arrangements are embedded into working practices and are compliant with the Trust's risk management policy

- Ensure the management and leadership of risk across the Trust is proportional and effective for the Trust
- Working along side the Head of Governance and Compliance in ensuring the Trust Risk Registers are fit for purpose

Growth and Development of the Trust

- Identify further income generation opportunities for the Trust and its academies including bid writing
- Actively seek, engage and lead in the appraisal of opportunities for the Trust
- Evaluate the implications of potential incoming schools and successfully incorporate them into the Trust along with the CFO
- Lead on processes when a school joins the Trust ensuring the transition is as smooth as possible and ensure continued support in place



Person Specification

Key Attributes

Qualifications

Essential:

- Educated to degree level (or equivalent)

Desirable:

- Professional qualification in business or project management
- A relevant higher educational qualification such as an MBA

Experience

Essential:

- Proven track record of significant successful leadership and strategy development within a comparable organisation
- Proven experience of development and management of business/commercial relationships
- Evidence of achieving value for money in a complex organisation with good knowledge of efficient and effective use of budgets
- Successful experience of senior operations management role
- Strong analytical and problem-solving skills to identify issues, evaluate options and implement effective solutions
- Awareness of the business needs and challenges of a multi academy trust
- Ability to develop visions for the Trust in relevant areas which are underpinned by a strong morale purpose and aligned to our values
- High level communication skills and emotional intelligence

Desirable:

- Successful experience of senior operational management in an education setting or public service environment/trust/charitable sectors
- Experience of successfully working with Trust Boards and other Executives
- Evidence of continued commitment to personal professional development

Skills, Ability, Knowledge

- Ability to manage all business related areas within a multi-site operation with a degree of devolved processing and control
- Excellent interpersonal skills including oral and written communications and effective listening; an effective communicator, able to communicate at all levels
- Attention to detail but also able to stand back and see the bigger picture

- Awareness of continued key educational strategies which impact on a local and national level and affect the whole business and your role within it
- Sound business judgement, commercial in approach
- Strong analytical skills
- Ability to implement operational improvement and ensure value for money
- Ability to present information in a clear, concise and understandable manner to a variety of audiences
- Ability to challenge unrealistic requests appropriately while providing feasible alternatives; creative and innovative approach to problem solving
- Ability to manage multiple projects, adhering to strict timetables, ensuring that all relevant parties are kept fully abreast of developments
- IT literate; competent in the use of a variety of software packages
- Contributes ideas and suggestions to the development and improvement of systems, procedures and ways of working; committed to best practice

Personal Qualities

- Act with professional integrity and diplomacy at all times, maintaining discretion about company business inside and outside of working hours
- Comply with all Trust policies and procedures ensuring commitment to our values and principles and the objectives of the Trust
- Assist in the development of excellent working relationships across the Trust
- Commit to ensuring your own personal development and that of others
- Robust, resilient and calm under pressure; resilient to peripheral issues, focuses on the task and strives to deliver
- Extremely pragmatic, proactive and with a diligent approach to delivery
- Adaptable to changing business needs and priorities
- Ability to remain positive under challenging circumstances and at times coping with difficult situations
- Positive and pleasant to work with and line manages with quality and commitment

CHIEF OPERATING OFFICER

