# **CHIEF OPERATING OFFICER (MULTI-ACADEMY TRUST)**

# **JOB DESCRIPTION**

## **Overview**

**Role Purpose:** To develop, lead and manage all non-educational aspects of the MAT’s operations to excellent standards, and to support the Chief Executive Officer in developing the trust and in delivering the Trust strategy for improvement and contributing to the successful implementation of any future growth.

## **Objectives**

* To offer strategic contribution to the overall development of the Trust
* To give strategic vision and leadership to all aspects of Budget, Finance and Operations.
* To lead, operate, maintain and develop the financial procedures and systems of the Trust, in co-operation with the Leadership Groups and Directors, ensuring that legal and safety requirements with regard to people and property and function of the Trust are maintained.
* To be responsible for the overall management and maintenance of the Trust premises.
* To advise the Directors on matters relating to finance, operations, premises and Health and Safety.
* To advise the Headteachers, Directors and Trust Members on all matters relating to their collective responsibility for prudent financial management of the Trust, and other related activity.
* To manage the maintenance of appropriate financial systems and controls, ensuring the Academies as a Trust, company and schools, comply with all regulatory requirements and that financial information is both accurate and readily available to support financial decision making processes.

## **Line Management**

* Finance Manager and Senior Associate/Support Staff which includes
* Administration staff
* HR Staff
* IT Support Staff

## **General duties**

## **Finance**

* To provide sound financial advice to Trustees, Headteacher and other senior management colleagues.
* To provide an effective financial management service to the Trust.
* To act as the leading interface between management and trustees on financial matters.
* To report on a timely basis,including to the DfE in line with their specific requirements (as per the Academies Financial Handbook and any other regulatory requirements)
* To ensure all statutory and statistical returns are completed as appropriate.
* To work in conjunction with the audit committee to ensure that financial responsibilities of the Trust and its Trust Board are fulfilled and appropriate financial, contractual and purchasing procedures are established and maintained.
* To report to the Finance and Health and Safety Committees.
* To prepare the Annual Budget and maintain a regular overview of the financial monthly accounting of the Trust budget.
* To ensure all cost centres deliver best value.
* To ensure, in close co-operation with Directors and Headteachers, that an appropriate financial policy framework exists to guide Trust decision making.
* To identify and make applications for external funding opportunities.
* To undertake business and financial strategy, planning, monitoring, management and reporting including policies, systems, processes, risk assessment & personnel.
* To manage the maintenance of records to meet legal and tax requirements.
* To plan and manage the Trust tax affairs under existing and proposed legislation with the objective of minimising Trust tax burden.
* Preparation of statutory annual accounts and ensure smooth running of audit.
* To ensure that an accounting service is provided to budget holders in planning and controlling the work of the Trust.
* To provide advice and support to staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
* To maintain regular, up-to-date contact with bankers, investment managers and pension advisers.
* To liaise with appropriate bodies with respect to: Insurance; Legal Activities; Supplier/Partner relationships; Regulatory body relationships; Approvals & Accreditations; Purchasing, Contracts & Agreements
* To manage all aspects of insurance, including reviewing risks, advising the Trust Board and Senior Leaders, negotiations and claims.
* Ensure accurate asset records are maintained and depreciation & disposal of assets is appropriate.
* To submit capital bids to the DfE; monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.
* To manage the Trust’s bank accounts, bank balances and undertake the role as signatory and report on these, as required.
* In cooperation with the Trust Senior Management and Directors ensure that:
	+ Directors are fully informed of Trust performance through access to management information systems.
	+ Local Governing Bodies are briefed on financial and operational issues during committee and full governing body meetings.
	+ The Trust meets all targets and standards.
	+ The Trust develops effective policies, practices and procedures.
	+ The Trust remains in sound financial health.

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## **Premises**

* Taking the lead on compiling and implementing a Premises Development Plan including energy conservation.
* Through regular contact with the premises staff, to ensure that the proper maintenance and repair of the Trust properties are carried out, and progress monitored.
* To ensure the appropriate placing and monitoring of all service contracts.
* To advise on all Health and Safety matters, including measures in the event of emergencies.
* To financially appraise projects for the development of the Trust.
* To be responsible to the Trust Board for the security, maintenance, heating, in house cleaning and other general site services within the premises.
* To manage the security of the Trust sites.
* To deal with all external agencies, delivering services to the Trust and to manage all aspects of tendering, including Compulsory Competitive tendering.
* To be responsible for liaison with the Site Managers regarding letting of Trust premises to outside organisations and Trust staff, and the development of all Trust facilities for out of school use.
* To ensure effective deployments of premises staff.
* To monitor and oversee the quality of work by contractors.
* To be the Trust’s point of contact for all major building projects.

## **Health & Safety**

* To formulate, implement, monitor and review the Trust’s Health & Safety policy including Risk Assessment procedures.
* To develop and review of the Trust Accessibility Plan and Disaster Recovery Plan.
* To advise all staff as appropriate on relevant health and safety issues.
* To report to Directors on Health and Safety.
* To liaise with and cooperate with the Fire Service, on the the installation and maintenance of equipment for protection against and escape from fire, keeping records and supporting regular fire practices.

## **HR**

* Ensure compliance of the Trust Pay Policy.
* To liaise with external HR providers
* To provide support to Directors and SLT with regard to HR matters.
* To quality assure Trust’s performance management processes for non teaching staff.
* To lead performance management for associate staff.

## **Administration**

* To manage the Trust’s administration staff and ensure that an effective, accurate, timely administration service is delivered.
* To ensure effective administration systems throughout the Trust.
* To have an oversight of the Trust’s transport arrangements, including the maintenance and use of Trust owned vehicles.
* Ensure compliance with the regulations for the operation of minibuses; licenses; driver training and assessments; servicing and vehicle inspection tests.

## **General duties**

* To attend and report to full trust Board and sub-committee meetings, as appropriate.
* Strategic leadership of I.T across Trust
* To participate in arrangements for his/her performance review and in the identification of areas in which he/she would benefit from training and will undergo such training.
* To keep abreast of developments in the administration and development of schools, and whenever possible and appropriate, attend professional development courses.
* To undertake such additional duties as may reasonably be required by the CEO and /or Chairs of Trust Board up to a level commensurate with the principal responsibilities of the job.