

Chief Operating Officer - Job Description

This is a senior non-academic role within the Yorkshire Causeway Schools Trust (YCST) and as such the post holder will work with the CEO on shaping and delivering the organisation's objectives, driving a culture of continuous improvement in all support areas and leading a successful and growing multi academy trust. The post holder will proactively promote and demonstrate the vision and values of YCST, which includes both Church and community schools.

The Chief Operating Officer will be responsible to the CEO of YCST. The purpose of the role is:

- a) To deliver on the vision of YCST (to provide high quality education for all members of the Trust) by providing strategic leadership and professional management of support roles and services excluding Finance. These will include: Human Resources, Estates, Health and Safety, ICT, Administration, Safeguarding and Data Protection as well as working closely with the Chief Finance Officer of the Trust and the School Business Managers within the Trust.
- b) To work alongside the CEO, the Chief Finance Officer, the Trust Administrator, members of the Trust Board and Headteachers to manage conversions of schools joining the Trust.
- c) To be a highly visible and credible leader within the Trust and to support the Trust Board, the CEO and committee structures as the Trust continues to expand and grow.

Responsibilities

a) Strategic Leadership Role

1. Provide advice and guidance to the CEO and Trust Board on all aspects of YCST non-academic operations.
2. To deputise for the CEO in all aspects of work that do not require an educational background.
3. To contribute to the development of a strategic plan for YCST.
4. To ensure effective communication and collaboration between all members of the Trust, which will enhance the value that the Trust brings to its schools.
5. Bring and develop a culture of high performance and ensure that succession planning is in place at key positions.
6. To work with all interested parties in preparing the annual, medium and long term business plans, taking into account performance improvement objectives, funding projections in association with the CFO and other potential events and activities.
7. To take lead responsibility for policy development and implementation in all support areas mentioned above except Finance, and compliance with legal matters.
8. To ensure that YCST is represented in national, regional, local and diocesan networks so that the Trust is alert to new trends and is familiar with current best practice in the education sector.
9. To establish a high level of credibility, visibility and professionalism and manage strong working relationships with internal and external partners.
10. To lead on the development and operation of HR policies and procedures.

11. To ensure that YCST fulfils its statutory publication requirements.
12. To ensure that YCST complies with statutory requirements, such as GDPR, Safeguarding, Health & Safety and Freedom of Information Act.

b) Project and Premises Management Role

1. To take responsibility for building development within the Trust and oversee the allocation of monies for condition allocation.
2. Oversee all significant capital building projects and liaise with headteachers, governors, consultants, contractors and other interested parties as necessary.
3. Investigate, source and maximise income. Liaise with funding agencies, prepare bids and ensure that funds received are spent appropriately.
4. Review, oversee and monitor Health and Safety in relation to premises across the Trust.
5. Produce and manage a Strategic Estates Priorities document.

c) Operational Role

1. To work alongside the Human Resources provision and to determine and monitor Human Resource needs and contribute to planning.
2. To work alongside the ICT Network provision to determine and monitor ICT needs and contribute to planning.
3. To fulfil the role of Data Protection Officer related to GDPR legislation.
4. To work in collaboration with the Chief Finance Officer and alongside all other central service providers for the Trust.

d) General Role

1. To work closely with YCST Directors and headteachers of the Trust Schools.
2. To develop effective relationships with staff, pupils, parents, governors and other stakeholders.
3. To work closely with school Business Managers within YCST.
4. To work closely with administration teams and the wider school staff of all the schools within the Trust.
5. To contribute to and be supportive of the vision and values of the Trust.
6. To ensure that high standards of professional behaviour and performance are achieved whenever possible.
7. To undertake any other duties that are commensurate within the general character of the post and the grading of the post.

Safeguarding

YCST is committed to safeguarding and the promotion of the welfare of all children and the prevention of extremism. We expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Baring Service and comply with the Safeguarding Policy and Child Protection Practices of YCST.

Equalities

YCST has a strong commitment to achieving equality of opportunity in its academies and in the employment of staff. The post will ensure that YCST meets its statutory obligations in relation to all aspects of equality legislation.