



MAT Operations Manager

Recruitment Pack

Start Date: September 2019

Chester Diocesan Academies Trust

Welcome from the Chief Executive Officer and Chair of the Board

Welcome and thank you for your interest in the role of Operations Manager working as part of our central team and within our academies. The Chester Diocesan Academies Trust (CDAT) is seeking an innovative and forward-thinking Operations Manager who will take full advantage of this chance to be part of a growing trust. The role of Operations Manager is an important one which will have significant influence in further developing the work of CDAT and its ability to support its member schools.

We are looking for someone with a broad range of business management skills, excellent interpersonal skills, a desire and enthusiasm to broaden their knowledge and the ability to adapt to the demands of an ever-changing landscape.

Working closely with the CEO, the trust's Finance Manager and other personnel, the successful candidate will continue to develop the trust's risk management framework and ensure that the trust's policies and procedures comply with statutory requirements. They will have a keen eye for regional and national policy developments, producing briefings for stakeholders, and will oversee trust projects, reporting directly to the CEO.

A shared vision

CDAT recognises that all schools are different, with needs that emerge from their unique contexts. We work in partnership with our headteachers, local governing bodies, staff, parents and carers to build long-term and sustainable excellence that will have a real impact, first for the children, but also for the staff and wider community. The support given by the Operations Manager to our schools will support this work and enable headteachers and governors to focus on teaching and learning.

It is important to understand that this role will involve working with a variety of schools, ranging from some very small rural primary schools to much larger schools in an urban context. The ability to provide consistency but with the flexibility to understand the different challenges and needs within the schools is important.

If you believe you have the skills and expertise to make a significant contribution, we hope that you will apply. The following information pack provides details specific to the Operations Manager role.

We value your application and thank you in advance for your time in its consideration and submission. Please get in touch with the office on 01928 718834 if you would like any further clarification after reading this document.

Kind regards

Mr Neil Dixon (CEO)

Canon Elizabeth Renshaw MBE(Chair)

Context

The Diocese of Chester covers a number of Local Authorities including all of Cheshire East, Cheshire West and Chester and Wirral and sharing Halton, Warrington, Trafford, Stockport, Tameside and Derbyshire. There are 116 Diocesan Board of Education (DBE) schools, ranging from small rural to larger urban schools.

Within this family of schools, a group of DBE schools (currently six) have become part of the Chester Diocesan Academies Trust (CDAT) as both sponsored and converter academies. The growth of CDAT has been undertaken in a measured way to ensure that its growth matches its capacity, but it is now ready to expand more rapidly as it takes on further schools, working within a regional cluster model.

CDAT is a Church trust that is open to both church and community schools that are sympathetic to the Christian values that form the basis of the trust.

Our Commitment

CDAT will seek to provide the very best education for every child in its schools so that they succeed and are well prepared to move onto their next phase of education. Our strong Christian ethos will be the foundation of all we do and by guiding and informing the actions of children, staff and governors we will:

- ensure that all children achieve their full potential – making at least the expected level of progress and with many exceeding;
- value and respect children from all faiths and beliefs – and taking into account their beliefs when planning for their learning and the learning of others;
- provide a curriculum that is broad, rich and balanced; focused on developing knowledge and skills; and meeting the needs of each child;
- provide learning opportunities that are inclusive, engaging and challenging for every child;
- create a learning environment within which children are happy and motivated learner;
- support our leaders to be highly effective in leading school improvements;
- support our teachers and support staff to be outstanding practitioners – providing high quality teaching so that every child learns;
- listen to the children and taking their views into account;
- work with parents to enable them to contribute to their children's learning;
- work with other schools and the wider community to ensure that we maximise on the learning opportunities that they can provide for our children and staff.

Job Description

Chester Diocesan Academies Trust (CDAT)

Job Title:	Operations Manager
Salary:	£23,369 - £25,801 (NJC Pt 16-21)
Pension:	Membership of Local Government Pension Fund
Job Summary:	<p>The MAT Operations Manager is responsible for the smooth day-to-day running of trust operations, and compliance with relevant statutory requirements, including:</p> <ul style="list-style-type: none"> • Development and implementation of the trust's risk management framework, working with the trust's finance manager • Ensuring our academies maintain the highest standards in all aspects of safeguarding • Supporting academy compliance, including ensuring trust and school policies continually meet statutory requirements • Supporting schools with timely completion of returns/reports for the trust, ESFA and DfE • Ensuring the trust board and leaders are well briefed on new regional/national developments in education • Developing effective relationships with partners beyond the trust, ensuring that the trust continues to play a key role in the wider school system • Undertaking aspects of project management and dealing with ad-hoc requests from ESFA and DfE as required by the CEO and board • Supporting the CEO and finance manager with bid writing and the preparation of bid documents • Development of an effective trust-wide marketing and communications strategy
Accountable To:	The Chief Executive Officer, and the CDAT Board of Directors
Key Relationships:	CDAT central team CDAT academies, headteachers and staff Diocesan Board of Education Officers and staff ESFA Regional Schools Commissioner DfE The Charity Commission
Hours:	Full Time – 37 hours per week
Holidays:	25 days/year + 8 bank holidays

Job Context and Expectations of the Postholder

- This is a high profile post within an existing Multi Academy Trust
- The environment is sometimes pressurised so flexibility, a calm approach and a 'can-do' attitude are required to carry out the role effectively
- The postholder's integrity and discretion must be without question in order that CDAT's business is conducted to the highest standard
- Positive interactions with staff and pupils are an expectation
- Responsible to the CEO, the postholder must have the ability to prioritise, use initiative, be proactive, organise one's own workload and that of others, whilst maintaining high standards
- The postholder must be proactive in keeping their professional knowledge up to date and have a commitment to personal and professional development
- It is crucial that all staff in CDAT adhere to and actively support trust policies
- To take shared responsibility for the development and rapid improvement of schools in the trust, or schools joining the trust.
- To be the first point of contact for schools on operational matters
- Be an active member of the CDAT central team, taking responsibility for the implementation of relevant systems, training and reporting across the MAT.
- Staff should recognise that as the trust grows job roles will inevitably develop and change focus, and job descriptions will be reviewed accordingly. Staff need therefore to be flexible in their approach to accommodate the changing needs of the MAT and to participate fully in professional development to support this.

Key Accountabilities

1 Responsible for ensuring that the trust's Risk Management Framework is effectively implemented in all current CDAT schools, and updated to include any schools that join the trust

- Responsible for maintaining/updating the trust's Risk Management Framework (in conjunction with the trust's Finance Manager)
- Identifying potential high risks in areas such as health and safety and data protection and working with schools to ensure suitable mitigation is in place
- Ensuring that schools joining the trusts have suitable processes in place around data protection and health and safety, and updating the Risk Management Framework accordingly

2 Responsible for ensuring that CDAT academies follow the highest standards of practice in safeguarding

- Ensuring that academies have access to high quality safeguarding training, and that each academy has a full complement of staff and governors trained at appropriate levels, as outlined in statutory guidance
- Monitoring the quality of safeguarding record keeping, including the single central record, in each academy to ensure that it is of a high standard

3 Responsible for ensuring that each academy, and the wider trust, remain compliant with relevant statutory requirements by

- Working with the DPO and Finance Manager to create and ensure adherence to a clear annual calendar of key dates

- Supporting CDAT academies and colleagues within the central team with timely completion of returns/reports for ESFA and DfE
 - Supporting each academy to ensure that school websites are compliant with requirements re. publication of information
 - Maintaining a strategic overview of trust and academy policies, and acting in a timely manner to update policies as required by changes in legislation or guidance and ensure updates are swiftly shared with schools
4. To support the smooth day-to-day operation of the trust and support the achievement of value for money across the trust, ensuring best value through:
- Taking the lead in identifying potential sources of funding for the trust, and briefing the CEO and Finance Manager on such sources
 - Supporting the CEO and Finance Manager with any associated bid writing and the preparation of bid documents
 - Working with trust leaders re local purchasing, contract monitoring and benchmarking
 - Contributing to the preparation of local bids and tenders for capital projects, grants and services
 - Undertaking aspects of project management and dealing with ad-hoc requests from ESFA and DfE as required by the CEO and board
5. To support the continued, successful growth and development of the trust by:
- Taking a lead role in marketing the trust to potential converter academies and across the wider regional education system
 - Working with external partners to promote the work of the trust
 - Ensure that high standards are maintained in central communications from the trust
6. Developing effective relationships with partners beyond the trust, ensuring that the trust continues to play a key role in the wider school system
- Ensure CDAT is represented in national, regional and local networks so that the trust influences and is alert to new trends and is familiar with current best practice in the developing education sector
 - Provide briefings for the CEO and board on key regional/national education updates/initiatives
7. To keep professional knowledge up to date by:
- Representing the trust in relevant meetings/groups, developing own knowledge and experience through effective networking
 - Undertaking further professional development as required, including undertaking IOSH training at an appropriate level
8. Representing and promoting CDAT's Christian values internally and externally by
- Delivering day-to-day duties consistently with the agreed service level
 - Acting as a champion for change and improvement, constantly enhancing quality
 - Actively promoting and acting, at all times, in accordance with the trust's policies
 - Undertaking other duties commensurate with the job level
 - Interacting professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.
 - Building close working relationships with Head Teachers, Chairs of Governors and the CDAT Strategic Team.

Note

General

The postholder will comply with the general terms and conditions of service and undertake such other duties appropriate to the salary and content of the work as may reasonably be required. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive.

Data Protection

The post holder is responsible for ensuring that workplace responsibilities are carried out in compliance with the requirements of the Data Protection Act and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

Health, Safety and Wellbeing

With reference to all relevant advice and guidance, ensure each Academy complies with Health and Safety legislation and manage the security, upkeep and improvement its buildings to ensure an effective and safe environment that promotes the welfare of children and staff.

Equality and Inclusion

Chester Diocesan Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will require an Enhanced DBS check. We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation. The post holder will take responsibility for behaving in ways that are consistent with fair and equitable treatment for all and take responsibility for their own learning and engagement with equality issues and actions and to consider the impact of their actions to ensure that they do not have a detrimental effect on achieving equality of opportunity. Any breaches may lead to termination of employment.

Person Specification – MAT Operations Manager

Qualifications/Background	Essential/ Desirable
Appropriate, degree-level qualification in relevant area (e.g. Business Management etc.)	E
Good core skills in English and mathematics, evidenced by minimum of Grade 'B' at GCSE level (or equivalent)	E

Knowledge, understanding and management experience	Essential/ Desirable
Possesses a broad range of business/managerial skills and knowledge, including a good understanding of the principles of business finance and strategic planning	E
Understanding of risk management, including the identification of risks and strategies for risk mitigation	E
Knowledge of strategies for effective marketing and communications	E
Knowledge of project management principles, including establishment of measurable targets and milestones	E
Understanding of the importance of compliance with statutory frameworks	E
Has a high level of IT competence, including using common applications (e.g. Word, Excel, Outlook) effectively and conducting focused research to gather further information	E
Demonstrates very strong organisational and administrative skills	E
Demonstrable track record, through previous work, work experience or study, of ability to think strategically, recognise challenges and identify solutions	E
Appreciates the importance of effective safeguarding practice in schools	E
Shows willingness and potential to develop skills in managing people, as required in an expanding organisation	D
Understanding of academies programme and the purpose and functions of a multi-academy trust	D

Personal and professional qualities	Essential/ Desirable
Enthusiastic about the opportunity to work within a rapidly expanding organisation, growing and developing the Operations Manager role in line with the trust's growth	E
Good interpersonal skills with the ability to communicate clearly and confidently with different management levels within the organisation	E
Capacity to work under pressure and meet key deadlines	E
Ability to analyse and summarise information from meetings or research, and present findings effectively orally and in writing	E
Shows commitment to own professional development and willingness to undertake additional training as required	E
Ability to manage own time effectively and use own initiative, as well as responding well to senior leaders' instructions	E
Team player, personable, emotionally intelligent with a sense of humour	D

Special requirements	Essential/ Desirable
Be sympathetic to the aims, values, ethos and distinctiveness of Church of England schools and academies	E
Able to travel across the Diocese and beyond to carry out duties	D

Right to Work

Existing British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. Please advise if you require any guidance or further information on this.

Disclosure Service Certification from the Disclosure and Barring Service

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at: www.homeoffice.gov.uk/
Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for this post are among those who are not entitled to withhold information about any previous criminal conviction.

Application Procedure

Candidates should complete the application form and submit it electronically to alex.harris@cdat.co.uk, so that it is received no later than 1st August 2019.

Application Form Completion

Please focus the reasons for your application on the essential criteria within the Person Specification. Indicate, providing evidence, how your knowledge, skills, experience and personal attributes either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Main and Specific Duties.

All gaps in employment must be accounted for.

Selection Procedure

The shortlist will be drawn up soon after the closing date. The **interview process** will be confirmed.