



'A world class education for global learners'



Chief Operations Officer

APPLICATION PACK

Salary: £60,000 - £65,000
Contract Type: Full Time- 37 hours per week

www.leadingedgeacademies.org

Chief Operations Officer

Leading Edge Academies Partnership (the 'Trust') is a local partnership of academies in south west Cornwall and the Isles of Scilly, formally established in August 2018 and currently consists of two secondary schools (Mounts Bay Academy and Fowey River Academy), one all through school (Five Islands Academy) and three primary schools (St Hilary School, Ludgvan School and St Buryan Academy).

Due to the retirement of our COO in December this year, we are now looking for an inspirational strategic leader to take us forward in the next stage of our development. Working closely with the interim CEO and in partnership with a range of internal and external stakeholders, you will offer substantial generalist leadership and management experience gained in complex multi-stakeholder settings.

We are looking for someone who:

- Can evidence outstanding relationship building and communication skills
- Has strategic abilities and a personal ethos of service and the drive to inspire an already talented support team across the Trust.
- Has the ability to accept criticism and react positively to always seek the best solutions.
- Will ensure the Trust has a transparent and dynamic service provision, which is held to account by our academies and Trust Board on a regular basis.

What we can offer you:

- The opportunity to work in a unique and high-performing Multi-Academy Trust
- The opportunity to work for an employer who is committed to developing talent in staff
- A supportive, collaborative and friendly working environment
- A passionate, committed and highly skilled Executive Team and Board of Trustees
- Extensive CPD opportunities
- Wide ranging staff benefits, including, parking and access to sports/gym facilities at various academies within the Trust
- A superb location with great opportunities for a proper work/life balance

For an informal discussion please contact either:

- the Chair of the Trust Board, Jackie Eason jeason@leadingedgeacademies.org 07713328706 OR
- the interim CEO, Kelley Butcher, kbutcher@leadingedgeacademies.org 07961682689.

An application form and information pack are available via our website or on request by contacting Kelley Butcher by email: kbutcher@leadingedgeacademies.org.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

Closing date and time for applications: 15 October 2020
Shortlisting: 16 October 2020
Formal Interviews: 22 October 2020

Please send your completed application documents to Mrs Kelley Butcher at Leading Edge Academies Partnership, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT or email to kbutcher@leadingedgeacademies.org.

The successful candidate will be subject to reference checks with previous employers and satisfactory enhanced DBS check.

Dear Applicant,

Thank you for your interest in the position of Chief Operations Officer (COO) of the Leading Edge Academies Partnership. We are proud of our innovative and successful Trust and warmly welcome your application.

At Leading Edge Academies Partnership, our mission is to provide a world class education for global learners. We are a group of distinct and unique schools located in beautiful, coastal and island settings in the far south west of the UK, who aim to lead the way by transforming education. We do not see ourselves as being at the far end of the UK, we see ourselves as being at the start of the rest of the world and aim to give our young people the edge in the competitive world in which we live today.

We are a community of forward-thinking educationalists and trustees with an inclusive ethos who believe that an innovative curriculum and a philosophy of learning without limits offers the chance of the highest quality teaching and learning experience to all. We offer extraordinary and extensive sporting, cultural and character-building opportunities. We aim to develop young people and adults who are curious, creative and collaborative, to provide adventurous educational programmes that transform teaching, learning and assessment and create happy students with a zest for life and learning.

We are looking for a Chief Operations Officer who will build upon what we have created and help take us forward in the next stage of our development ensuring that our operations are robust and provide best value for money.

We are a values-based Trust. Our '6Es' are at the core of all that we believe and the decisions we make and will be used to guide us through this recruitment process. We are looking to recruit someone who will uphold our values:

Ethical – making decisions based upon the Nolan principles of public life and developing global citizens who selflessly care for the planet, their nation, their community, their family, their friends, their neighbours, strangers and themselves.

Excellence- creating opportunities for everyone to achieve exemplary levels of performance by modelling success and removing ceilings to achievement.

Equity – fostering a culture where respect for others and human rights are central to how people relate to one another by treating people with democratic values and protecting the equality of opportunity for all.

Endurance – developing an approach to learning that understands that mistakes are good and provide opportunities for learning, leading with positivity when faced with challenge and supporting others to build resilience and strength.

Empathy – ensuring that emotional intelligence is highly valued, that a culture of respect and positive relationships is nurtured, and that if harm is done then relationships are restored.

Evolution – embracing change as an inevitable part of growth and encouraging all to be open to new ideas with multiple perspectives as problems arise, solutions are sought and opportunities seized.

Our Trust has a strong ethos of working in partnership with our Trust schools, supporting other schools, largely through our teaching school, 'Applied Minds' and also through wider collaborative partnerships. We are looking to recruit 'COO' who will be integral to the delivery of the Trust's strategic aims, providing dynamic leadership, strong management and clear direction across all non-academic services for the Trust driving continuous improvement and developing and supporting the ongoing development of an optimistic culture.

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Please read through this application pack carefully. We hope it gives you a flavour of the inspiring and exciting opportunity this post offers. We very much look forward to hearing from you.

Your sincerely,

A handwritten signature in black ink that reads "J.A. Eason". The signature is written in a cursive style with a large initial 'J' and 'A'.

Jackie Eason
Chair of the Trust Board

Application

If you wish to apply, please either email or post the following documents to: Mrs Kelley Butcher at Leading Edge Academies Partnership, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT. kbutcher@leadingedgeacademies.org

- o a copy of your Curriculum Vitae
- o a 2000 (approx.) word assessment titled, 'The educational landscape in the eyes of a progressive Chief Operations Officer'.
- o a completed Equal Opportunities Monitoring form
- o a Leading Edge Application Form

Closing Date

Please ensure your application arrives by the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date/time will not be accepted.

Shortlisting

Shortlisting will take place on 16 October 2020.

Interview

Interviews for the post will take place on **22 October 2020**. All applicants will be informed as to whether they will be invited to interview by 18th October 2020.

Reasonable expenses for attending the interviews will be reimbursed, rates being based on second class public transport within the United Kingdom and will include one night's accommodation. Due to Covid-19, interviews may take place virtually.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check and positive references prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website www.leadingedgeacademies.org

Why work for Leading Edge Academies Partnership?

We can offer:

- A supportive, collaborative and friendly working environment
- A passionate, committed and highly skilled Executive Team
- A committed Board of Trustees
- A skilled workforce committed to providing the very best educational offer for all students
- A competitive salary
- Extensive CPD opportunities
- Wide-ranging staff benefits, including access to sports/gym facilities at various academies within the Trust

Leading Edge Academies Partnership
Boscathnoe Lane
Heamoor
Penzance
TR18 3JT

Phone: 01736 352397

Web: leadingedgeacademies.org

Job Description



Post Title:	Chief Operations Officer
Purpose:	<p>The Chief Operations Officer (COO) is a key member of the Leading Edge Academies Partnership (the 'Trust') Central Executive Team and integral to the delivery of the Trust's strategic aims, providing dynamic leadership, strong management and clear direction across all non-academic services for the Trust, other than Finance, driving continuous improvement and developing and supporting the ongoing development of an optimistic culture.</p> <p>The COO will work closely with the interim CEO/Executive Primary Principal, the Finance Director, the Principals/Headteachers of each Academy within the Trust and Trustees as appropriate, to provide strategic leadership across the Trust, embedding our vision and values throughout. This role will support the Finance Director in ensuring the financial health of the Trust, play a leading role in the delivery of the Trust's Strategic Plan and develop high quality operational teams.</p>
Reporting to:	Chief Executive Officer, Chair of the Trust Board, Chair of the Compliance Committee
Directly responsible for:	Trust Central Business and Administration Team.
Important functional relationships:	<p>Internal: CEO, Trustees, Members, Local Academy Committee Chairs, Headteachers/Heads of School, Central Business Team, School Administrators, Clerk.</p> <p>External: Department for Education, Education Skills & Funding Agency, Professional advisers including solicitors, auditors and bankers, HMRC, Ofsted, and other regional and national professional associations and statutory bodies.</p>
Working time:	37 hours per week
Salary/Grade:	£65,000
Disclosure level:	Enhanced

MAIN DUTIES

Strategic / Leadership & Management
<ul style="list-style-type: none"> • Lead and manage a Central Business Team that strives for continuous improvement with a commitment to succeed and be sustainable. • With the Trust's CEO to lead, oversee and advise on the allocation of resources across the Trust, to include: central services and staffing, procurement, SLAs and contracts. • Identify and develop strategies and options in all non-teaching aspects that will contribute to the overall effectiveness and efficiency of the Trust, such as exploring internal synergies, and opportunities for partnership working etc.

- Contribute to the strategic direction of the Trust and the development and implementation of the Trust's Development Plans.
- Oversee the development of a three-year financial plan, taking account of DfE and relevant government guidelines and other sources of information about budget trends and local pupil demographics. Review this Plan annually.
- Meet the statutory and regulatory requirements across key areas such as finance, HR and health and safety, operating with probity and strong quality assurance.
- Develop capital funding bids and advising colleagues within the Trust to identify future requirements.
- Optimise the benefit to the Trust funding from grants and other sources, ensure that funding is appropriately used and compliant with DfE statutory guidelines.
- Review IT infrastructure performance termly and oversee the development of and a 3-Year IT Plan, encompassing IT for: Learning, Teaching, Administration and Infrastructure.
- Develop and maintain whole Trust systems, particularly software and applications for finance, HR, H&S, Asset management and administration.
- To develop and review Trust policies in areas of responsibility; ensuring statutory policies are in place and reviewed and approved by the Trust Board as necessary.
- Carry out due diligence on any school looking to join the Trust.
- Benchmark and review all Trust services at least annually.
- Ensure that all operations are as cost effective as possible.
- Ensure quality assurance and probity in all aspects of the Trusts activities.
- Prepare and maintain the Trust's Risk Register and business continuity plan.
- Communicate effectively and work equally adeptly with Trustees, Heads of School, contractors and staff, as well as providing critical challenge to existing practices at all levels, and create more effective alternatives.
- Take on the role of Chief Financial Officer, (Academy trust boards are required by the DfE to have someone clearly designated in the CFO role). This person should have a direct reporting line to the CEO. Financial management should be delegated to a Finance Director, who will take professional responsibility for such areas of an institution's work.

Finance

- Leading and managing on ensuring that the Trust has robust accounting and finance systems and procedures.
- Supervise the preparation of monthly management accounts, forecasts and other financial and non-financial reports of the Trust, explaining all significant variances and trends to all relevant stakeholders, in accordance with agreed timetables.
- Development and management of the Trust's financial position at a strategic and operational level within the framework for financial control determined by the Trust Board.
- Ensure that the Trust processes and procedures are compliant with statutory and regulatory requirements.
- Ensure that the annual accounts are properly audited, presented and adequately supported by the underlying books and records of each constituent academy; including the maintenance of effective systems of internal control.
- Oversee the preparation of annual budgets and medium-term financial plans; manage cash flow across the Trust.

- Ensure returns to ESFA and other funding agencies are completed correctly and on time; ensuring returns to statutory agencies are completed.
- Authorise, via agreement with the CEO, orders and the award of contracts and authorise payments within the approval limits shown in the Trust's financial policies.

Human Resources and Payroll

- Develop and manage human resources processes: oversee the development of Trust's HR and pay policies and procedures with the Trust Board, CEO and the Trust HR provider. Ensure that HR processes and policies are followed, especially in relation to recruitment and changes in staff remuneration.
- Ensure performance management structures and training and development are in place for all support staff.
- Oversee the Trust payroll, ensuring monthly payroll information is correctly entered for all employees, payroll returns are correctly completed in accordance with the required deadlines and the payroll is reconciled monthly.

Estate, Contracts and Facilities

- Oversee the management and negotiation of contracts that deliver real benefits in improving the financial efficiency and effectiveness of the Trust.
- Ensure that an annual premises review is undertaken (Condition Survey) and oversee the development from this of a 3-year Premises Maintenance and Improvement Plan (PMIP), including coping with any significant changes in local pupil demographics.
- Oversee the management of all commercial contracts for the Trust; oversee contracts, making recommendations on contracts to be awarded and manage the implementation of all contracts within the Trust.
- Manage the assets of the Trust, ensuring that it has an appropriate asset replacement plan that is being adhered to, including buildings and IT.
- Be responsible for all development proposals and for the management of all capital and major development projects.

Health & Safety including Property Compliance

- Develop and monitor the Trust's fire and health and safety policy and procedures.
- Ensure that all health and safety and property compliance requirements are observed, working with the FM contractors (where this applies)
- Monitor working practices and site/accommodation for health and safety compliance, prioritising and fixing any issues, and maintaining all appropriate documentation.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually to reflect the plans, growth and development of the Trust.

Person Specification



CRITERIA		Essential/ Desirable		Where Assessed
		E	D	
A	EDUCATION AND QUALIFICATIONS			
1	Degree or equivalent		✓	Curriculum Vitae
2	Relevant higher degree		✓	Curriculum Vitae
3	Evidence of continued commitment to personal professional development	✓		Curriculum Vitae
4	HR, Finance or Project management Qualification		✓	Curriculum Vitae
B	KNOWLEDGE AND SKILLS			
5	Excellent interpersonal leadership skills, with steadfast resolve and personal integrity	✓		Curriculum Vitae/ Interview
6	Awareness and understanding of key issues in relation to: Finance, IT, Human Resources, Premises, Procurement and contracting, health & safety and safeguarding	✓		Curriculum Vitae/ Interview
7	Competency in strategic planning and business development	✓		Curriculum Vitae/ Interview
8	Ability to diagnose problems quickly and have foresight into potential issues	✓		Curriculum Vitae/ Interview
9	Hands on experience in fundraising, strategic planning and business development	✓		Curriculum Vitae/ Interview
10	Good knowledge of data analysis and KPIs	✓		Curriculum Vitae/ Interview
11	Ability to oversee all significant capital building projects and liaise with CEO, Principals, Governors, consultants, contractors and other interested parties as necessary	✓		Curriculum Vitae/ Interview
12	Ability to effectively manage, lead and supervise a multidisciplinary team	✓		Curriculum Vitae/ Interview
13	Oversight of premises management across multiple sites	✓		Curriculum Vitae/ Interview
14	Knowledge of efficient and effective budget, financial, risk and resource management	✓		Curriculum Vitae/ Interview
15	Ability to prioritise workloads and to work to deadlines	✓		Curriculum Vitae/ Interview
16	Highly effective administrative and organisational skills	✓		Curriculum Vitae/ Interview
17	Strong skills in analysis, risk management and impact evaluation	✓		Curriculum Vitae/ Interview
18	Ability to work strategically and seek and implement creative solutions	✓		Curriculum Vitae/ Interview
19	Investigate, source and maximise income (revenue and capital) liaising with funding agencies and Government, amongst others and write bids	✓		Curriculum Vitae/ Interview
20	Ensure any funds received from successful bids are spent appropriately, within budget and E timescales	✓		Curriculum Vitae/ Interview

C PERSONAL ATTRIBUTES				
21	Committed to the ethos and values of the Trust and acts accordingly.	✓		Curriculum Vitae/ Interview
22	An inspirational leader committed to the highest achievement in all areas of work.	✓		Curriculum Vitae/ Interview
23	Leadership capability, including the ability to motivate others to achieve high standards through personal example and the ability to lead others through significant change.	✓		Curriculum Vitae/ Interview
24	Ability to articulate and communicate vision in an inspirational way to a variety of audiences.	✓		Curriculum Vitae/ Interview
25	The professional confidence and excellent interpersonal skills to be able to interact with a range of stakeholders including staff and senior figures within a range of external organisations.	✓		Curriculum Vitae/ Interview
26	Inspires confidence in others.	✓		Curriculum Vitae/ Interview
27	Able to work flexibly within a team.	✓		Curriculum Vitae/ Interview
28	Able to maintain a wide view while retaining an eye for detail.	✓		Curriculum Vitae/ Interview
29	Conscientious and hard-working; committed to the success and mission of the Trust.	✓		Curriculum Vitae/ Interview
D. OTHER				
30	Access to a car for travelling to different locations.	✓		Interview
31	Ensure the development and maintenance of appropriate administration systems to support the objectives and aims of the Trust.	✓		Curriculum Vitae/ Interview
32	Maintain a disaster recovery strategy for the Trust, with detailed operational plans.	✓		Curriculum Vitae/ Interview
33	Maintain systems in order to provide statistical and information returns for outside agencies.	✓		Curriculum Vitae/ Interview
34	Maintain and ensure regular review of the Trust's data protection, personnel, safeguarding, fire safety and health and safety policies and ensure that all required procedures, including those required under the Equalities Act are in place.	✓		Curriculum Vitae/ Interview
The Selection Panel will assess each candidate against the criteria listed above.				