



**Lydiate
LearningTrust**

Application Pack

Director of Operations Lydiate Learning Trust

Closing Date: Wednesday 21st August 2019

Start Date: As soon as possible

Salary: L11 – L14 (£51,234 to £55,064)

Contract Term: Full Time, Permanent



ENGAGE, ENABLE, EMPOWER

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

Welcome

Dear Applicant,

Thank you for your interest in the position, of Director of Operations. This pack has been designed to provide you with all the information required to submit an application. We hope it answers all of your initial questions, but, if not, please do not hesitate to contact us.

We are seeking a Director of Operations to lead our Operations teams, ensuring that we deliver operational excellence in our schools and in the Trust's central services team.

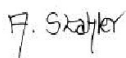
You will work within the Executive team that comprises the CEO, two Directors of School Improvement, Director of HR and Director of Finance. In this role you will therefore contribute to the strategic direction of the Trust. You will be responsible for all aspects of Operations across LLT which comprises 2 schools, a small school and a teacher training centre.

To be successful in this role you will have a proven track record of delivering in a similar role, with strong leadership and project management skills and be fully conversant with relevant compliance requirements.

If you feel you are up to the challenge, keen to do well and would enjoy working with Lydiate Learning Trust, then we look forward to hearing from you. In return, we can offer the right candidate the chance to be creative and innovative, and offer excellent progression and professional development opportunities. We will support you all the way.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,



Ann Stahler
CEO Lydiate Learning Trust



John Graham
Chair of Lydiate Learning Trust

We Offer

- A Trust with a strong vision and ethos;
- An opportunity to develop your career within the supportive environment of Lydiate Learning Trust;
- Fantastic students and staff who are keen to do well, hardworking, enthusiastic and supportive;
- A supportive and aspirational community;
- A bespoke CPD programme;
- An opportunity to work with the other Lydiate Learning Trust Schools;

How to Apply

The position is required as soon as possible

Closing Date: 8.00am Wednesday 21st August 2019

Shortlisting: Date to be confirmed

Proposed Interview Date: Thursday 5th September 2019

Please submit a full application form and a letter supporting your application (Max 2 sides of A4) to recruitment@lydiatelearningtrust.co.uk quoting Director of Operations in the subject line.

Safeguarding

To fulfil our safeguarding requirements, please complete an application form and equal opportunities monitoring in recruitment form, both are available to download from the employment opportunities page of the Lydiate Learning Trust website.

Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you return an equal opportunities monitoring form and return it with any application you make to LLT.

Job Description

Director of Operations

Scope:

To work with a central leadership team of the Chief Executive, Finance Director, HR Director and the Director of School Improvement to provide senior and strategic leadership of the Lydiate Learning Trust.

Purpose:

To play a key role in developing and leading the Trust, ensuring that we deliver operational excellence in our schools and in the Trust's central services team. As Director of Operations you will support this by:

- Leading on business planning and continuity, capital programme, estate and asset management, infrastructure (including IT), PR and marketing
- Leading the day-to-day management of the sites, striving for operational excellence
- Ensuring the operational side of the business is robust, resilient and compliant with all legal and regulatory requirements
- Ensuring that our business model is scalable and effectively supports the growth of Lydiate Learning Trust, ensuring that we are leveraging the economies of scale to enable even greater investment in children's education
- Ensuring effective systems of control and management of risk are in place and being implemented effectively
- Overseeing the admissions for the Trust ensuring compliance with the Schools Admissions Code
- Contributing to the strategic leadership and management of the Trust, ensuring that all actions and processes support the achievement of the Trust's objectives to transform the academies and the outcomes of the children and communities we serve
- Ensuring outstanding educational provision in all our schools and removing any non-teaching barriers that prevent this happening.

Location:

Lydiate Learning Trust

Reporting to:

CEO/Executive Headteacher

DBS Check:

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.

Salary

L11 – L14 (£51,234 to £55,064)

Core Duties

Key Responsibilities

Working with the Director of Finance:

- Advise the Chief Executive and oversee academies on all matters relating to the development, funding and management of capital works on the sites.
- Identify and prioritise capital spending requirements and the acquisition and spending of capital grants.
- Oversee the effective management and maintenance of the Trust's sites, grounds and buildings and their security, ensuring compliance and maximising the use of the Trust's estate to deliver our vision.
- Exploring and developing external networks to ensure that our operating model/teams are constantly improving.
- Lead on risk management and mitigation, strengthening control, ensuring that the Chief Executive and Trustees are appraised of risks and issues and these are being mitigated against and managed appropriately.
- Health and safety ensuring compliance.
- Ensuring adequate insurance is in place across the Trust and managing any claims in place.
- Day to day management of the Trust, specifically leading and managing service areas including Premises, Catering, Asset Management, IT, PR and marketing, developing and delivering a coherent strategy to ensure that the needs of the academies and Trust are met.
- Further develop the Business Model, systems and processes to ensure that the Trust and its academies are able to meet their strategic objectives, finding further economies of scale so more time and money can be invested in improving outcomes for all children.
- Ensuring that Trustees are able to meet their legal and statutory governance duties and responsibilities, including their effective oversight of and their engagement in risk.
- Ensure accurate records are kept of all assets for the Trust.
- Ensure all legal agreements for services, supplies, leases etc. are structured appropriately and in the best interests of the Trust.
- PR and marketing – 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.
- Ensuring that the Trust is compliant with GDPR legislation and requirements.
- Ensuring the Trust is compliant with Freedom of Information legislation and requirements, including the maintenance of a publication scheme and GDPR.
- Oversee the implementation of an IT strategy ensuring that there is an IT infrastructure and IT services that support a growing network of schools, ensuring that the Trust has access to and makes the fullest use of effective IT.
- Lead and contribute to Trust priorities as needed.
- Support the effective working of the Senior Leadership Teams in our schools and teacher training centre.

The above requirements are specific to the role and complement the current duties of this role.

Person Specification

Director of Operations

A. Qualifications

Relevant professional qualification, eg NEBOSH E

Evidence of relevant recent professional development E

B. Strategic Leadership

• Evidence of exceptional, collaborative and inspirational leadership skills E

• Proven ability to generate and deliver collective strategic vision and shared purpose E

• Proven ability to develop, communicate and successfully implement strategies E

• Proven ability to identify and successfully generate income through bid submissions E

• Proven ability to liaise with school leaders and external organisations successfully through a period of significant change E

• Ability to deliver a growth agenda E

Proven ability to establish and lead effective complex partnerships and build positive working relationships, negotiate with, and influence partners and other stakeholders E

C. Communication

• Outstanding communication, influencing and negotiating skills across a range of internal and external stakeholders E

• Outstanding influencing and communication skills to build and nurture effective relationships with DfE, ESFA, Headteachers, Senior management and Executives E

• Strong networking skills E

• Exemplary oral and written communications skills E

D. Experience and Knowledge

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

F. Leadership of Staff and Resources

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

Personal Skills and Attributes

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