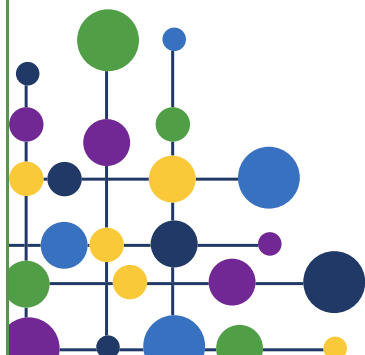
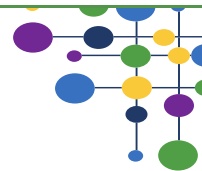


Application Pack for Director of Operations





Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,



Thank you for taking an interest in the post of Director of Operations. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.

Our belief in "Valuing People, Supporting Personal Best" means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as "helping others to achieve their best" and that is what your line manager will try to do for you.

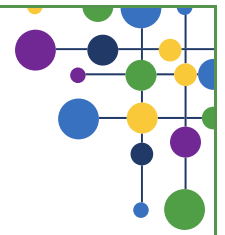
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and four primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount Academy, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley; and Luck Lane Primary Academy, Huddersfield. Our academies are thriving – achieving record results and improving their grades at every OFSTED inspection.

We believe in helping staff and students to achieve their personal best and are keen to recruit the very best talent to our trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme. Training and ongoing support continues at every stage of our colleagues' careers, to ensure they enjoy working for the trust.

More than seven hundred people work hard across the trust to ensure we provide the very best education and service to all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

The Central Services Team

The Central Services Team is a key part of the trust's infrastructure primarily ensuring Headteachers and Senior Leaders can focus upon teaching and learning, freeing them from the burden of finance, ICT, administration and operations.

The Director of Operations works closely with the Chief Executive Officer, the Chief Financial Officer, the Human Resources Manager and the Executive PA to formulate and deliver strategies across the trust. The postholder also reports to the board, to support directors in strategically leading and managing the trust's resources and infrastructure. The Director of Operations leads a team of managers to oversee the trust's key support functions, that is, HR & Payroll, Premises & Compliance, including facilities management and risk, ICT infrastructure and Governance.

It is important the Director of Operations can communicate effectively with other members of the central team and academy headteachers, to ensure we work with a common purpose, to achieve the trust's strategic objectives.



Director of Operations Role Profile

SUMMARY

Role title	Director of Operations	Reporting to	Chief Executive Officer (Accounting Officer)
Section	Central Trust Team		
Contract type	Full-time, permanent	Band / salary	TBC

JOB DESCRIPTION

Overall purpose and description of the role

The Director of Operations reports directly to the Chief Executive Officer (CEO).

The postholder will attend Board of Directors meetings, to support the board in fulfilling its legal responsibilities.

The Director of Operations:

- Works closely with the CEO and CFO to manage the trust's resources effectively and provide the best quality environment for our pupils and colleagues.
- Supports the board in identifying and managing strategic risks, to help the trust thrive regardless of external factors
- Works in partnership with the central team, the Chief Finance Officer, headteachers and other academy leaders, to strategically lead and manage the trust's resources and infrastructure.
- Leads a team of managers to oversee the trust's key support functions:
 - Human resources and payroll
 - Premises & Compliance, including facilities management and risk
 - ICT infrastructure
 - Governance
- Ensures the trust achieves value for money in accordance with its Funding Agreement, Education and Skills Funding Agency guidelines and the principles of spending public money wisely.
- Prepares plans and budgets, such as a capital investment plan, to help the board achieve its strategic goals.
- Provides advice to the CEO and trust board in all aspects of non-academic operations
- Manages tight, well-managed control systems for procurement, contracts, bids and grants.
- Supports internal audit and scrutiny processes, ensuring internal control processes are robust.

- Ensures the trust complies with key legislation and fulfils its legal obligations.
- Supports the CEO with trust growth, due diligence and future academy conversions.

Safeguarding requirements

This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

People

The postholder will lead the following postholders,

- Human Resources Manager
- Premises & Compliance Manager (including premises, cleaning, catering, health & safety, risk and compliance)
- The Governance Professional
- ICT / Network Manager

STANDARDS TO BE ACHIEVED

Ethics and Professional Conduct

The Director of Operations is expected to demonstrate consistently high standards of principled and professional conduct. The post holder must uphold and demonstrate the [Seven Principles of Public Life](#) at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

The post-holder must uphold public trust in trust leadership and maintain high standards of ethics and behaviour. Both within and outside trust, the Director of Operations must:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to their professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain

- uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law

As a senior leader in the trust, the post-holder must:

- serve in the best interests of the trust's pupils
- conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- uphold their obligation to give account and accept responsibility
- know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
- take responsibility for their own continued professional development
- make a positive contribution to the wider education system, where appropriate

Key Responsibilities

1. Lead and direct a comprehensive strategic plan for operations, in line with the trust's vision and values, to support high quality educational provision.
2. Develop, deliver and maintain a sustainable operations delivery plan, establishing clear routines and documented procedures to ensure systems are robust and effective.
3. Liaise with other trust employees and directors, to ensure plans and strategies are well communicated and that operations services meet the needs of school leaders, including the central team, headteachers and governors.
4. Be accountable to the Chief Executive Officer and Directors for operational matters, providing reports, tracking progress against plans or key performance indicators and attending meetings as required.
5. Ensure appropriate policies, processes and controls are in place and up to date, to meet all relevant legislative, regulatory, assurance and compliance requirements
6. Lead on risk management and mitigation, strengthening control, ensuring that the CEO, academy leaders and trust board are apprised of risks and issues and that these are being mitigated and managed appropriately. Ensure the Trust complies with all legal and statutory requirements (including GDPR and the Freedom of Information Act).
7. Plan and co-ordinate trust project teams to deliver significant services for the trust.

8. Regularly review all service level agreements for operational services and all contract and services provided for the trust to ensure quality, performance within agreed budgets.
9. Direct regular reviews for essential services to ensure cost efficiency and review procurement processes for services/third party provider contracts, such as catering and cleaning, to ensure best value and quality services for the trust in line with the Scheme of Delegation.
10. Ensure third party providers deliver a high-quality service and take appropriate action where they fail to achieve their contractual obligations.
11. To manage budgets and be accountable for the financial management within the operational service area and maintain effective financial management controls and risk management for the Operations service resources.
12. To contribute to the trust improvement plan and lead on operations related matters.
13. To lead on those aspects of risk management linked to operations, including health & safety related matters across the trust, ensuring directors, governors, leaders and other staff comply with appropriate legislation and trust policies.
14. Support the board in adopting a strategic approach to risk management, to support future strategy development.
15. Oversee the work of the Governance Professional, to help ensure the board fulfils its legal obligations.
16. Identify key risks and take appropriate steps to raise awareness amongst leaders/directors and ensure effective action is taken to mitigate against any potential issues.
17. To direct and organise specific training and development opportunities for operational areas and ensure performance reviews are undertaken for staff by line managers within deadlines.
18. Promote equal opportunities for pupils and staff by identifying potential barriers to full participation in the school curriculum or work opportunities and leading plans to overcome these obstacles.
19. Direct leaders, to oversee key project work including liaising with the finance department on tender submissions, bid writing, development and communication for project timelines and plans, working with contractors and providing up to date reports to senior leaders on timelines and progress.
20. Direct and lead all contracted out services within operational areas across the trust and make recommendations to the trust Board/Governors/Directors.
21. Oversee a trust-wide capital development and maintenance plan, aiming to provide the best possible working environment for staff and pupils.
22. Oversee a facilities maintenance plan, so that pupils and staff are well cared for and able to work to their full potential.

23. Oversee the implementation of an effective IT strategy and ensure the effective provision and future use of IT resources.
24. To drive the trust's sustainability strategy, supporting all parts of the organisation to reduce carbon emissions and deliver the wider sustainability targets.
25. Have a flexible approach to work, be willing to work outside of the normal working day as required to meet the needs of the role and trust.
26. To undertake any other duties and responsibilities of an equivalent nature as may be determined by the CEO.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Direct line management responsibility for operations management teams (see above)
- Annual trust budget is around £40 million, capital spending plans up to £1million per year.
- Range of Teachers / Support Staff across the trust – 700 - 1000
- Number of sites – up to ten

Work/Business contacts

Internal: Directors, trust leaders, all teachers and support staff.

External: Auditors, Education & Skills Funding Agency, Department for Education, Local Authorities, External Agencies, Suppliers, Contractors, Charities Commission, NAO

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

- | | |
|---|-----------|
| • Relevant professional qualifications, e.g. accountancy, facilities management qualifications or similar | Desirable |
| • Educated to degree level or substantial, equivalent level of work experience | Essential |
| • Experience of working in an academy or school setting | Desirable |
| • Experience of strategic leadership, including setting whole-organisation goals and managing teams to achieve objectives | Essential |
| • Significant experience of leading and managing multi-disciplinary teams | Essential |

- | | |
|--|-----------|
| • Experience of being held accountable for performance by directors and other strategic leaders to deliver organisational improvements | Essential |
| • Strategic management experience across multiple sites | Desirable |
| • Experience of undertaking business analysis, managing and supporting business improvement | Essential |
| • Experience and understanding of risk management strategically | Essential |
| • Experience of specifying, procuring and managing contracts/services | Essential |
| • Experience of managing contractors and third-party organisations to provide services to agreed levels. | Desirable |
| • Experience of human resources matters | Essential |
| • Evidence of recent and relevant professional development. | Essential |
| • Exemplary written and oral communication skills. | Essential |
| • Outstanding influencing and negotiation skills across a range of internal and external stakeholders. | Essential |
| • Proven high level organisational skills. | Essential |
| • Outstanding business acumen and experience of developing successful business relationships. | Essential |
| • Ability to analyse, evaluate and interpret information to make critical organisational decisions. | Essential |
| • Excellent self-management, to include time management, working under pressure and to deadline. | Essential |
| • Commitment, drive, innovation and integrity. | Essential |

Other (Physical, mobility, local conditions)

- | | |
|--|-----------|
| • Has the ability to travel around the trust area (and, occasionally, other UK locations). | Essential |
| • Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. | Essential |
| • Has a full current UK Driving Licence. | Essential |
| • Has access to a motor vehicle and is prepared to use it for business purposes. | Essential |



Expertise in Role - After initial development - Level 2

- Experience of working in schools and promoting positive relationships with the wider school community
- Development of effective working relationships with staff and stakeholders
- Experience of managing a range of change projects across an organisation
- Provide value for money solutions across all trust areas
- Good knowledge of school based financial and management information systems
- Evidence of making decisions based on needs for change with strong communication skills.

Expertise in Role (Advanced - Level 3)

- Track record of successful strategy implementation in a large organisation
- Successful development of leadership and career development across financial areas
- Strong knowledge of working practices and processes across the trust for all areas of operations

Signatures

Approved by: CEO _____

Approved by: Post Holder/or Representative _____

Due to the safer recruitment requirements for staff working in education, we cannot accept CVs. Please apply by downloading the application form from the vacancies page of the SHARE MAT website.

[Share Multi Academy Trust - Vacancies \(sharemat.org\)](https://sharemat.org)

Closing date: Monday 20th March 2023 at 9am

