



Inspire is the Employer and Educator of choice.

Through a first class education you will discover who you are, learn to flourish and live life in all its fullness.

Director of Business and Operations

Recruitment Pack – February 2021



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Welcome to our Multi-Academy Trust

Dear Applicant,

Thank you for your interest in this exciting and challenging position at Inspire Education Trust (IET).

Within this pack you will find lots of information about the Trust, the role, our family of schools, and our vision and values.

This is a fantastic opportunity for an ambitious individual to help us take this Trust on the next stage of its journey as it develops and grows.

Inspire Education Trust is a not-for-profit charitable organisation, which was formed in 2015. As a very successful Trust made up of faith and non-faith based schools we have a core ethos based around our children, with them always being at the heart of everything we do.

IET currently have six schools within our family; five primaries and one secondary school. The motto for our Trust is "Together we grow, individually we achieve". We aim to ensure that our academies will provide an environment which is welcoming, caring and purposeful, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently. We firmly believe that "Expectations Shape Outcomes" and we expect the very best for all members of our school's communities.

If you believe you can make a positive contribution to the development of IET and its schools, then we would be delighted to hear from you.

Yours sincerely,



Lois Whitehouse
CEO Inspire Education Trust



Trust Vision and Values

Inspire Education Trust is a Multi Academy Trust of Schools that grew from a shared belief that children deserve a first-class education so that each individual pupil understands what they are capable of, what talents they have, and strives for excellence in themselves in order to succeed in the next stage of their education and the world of work.

We understand that every member of staff is here for the best interest of those pupils. We want to ensure that everyone is valued and that the unique identity of each school is protected, celebrated and recognised for the contribution it makes to ensuring children have the best education and experiences.

Our name “Inspire Education Trust” symbolically reflects the beating heart of our Multi-Academy Trust. Our Trust is a community of schools that have shared values and share an essential common ethos and vision for education and learning, as encapsulated in our values.

These values drive our behaviours, decision making and ambitions:

- To be inclusive
- Being self-reflective is essential in encouraging innovation, our Trust is always driven to improve further
- We value strong clear moral purposed leadership
- We are committed to making all children feel happy, safe and secure.
- We believe that all our children are of equal value regardless of their differences and celebrate diversity of our school community.
- We celebrate our national culture and traditions and encourage the children from other cultures to teach us about theirs.

‘In all schools across the Trust we show respect towards those of other faiths and beliefs. The Christian faith is also central to the life and work of our Church of England Schools’

In our school communities, we aim to create an atmosphere of trust and understanding in which the sanctity of the individual is cherished and where the children and adults show consideration, courtesy and respect for each other at all times.



The Role

Post Title: Director of Business and Operations

Responsible to: CEO

Salary: £67,364 - £74,295 (L20 – L24)

Role:

An exciting opportunity has arisen for an experienced and enthusiastic Director of Business and Operations who will join the Trust's central services team. The successful candidate will work closely alongside the CEO, often being the CEO's representative and the face of the Trust, you will therefore need to demonstrate excellent communications skills and sensitivity of others as required.

The Business and Operations Director is a new and exciting role to the Inspire Education Trust, who will lead, develop and directly oversee the finance strategy and operations of the Trust, as well as managing the financial and operational support across multiple sites. The successful candidate will partner with the CEO, and the Executive Leadership Team to achieve strategic growth. There is an opportunity with the growth of the Trust, to review and evaluate business process with a view to implementing new systems and processes which will improve effectiveness and efficiency.

It is also essential for the success of this position, that you are prepared to be hands on, when the need arises. Within the Trust a common feature is that our staff are dedicated to teaching and learning and ensuring that we provide the right environment and support to our pupils and students to be their very best.

Key to your success in this role will be your excellent organisation and communication skills, an ability to influence and your ability to manage and deliver effectively on a range of varied concurrent and challenging objectives within a fast-paced environment.

You will have excellent listening, communication, IT and writing skills and be familiar with project management systems.

A degree or equivalent qualification in Business/Administration discipline with proven experience working at senior leadership level and, evidence of significant recent CPD of your professional skills is an essential requirement for this role, as is evidence of success in the independent delivery of project-type work. Experience of working in the education sector is not essential for this role.

Working pattern:

This is a full time post with a 37 hour working week. However, as a member of IET Executive Leadership Team you will be able to work flexibly with a commitment to completing the duties effectively to ensure the Trust's needs are met.

Annual Leave:

31 days including Bank Holidays. It is expected that the postholder will normally take their annual leave entitlement during the school holiday periods.



Strategic priorities of the Trust that enable us to achieve our Vision

1. People

Within a thriving organisation with thriving individuals being engaged, healthy, developed, and appropriately rewarded.

2. IT infrastructure

Improved and aligned, fit for the future.

3. Outstanding School improvement

Providing a dynamic and responsive curriculum with rigorous Trust wide school improvement programmes. Ensuring our academies work together to share best practice to continually improve pedagogy and with pupils who demonstrate improvements in their health and wellbeing.

4. Robust finance management

Insightful transparent financial reporting, driving value for money through rigorous procurement and monitoring of our goods and services.

5. Networks and partnerships

Increasing our status via exciting and engaging Networks and partnerships, moving us forward to be welcomed by our presence with improved stakeholder engagement connected to our IT strategy.

6. Robust governance

At Trust and school levels effectively carrying out the core functions of governance to drive the Trust forward whilst insuring the views of stakeholders are listened and responded to.

7. Trust Growth

By adding more schools.



Main Responsibilities

Principal Accountabilities:

- To contribute to the strategic development providing leadership in financial strategy, including Trust business planning development, Management information planning and reporting; and financial planning of project funded activities and grant giving programmes.
- Implementing strategies to drive Trust revenue, efficiency and effectiveness
- To oversee operational matters, including Estates, Health & Safety, HR, IT and GDPR, overseeing activities to ensure safe and cost effective management
- To support the CEO with Academy conversions
- To develop with other colleagues a PR, Marketing and Communication Strategy for the Trust
- Ensure regulatory compliance including FOI, Data Protection and Academies and Charities best practice
- As a member of the Executive Leadership Team contribute to financial and operational expertise in the development and implementation of organisational strategies, policies, practices, funding proposals and applications
- Supporting and advising the CEO and Directors on the strategic development of Inspire Education Trust
- Act as the Chief Financial Officer and Company Secretary for the Trust

Finance and Business:

- To be accountable for the overall financial operations of the Inspire Education Trust
- To ensure that appropriate and timely financial management reports are available for budget holders, the CEO, Directors and appropriate Committees
- To ensure that all financial activities adhere to Financial Regulations and procedures, including statutory accounting and financial returns are carried out within deadlines and provision of reports to support year end process all audits are successful including statutory financial audits
- To advise the CEO and Board of Directors on current financial, accounting and audit practices
- To participate in senior planning decisions with a particular focus on financial matters and playing a lead role in financial reporting to meetings/committees
- To oversee arrangements for pensions administration, audit and queries
- To manage outsourced services, including catering and payroll
- To identify issues and opportunities and reporting to the CEO and Board of Directors
- To oversee payroll management and budgeting
- To oversee the Trust's procurement arrangements ensuring value for money and efficiencies are realized across the Trust

Human Resources:

- To oversee the administration of personnel matters for staff, including appointments, contracts of employment, conditions of service, insurances, legal and other advisors, discipline and grievance matters, and making recommendations to the CEO, Executive leadership team and Board as appropriate
- To develop, maintain and implement human resource management policies
- To ensure compliance with all relevant employment law
- To ensure the maintenance and confidentiality for all staff records
- To liaise and consult with union and staff representatives as and when the needs arise
- To ensure up-to-date and appropriate safe recruitment training is in place and that all DBS disclosures are appropriately followed by relevant senior leaders
- To ensure effective grievance, absence monitoring, staff wellbeing, underperformance and disciplinary practice is followed

Marketing & Publicity:

- To promote and market the Trust to a variety of audiences to raise the profile with the local community and seek sponsorship/generate additional income
- To attend meetings and events as identified by the Trust and communicate the Trust vision effectively
- Oversee the Trust's publicity and marketing strategy

ICT:

- To work with the CEO and Strategic Network Manager to maintain and deliver a rolling ICT strategy, informed by the educational development plans of the Trust
- To ensure the development and maintenance of appropriate ICT infrastructure and systems to support the objectives of the Trust

Operational Effectiveness:

- To partner with the CEO by being accountable for key objectives for the Trust's Improvement Plans, Strategic Improvement Plans and Growth Strategy
- To oversee management of operational functions including IT, Estates and HR, ensuring there is continuous improvement in effectiveness and efficiency
- To oversee, in conjunction with colleagues, oversee the review and evaluation of business processes cross functionality, designing and driving the implementation Trust wide improvement in systems, processes and ways of working with a view to increasing effectiveness and efficiency.
- To act as a bridge to facilitate closer working relationships between teaching and support staff

Organisational Leadership:

- To contribute to short and long-term organisational planning and strategy of the Inspire Education Trust
- To participate in senior meetings, events and other responsibilities, some of which are outside of normal working hours
- To work with the CEO in the development and implementation of the strategic growth of the Trust

Risk Management:

- To serve as primary liaison to legal counsel in addressing legal issues
- To oversee organisational insurance policies and utility arrangements
- To be accountable for health and safety, ensuing safe working practices, dealing with any health and safety issues and compliance
- To be responsible for key policies and procedures, including Health and Safety and ensuring compliance with all relevant legislation

General:

- To undertake line and performance management responsibilities
- To promote and prioritise the safeguarding of all pupils and students
- To represent the Inspire Education Trust in strategic partnerships and ensure effective partnership working
- To undertake any other duties and any reasonable instructions as requested by the CEO or directors

Location:

Although the role will be based at IET's offices in Hearsall Academy, Kingston Road, Coventry, the postholder will be required to work at other schools within the Trust. A valid driving license and access to a vehicle is necessary to fulfil this role.

Safeguarding:

The Inspire Education Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Review:

It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations.



Who and What are we looking for

KEY LEADERSHIP SKILLS AND OR KNOWLEDGE	EXPERIENCES REQUIRED/DESIREABLE
Qualifications & Training	<p>Essential</p> <ul style="list-style-type: none"> • A degree or equivalent qualification/experience in a business/Administration discipline. • Evidence of significant recent CPD and updating professional skills. <p>Desirable</p> <ul style="list-style-type: none"> • Project Management qualification. • Finance qualification
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation relevant to Multi-Academy Trusts (MATS). • Ability to interpret guidance and statute and to assist with the development of policy/practice in the light of these. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of Academy and Governing body procedures. • Knowledge of HR and experience providing HR support, assisting with policy reviews and recruitment.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Significant proven experience at a senior level, managing strategic and operational change and financial planning • A working level of understanding of legislation and best practice relevant to the

	<p>role</p> <ul style="list-style-type: none"> • Experience of strategic business planning and the development of business opportunities • Experience to personally deliver strategic support to a senior leadership team. • Highly experienced in Microsoft 360 IT packages i.e. Word, Excel, and PowerPoint, Teams, Zoom etc. • Experience in Line Management. • Co-coordinating meetings and organising events. • Researching, writing and providing briefing papers and reports. <p>Desirable</p> <ul style="list-style-type: none"> • Experience with governance and compliance. • Experience of working in academies and school within a financial/operational role • Evidence of independent or project-type work. • Experience Handling high profile communication and media liaison.
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Ability to work on own initiative, prioritise work, handle pressure and make day to day decisions. • Ability to persuade, motivate, negotiate and influence. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to lead, plan manage and implement change. • Strong organisation and time management skills. • The ability to set priorities. • Strong communication skills • An ability to multi-task and work within multi-disciplines • An ability to work confidentially across a network of leaders at all levels
Working Arrangements / Physical Requirements	<ul style="list-style-type: none"> • Ability to work at times convenient to the Trust requirements including occasional governing body meetings, including evenings. • Ability to travel to the meetings.
Moral Purpose	<ul style="list-style-type: none"> • Actively living and demonstrating IET Values in all you do, both inside and outside of work • Championing the vulnerable. • Commitment to equality of opportunity
An effective team player to the support and development of the	<ul style="list-style-type: none"> • Dynamic and supportive. • Committed and passionate.

vision and ethos of the Inspire Education Trust.	<ul style="list-style-type: none"> • Innovative and high performing. • Emotionally intelligent. • Proactive contribution • Advocate of the Inspire Education Trust
Dynamic and creative leadership	<ul style="list-style-type: none"> • Leading through others. • Commitment to the principle of working collaboratively with other schools within the Inspire Education Trust.
A significant contributor to strategic thinking and development.	<ul style="list-style-type: none"> • Inspire and drive. • Oversee the development of strategy and policy. • Lead consultation and implementation.
Personal Characteristics required for Leadership roles at IET.	<ul style="list-style-type: none"> • Belief in IET's vision and values in everything you do. • A capacity for hard work. • Eternal optimism and resilience in the face of challenges. • Ability to inspire those with who you work • Ability to remain calm under pressure and in stressful situations. • Initiative. • Discretion and confidentiality • Ability to relate well to children and adults.



Interview and Application Process

Thank you for taking the time to read through this pack. We hope that it has given you enough of a flavour of IET and the post.

To apply please complete an application form and in addition please add a cover letter outlining your reasons for applying and evidence of your suitability for the post and send to jdurkin@ietrust.org Please note the Inspire Education Trust does not except CV's.

The Closing Date for applications is: 9am Monday 15th March 2021

The successful shortlisted candidates will be contacted by phone and interviews will be held on a date to be confirmed. For an informal discussion please contact Jane Durkin via email as above to arrange a call.

Inspire Education Trust is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see IET's Safeguarding and Recruitment Policies for further details.

