



Director of Finance and Operations

Recruitment Pack



Nurturing inclusive learning communities



CEO WELCOME

Dear Applicant,

Thank you for your interest in this vital new post of Director of Finance and Operations at Ethos Academy Trust. We hope that the contents of this pack provide sufficient information and helps you to decide if you have the right qualities, skills and experience to apply for this position.

The overarching aim of Ethos Academy Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

We currently have three academies (Ethos College, Reach Academy and Engage Academy) and we have high aspirations for future growth. In addition to the academies, the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

We are at an exciting point in our development as a Trust and this new role provides the opportunity to really help shape our growth for the future. You will be joining a very strong central team. The central team have close links and work collaboratively with Head Teachers, Senior Leadership Teams and other staff within our Academies and Outreach teams. Our Board of Trustees provides high calibre challenge and support to empower us to realise the Trust's ambitions for growth and vision for success in further enhancing the experiences and outcomes for our young people.

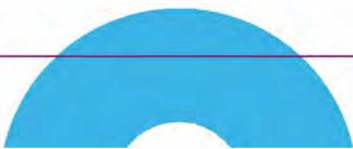
The position of Director of Finance and Operations will work closely with me and play a key role in the long-term planning for the whole Trust, assuming overall responsibility for all financial, commercial and operational matters. The successful candidate will lead a high performing team and be accountable for the Trust's financial performance and future developments.

We are looking for a highly skilled individual who has the vision, drive, passion and energy to support and contribute substantially to our Trust's continued development, who will act as a Trust ambassador, both internally and externally. I look forward to hearing from candidates who feel that they hold the right qualities, experience and skills to fulfil this position.

Thank you for your interest in Ethos Academy Trust.



Jayne Foster
CEO, Ethos Academy Trust



TRUST MISSION

Nurturing inclusive learning communities: Focussed on maximising the life chances of all children, Ethos Academy Trust embraces a forward-thinking and open-minded outlook, informed by a thorough understanding of the strengths and needs of our pupils, parents / carers, local schools and the wider community.

ETHOS CORE VALUES

LEADING



with integrity

- Championing honesty and transparency
- Building trusting relationships

THINKING



innovatively

- Finding creative solutions
- Meeting individual need

IMPROVING



continuously

- Raising standards
- Developing strong and effective leaders

ENCOURAGING



freedom and responsibility

- Working collaboratively
- Investing in effective partnerships

CELEBRATING



achievement

- Improving academic progress
- Enriching personal development



Nurturing inclusive learning communities

Ethos College provides long term full time education places for Key Stage 4 pupils (ages 14 to 16) with wide ranging Social, Emotional Mental Health (SEMH) needs. Additional 1:1 teaching is also available for a small number of pupils across Key Stages 1 to 4 who are referred with medical needs or for those whose needs are more complex.

Our mission at Ethos College is to create a secure and stimulating learning environment in which all students are valued and respected, their learning is promoted and their strengths are nurtured. Our focus is to prepare young people for transition to post-16 education, employment or training.



Nurturing inclusive learning communities

Reach Academy is a well-established school for children in Key Stage 3 (ages 11 to 14) with Social, Emotional Mental Health (SEMH) needs. Some have been permanently excluded from Kirklees secondary schools. A high proportion of children make a successful return to their local or another mainstream school following their time at Reach Academy, while some progress to special school provision in order that their long term needs can be met.

We are committed to improving the life chances of pupils by removing barriers to engagement and achievement. Our aim is to create a secure and inspiring environment where every child is empowered to take ownership of their learning and their futures.



Nurturing inclusive learning communities

Engage Academy is a school for primary aged children in EYFS 2 and Key Stages 1 and 2 (ages 4-11) who are at risk of permanent exclusion and / or are permanently excluded from a mainstream school. A high percentage of our children have Social, Emotional Mental Health (SEMH) needs along with undiagnosed complex needs. All pupils are assessed whilst with us and the majority receive an Educational Health and Care Plan (EHCP) prior to going to their next school ensuring their needs are met in the future.

We offer a nurturing, safe, inclusive and friendly environment where the building of trusting relationships is paramount. We have a broad, creative curriculum that enables all pupils, regardless of need, to achieve their potential and thrive in their new schools.



WHY WORK FOR THE TRUST?

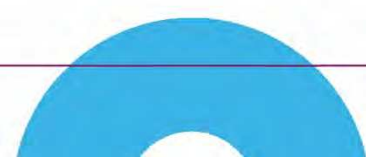
Ethos Academy Trust is based in West Yorkshire, with all of our Academies in close proximity to one another and in easy reach of main motorways and the cities and towns of Leeds, Wakefield, Huddersfield and Bradford. The proximity of our Academies is such that it lends itself to close and collaborative working.

At Ethos Academy Trust, we are committed to providing a top-class education and we put the needs of all of the young people within our community at the heart of what we do. Our staff are pivotal in this and also in recognising, achieving and bringing to life our vision and values.

As such, we are committed to providing our staff with high quality professional development which can be evidenced through a variety of channels. We have numerous examples of staff who have developed and progressed their careers with the Trust. We fully embrace the fact that if we invest in our staff and their futures, we will create an environment where staff are happy, inspired and ambitious, which in turn means that they are able to create positive, engaging and life changing learning experiences for young people.

Ethos Academy Trust is fully committed to supporting and enhancing the wellbeing and mental health of all stakeholders. Across the Trust there are regular opportunities for staff to come together outside of their normal working day in a social or other activity capacity.

As an employer, we are able to provide the following benefits to all members of staff:

- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and support staff, and continues to subscribe to local holiday patterns and allowances within the local authority of each academy.
 - All employees have the opportunity to access a pension scheme.
 - All employees have access to Healthline which includes 24/7 Employee Assistance Programme and services such as physio and counselling for employees and their dependants.
 - An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trusts on a local or regional basis.
 - Structured and informal opportunities to develop skills and opportunity to progress, share best practice (locally and nationally).
 - Access to employee salary sacrifice schemes such as Cyclescheme, Techscheme and discounted gift cards.
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STAFF JOURNEY

I started working for Ethos College around eight years ago, as a grade 7 Inclusion Worker. It was an immensely enjoyable and rewarding position. I loved the fact that I could support the social and emotional development of young people and have the ability to make a huge impact on their lives. I was inspired by our talented team and decided to combine my passion for science and education to train to become a qualified teacher. Ethos College supported me all the way and when a position became available, I applied and was so proud to take up the post of science teacher. Since then I have not looked back!! I am now working in a leadership position, helping to develop our offer to young people educated around the local authority. Working at Ethos College and being a part of the transformation of the lives of our young people is an absolute privilege.

EMMA GANNON, TEACHER



A close-up portrait of a man with short brown hair and a light beard, smiling. He is wearing a white shirt and a blue lanyard with 'ETHOS' and 'STAFF' printed on it. The background is blurred. The image is framed by a large blue shape on the left and a white shape on the right.

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I feel that my views and opinions are valued and that I am trusted to be the kind of teacher I want to be. The support and training I have received has been both timely and relevant. I have been given information that means I follow the Ethos methods when delivering a service whilst having the space and opportunity to use my own initiative and work in a way that suits me.

Staff Testimonial

March 2019



ADVERT FOR DIRECTOR OF FINANCE AND OPERATIONS

Director of Finance and Operations

Salary: £58,135 - £67,364 per annum

Grade: L14-20

Hours: 37 hours per week, permanent, 52 weeks

About Ethos Academy Trust

Ethos Academy Trust is located within Kirklees, West Yorkshire. The overarching aim of the Trust is to create academies that provide environments that are welcoming, caring, calm, safe and purposeful and that, within a nurturing ethos, stretch our learners academically, support them pastorally and develop them socially and emotionally.

We seek to explore and celebrate the qualities that make our pupils unique. We believe passionately that education, at every stage of the pupil journey, is about the development and nurture of the whole child. We aspire for all our pupils to become confident, happy and caring individuals who achieve personal success and develop a love of learning and of life.

In addition to our three academies (Ethos College, Reach Academy and Engage Academy), the Trust provides wide ranging early intervention outreach support and training to mainstream schools, alongside managing the statutory exclusions process on behalf of Kirklees Local Authority.

Applicants

This is an exciting opportunity for a suitably qualified and experienced professional to become an integral member of the Executive Team, assuming a key role in relation to the long-term strategic development of the Trust.

The successful candidate will take lead responsibility for the strategic financial and operational aspects of the Trust by establishing and implementing a sustainable business strategy and long-term financial plan to facilitate Trust growth and delivery of the Trust Strategic Development Plan.

Working closely with the CEO the successful candidate will be responsible for oversight of the Trust's financial and operations management, including Finance, HR, IT and Facilities so applicants must have a good working knowledge of these services, relevant legislation and frameworks.

With significant experience gained within education or a similar sector, the postholder must have the drive, expertise, skills and creativity to meet the demands of this role. Representing the Trust at a senior level, the post holder will be a key influencer, effective decision maker and have the ability to build effective relationships with internal and external stakeholders.

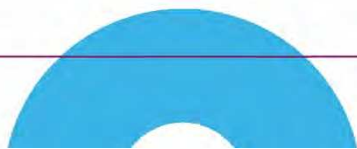
If you share our passion for providing outstanding learning environments for pupils with a range of special educational needs, then we look forward to hearing from you.

All applications should be undertaken through the Trust's website
<https://www.eat.uk.com/recruitment-portal/current-opportunities/>

Closing date: 12pm on 11 November 2020

Interview date: 18/19 November 2020

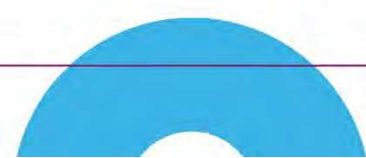
If you require any further information please contact Jayne Foster, CEO at
jayne.foster@eat.uk.com





DIRECTOR OF FINANCE AND OPERATIONS JOB DESCRIPTION

Job title	Director of Finance and Operations
Location	West Yorkshire
Hours	Full time (37 hours per week), permanent, full year
Reports to	Chief Executive Officer (CEO)
Staff responsible for	Key roles within the Trust Central Team including HR Manager, Finance Officer, Estates Manager and Director of Offsite Learning
Closing Date	12pm on 11 November 2020
Salary/Grade	£58,135 - £67,364 per annum / Grade L14-20
Job Purpose	<p>The Director of Finance and Operations will be a member of the Trust Executive Team, with a key role in the long-term strategic development and planning for the whole Trust. You will work closely with the CEO and have responsibility for all financial and operational matters affecting the Trust.</p> <p>As an integral part of the Executive Team at Ethos Academy Trust, you will: -</p> <ul style="list-style-type: none">• Lead on strategic, financial and operational issues of all aspects of the Trust.• Ensure that the financial and operational systems, processes, and functions are compliant, efficient, reliable, and quality assured through effective policies and internal controls.• Manage the governance framework of the Trust, working with the CEO and Trust Board to provide professional support and development, promoting high expectations for all involved in business and finance within the Trust.• Provide the CEO and Trustees with up to date advice on statutory requirements and accountability frameworks, ensuring that these are communicated in a timely manner.• Produce clear, concise, professionally researched policies, plans and reports .• Monitor business and financial performance against expectations and external benchmarks through systematic quality assurance, self-evaluation, and planning.





KEY OBJECTIVES AND ACCOUNTABILITIES

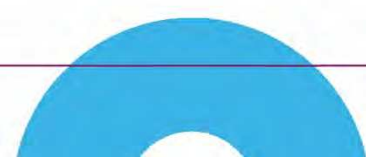
Leadership & Strategy

- Establish, lead and be responsible for implementing:
 - A sustainable business strategy and long-term financial plan to facilitate Trust growth and delivery of the Trust Strategic Development Plan;
 - A strategy and supporting structure for key support services (IT, HR, Facilities & Finance) which provides an effective level of provision in an efficient manner.
 - Cost-efficient plans to deliver agreed objectives and targets.
- Influence the Trust's strategic decision making to ensure best value.

Finance

- Ensure that the Trust is compliant with the Academies Financial Handbook and other external and internal governance frameworks.
- Advise the CEO and Board on investment and financial policy, preparing appraisals for projects and the Trust Business Plan for the future development of the Trust
- Develop networks of commercial activity which enhance the Trust's budget and the reputation of the Trust.
- Lead on the financial aspects of the Trust Development Plan, reflecting on current trends and internal and external influences.
- Ensure robust controls and monitoring systems are in place throughout the Trust.
- Report to Finance, Audit and Risk Committee and the Trust Board on all aspects of Trust finance and business operations to facilitate effective decision making.
- Manage the financial aspects of the Strategic Development Plan providing material reforecasts to reflect dynamic changes in the internal and external environment.
- Ensure any financial issues identified are swiftly resolved.
- Have oversight of the production and submission of all external returns including the annual report, ensuring their accurate and timely submission to external stakeholders and funding agents.
- Commission and procure services on behalf of the Trust as required, in accordance with the Trust Procurement Policy. Monitor the effectiveness and implementation of these agreements.
- Seek and make use of specialist financial expertise, maximising income opportunities wherever possible, through commercial activity such as investment, use of facilities, preparing and submitting bids, sponsorship and generating income through other business opportunities.
- Ensure the safety, security, and effective maintenance of the Trust's assets.

Estates - Facility Management

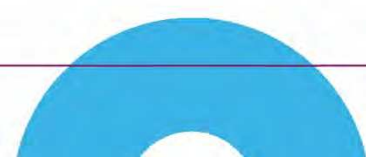
- Lead and co-ordinate the estate management and development strategy and capital plan, liaising with the Executive Team, developing the sites to meet the aims of the schools.
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- Liaise with the DfE/ESFA or other providers of financial support, together with the Trust professional advisors, on all matters relating to capital building and development projects.
 - Appraise development projects to ensure their delivery within scope, timescales and on budget.
 - Proactively seek opportunities to secure capital funding for the development of the Trust.
 - Ensure that the Trust maintains high standards of security for all school sites to safeguard our children, staff and visitors.
 - Ensure procurement arrangements represent best value and that contracts are secured in accordance with financial guidelines and regulations.
 - Develop and promote energy efficiency measures across the Trust.
 - Liaise with service providers for contracted out provisions to ensure compliance with contractual terms and their effective operation.
 - Lead on the Trust Transport Strategy, ensuring that staff and students are traveling in the safest and most economical way.

Health & Safety

- Secure and provide appropriate advice for the Trust Board, Head Teachers and Executive Team on all Health & Safety matters.
- Secure effective arrangements for the monitoring and audit of Health and Safety matters.
- Ensure the compliance with the requirements of the Health & Safety at Work regulations: to take reasonable care of the Health & Safety of all employees and to ensure that the Health & Safety responsibilities are carried out.
- Be responsible for all policies and procedures relating to health and safety (including First Aid, Fire Safety, Asbestos Management and other related policies) and ensure that staff are sufficiently trained in all aspects.
- Ensure that accident reporting is embedded in the culture of the Trust, including the reporting of near misses and that effective investigation and 'lessons learnt' procedures are in place.

Risk Management

- Lead on the Trust's Risk Management Strategy, including the updating and communication of the Trust and Academy Risk Registers
 - Ensure all risks that are out with the Trust's risk appetite are immediately escalated through the governance framework.
 - Lead on the Business Continuity and Emergency Planning Procedures across the Trust.
 - Manage ICT Services and Data Protection.
 - Lead on the Trust's ICT Strategy alongside the Executive Team and the IT Service Provider.
 - Manage the performance of the ICT Managed Service Contract in relation to agreed KPIs and other performance criteria.
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- Ensure that the Trust remains GDPR compliant, working closely with the Trust's Data Protection Officer.

Human Resources

- In conjunction with the HR Manager, lead the development of the Human Resource management function across the Trust, taking due note of all legalities that pertain.
- Ensure that staff and Trustees have a clear understanding of policies and procedures and the importance of putting them into practice.
- With the Executive Team, evaluate the Trust's strategic objectives and offer advice on workforce planning and commercial opportunities.
- Ensure the externally provided payroll services for all Trust staff are monitored, ensuring pension and HMRC requirements are met.

Governance

- Work with the Members, Trust Board, local academy boards and the CEO on statutory, constitutional, policy and process requirements and, when necessary, taking independent legal advice and input from third parties in considering and communicating the implications of any developments in national or trust policy.
- Attend Board and relevant committee meetings external events as required.
- Ensure the Trust and constituent school websites are compliant and up to date.

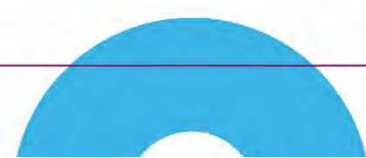
Academy Conversions

- Act as internal project lead on all academy conversions, including free schools, ensuring effective due diligence on all estate and compliance issues.

Marketing

- In conjunction with the Trust's marketing partner, lead on the promotion of the Trust to different audiences, raising its profile within the local community and at regional and national levels.

Other Duties:

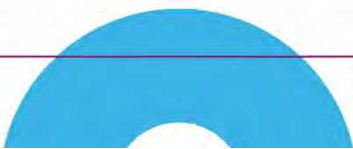
- Develop constructive relationships and communicate with other agencies/professionals.
 - Attend and participate in regular meetings sharing experience and skills with others.
 - Support/assist the Trust's individuals with financial responsibility who are based at each of the Trust's settings.
 - Provide training to staff on new systems and procedures and keep appropriate records.
 - Any other duties commensurate with the role.
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General

- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Attend meetings within the Trust, at its academies and external events as required.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Work effectively and professionally with all stakeholders, promoting the Trust positively at all times.
- Recognise own strengths and areas of expertise and use these to advise and support colleagues.
- Maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Ensure strict confidentiality in all areas of work.
- All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs (Prevent).
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.

Understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Lead immediately.



PERSON SPECIFICATION

	Key Criteria	Essential (E) / Desirable (D)
Knowledge, Education and Training	Educated to degree level in an appropriate discipline	E
	Hold an accountancy qualification at level 4 or above.	E
	A thorough knowledge of funding, regulatory and legislative frameworks	E
	Working knowledge of risk management strategies and management processes	E
	Working knowledge of statutory compliance and facilities management	E
	Extensive knowledge of procurement processes, including tendering	E
	Working knowledge of HR process, procedure and legislation	E
Relevant Experience	Significant leadership experience in any sector	E
	Significant leadership experience in the education, charity or government funded sector	D
	Experience of monitoring a range of contracts such as Facilities Management and ICT Managed Services to ensure KPI requirements are met, including Value for Money	E
	Evidence of successfully leading and developing multi-functional teams	E
	Experience of preparing simple, effective and meaningful reports for a range of stakeholders including Board and management levels	E
	Experience of leading on external and internal audits	E
	Experience of preparing costed business plans for complex organisations	E
	Experience of successfully leading and managing multi-disciplinary teams	E
	Experience of leading teams in a multi academy trust	D
	Successful track record of managing complex projects from inception to completion.	E

	Experience of leading on HR strategy	E
Aptitudes, Skills and Competencies	Demonstrate drive, energy, resilience, and the ability to inspire and motivate others.	E
	Be able to articulate and deliver a clear vision for a high-quality provision in a Trust context	E
	Demonstrate resilience and integrity	E
	Highly developed interpersonal skills including the ability to negotiate and consult effectively	E
	Ability to challenge work of self and others in a constructive manner	E
	Ability to challenge the status quo and skilled in leading change management projects	E
	Be able to develop and maintain effective professional relationships with all members of the Trust community and outside agencies	E
	Be approachable, accessible and flexible	E
	Be able to work effectively under pressure, prioritising and delegating appropriately to meet deadlines	E
	Computer literate, with a working knowledge of MS Word and Excel	E
Any additional factors	Understanding and commitment to working in line with legislation and Trust policies and procedures	E
	Commitment to ongoing personal training and development	E
	Knowledge of equality of opportunity issues and how they can be addressed in Trusts	E
	Full driving licence with business insurance	D
	Willingness to work outside of normal Trust hours on occasion	E
	Willingness to undertake an enhanced Disclosure and Barring Service check, pre-employment and two yearly. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	E
	Understanding of Safeguarding	E



Safeguarding statement

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check (including Children's Barred List) and past employment references.

Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Equality and Diversity statement

Ethos Academy Trust treats all applicants for employment in the same way regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Disability statement

Ethos Academy Trust is committed to promoting equality of opportunity for people with disabilities. We continue to review our processes and procedures to ensure individuals with disabilities receive full and fair consideration for all types of vacancies at the recruitment stage and during their employment.

Individuals who apply to the Trust for employment will receive fair treatment and be considered solely on their ability to do the job. Where required reasonable adjustments will be applied. During employment the Trust, wherever possible, will retain the services of an employee who is or has become disabled.

GDPR

A copy of our Privacy Notice is available via our website.

eat.co.uk





Nurturing inclusive learning communities

Ethos Academy Trust
c/o Reach Academy
Field Hill Centre
Batley Field Hill
Batley
WF17 0BQ