



Sidney Stringer  
Multi Academy Trust

# Director of Operations (MAT)

Required Autumn Term 2021

Attractive salary for suitably qualified & experienced candidates



Sidney Stringer  
Academy



Sidney Stringer  
Primary



EMS FORD-GRANGE  
COMMUNITY ACADEMY



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the Trust are working together with the ambition of becoming outstanding.

There are several cross MAT roles including Finance, Facilities Management, IT, Human Resources and Teaching and Learning.



We are an expanding Trust and have been approved as sponsors for Woodfield Special School which will join the Trust in the next academic year. We have been working closely with the school, since February 2021, and aim for the Trust to convert in January 2022. It also involves relocating the school onto the Old Woodland Boys' School in 2023. This will provide us with an excellent opportunity to expand our Community links, deliver our own Alternative Provision and provide a first class education for all these young people.

The Trust is very forward thinking and if you join our team, your own professional development will be a priority. We are looking for someone who has the experience and skills to take us to the next level. If you would like to find out more about us, please come and visit.



Sidney Stringer  
Multi Academy Trust

## Why work at Sidney Stringer Multi Academy Trust?

**There are many benefits for staff  
working at Sidney Stringer**

- 100% attendance - 1 day off following year
- Staff Development - new leadership challenge programme and subsidies for Masters' degree

- Chromebook or device
- Free tea and coffee
- Social committee with subsidised events
- Occupational health and counselling support



- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Potential to work across more than one school/phase, if appropriate



## JOB DESCRIPTION - Director of Operations

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**Salary Range:** Attractive salary for suitably qualified and experienced candidates

**Contract:** Permanent

**Location:** Any MAT schools with a base at one of the sites

**Accountable to:** Chief Executive Officer

### Job purpose:

To support the MAT Executive Team with the strategy to deliver a highly efficient operational function. This will include, but is not limited to, Maximising Assets and Income/Revenue i.e. through Community Letting and Alternative Provisions, Inclusion and SEND, Admissions, Risk Management, Health and Safety, Capital Project, Expanding the Trust. As such, the post holder will ensure robust processes are in place to ensure the Trust meets its obligations. In addition to these MAT wide strategies the role will include day-to-day Business and Finance management at one of the schools.

### Responsibilities and Key Roles:

To play a key role in developing and leading the Trust, ensuring that we deliver operational excellence in our schools and in the Trust:

Working in partnership, and report to, the CEO and Business and Finance Director:

- Report regularly to the Executive Team and Directors the progress of the organisation against **strategic and operational plans**
- Work proactively with all peer colleagues in **SLT to support** them in the delivery of the highest possible quality of learning, teaching and leadership in every academy
- Identify and prioritise **capital spending requirements** and the **acquisition** and spending of **capital grants** and maximising the use of the Trust's estate to deliver the vision
- Investigate other sources of funding including **charitable donations** and **bid writing**
- Explore and develop **external networks** to ensure our operating model/teams are constantly improving and we have the best possible infrastructure including any restructuring
- Support with **HR related issues** and working with all the schools, and the HR lead, to ensure there is consistency across the Trust
- Ensure the Trust is **compliant** in terms of Health and Safety
- Ensure **all policies** at all schools are up to date, including the MAT policies, and our websites are compliant

- Ensure effective systems of control and **management of risk** are in place and being implemented effectively
- Ensure accurate records are kept of all **assets** and that the Trust maximises income/revenue from these assets
- Ensure there is a strong **PR** and **marketing strategy** which helps to further develop the Trust, its schools and develop strong positive profiles locally and nationally for the Trust including all schools websites are first class
- Ensure the **admissions and appeals** for the Trust are compliance with the Schools Admissions Code. Assist with advice regarding admissions.
- Support the **Quality Assurance** and advise all schools on **Inclusion and SEND** practice to ensure we have the very best provision for the most vulnerable children
- Lead on **Alternative Provision** across the Trust and develop an offer that could be sold to other schools in the local area
- Lead on **community use of all facilities** across the Trust
- Provide **day-to-day management of Business, Finance and HR** aspects at one of the schools
- Support the **conversion of any new school joining the Trust** including any site related issues

**Line Manage (initially):**

- MAT Facilities manager
- Admin staff at one of the schools

## Person Specification

### Strategic Leadership

- Extensive leadership experience within an educational or vocational setting
- Evidence of exceptional, collaborative and inspirational leadership skills
- Proven ability to generate and deliver collective strategic vision and shared purpose
- Proven ability to develop, communicate and successfully implement strategies
- Proven ability to identify and successfully generate income through bid submissions
- Proven ability to liaise with school leaders, LAs and external organisations successfully through a period of significant change
- Ability to deliver a growth agenda in a dispersed and complex organisation
- Proven ability to establish and lead effective complex partnerships and build positive working relationships, negotiate with, and influence partners and other stakeholders

### Communication

- Outstanding communication, influencing and negotiating skills across a range of internal and external stakeholders
- Outstanding influencing and communication skills to build and nurture effective relationships with DfE, ESFA, Head Teacher, Senior Management and Local Authorities.
- Outstanding chairing of meetings
- Strong networking skills
- Exemplary oral and written communication skills

### Experience and Knowledge

- A proven track record of successful leadership and project management with a strong track record in delivering operational excellence.
- Significant understanding of Health and Safety legislation and compliance.
- Experience of developing, managing and monitoring large budgets, and delivering projects within agreed spending targets.
- Outstanding business acumen and experience of developing successful business relationships
- Ability to interpret statistical data and manage budgets
- Proven high level organisational skills
- Experience of leading and managing large programmes and projects, with a combination of direct delivery responsibility and delivering through a range of partners
- Experience of developing, leading and managing capital spending strategies and asset management. Experience of maximising assets and realising savings
- Experience of negotiating and managing large contracts, defining and managing service level agreements

### **Leadership of Staff and Resources**

- Proven ability to lead, motivate, enthuse, and drive forward individuals and teams to achieve and sustain high performance
- Proven ability to create, build and retain effective staffing structures
- Able to challenge, motivate and lead others to create a forward-thinking organisation committed to improvement
- Proven ability in the successful leadership of capital resources

### **Personal Skills and Attributes**

- Exceptional programme and project management skills
- Ability to analyse, evaluate and interpret information to make critical organisational decisions
- Excellent self-management, to include time management, working under pressure and to deadlines
- Commitment, drive, innovation and integrity
- Understanding of, and commitment to, equality and diversity

### **Education**

- Relevant Professional Qualification
- Evidence of relevant recent continuous professional development

### **Reviewed:**

**Claire Turpin 2021**

## Director of Operations

You will be employed by the Trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free School and Sidney Stringer Academy.

For an informal and confidential discussion about this fantastic opportunity, please contact Claire Turpin, CEO on [cturpin.staff@sidneystringeracademy.org.uk](mailto:cturpin.staff@sidneystringeracademy.org.uk).

### How to apply

Applicants need to go on to the Sidney Stringer website vacancies page and download an application form. We would also like a covering letter of application which fully addresses the competencies outlined in the Job Description and Person Specification.

For further details, an application form, and to apply, please visit our Website: [www.sidneystringertrust.org.uk](http://www.sidneystringertrust.org.uk)

Please return completed application forms to Laura Niblock in HR Manager – [lniblock.staff@sidneystringeracademy.org.uk](mailto:lniblock.staff@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **Friday 23<sup>rd</sup> July**

Interview date: Tuesday 10<sup>th</sup> August 2021

**Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.**