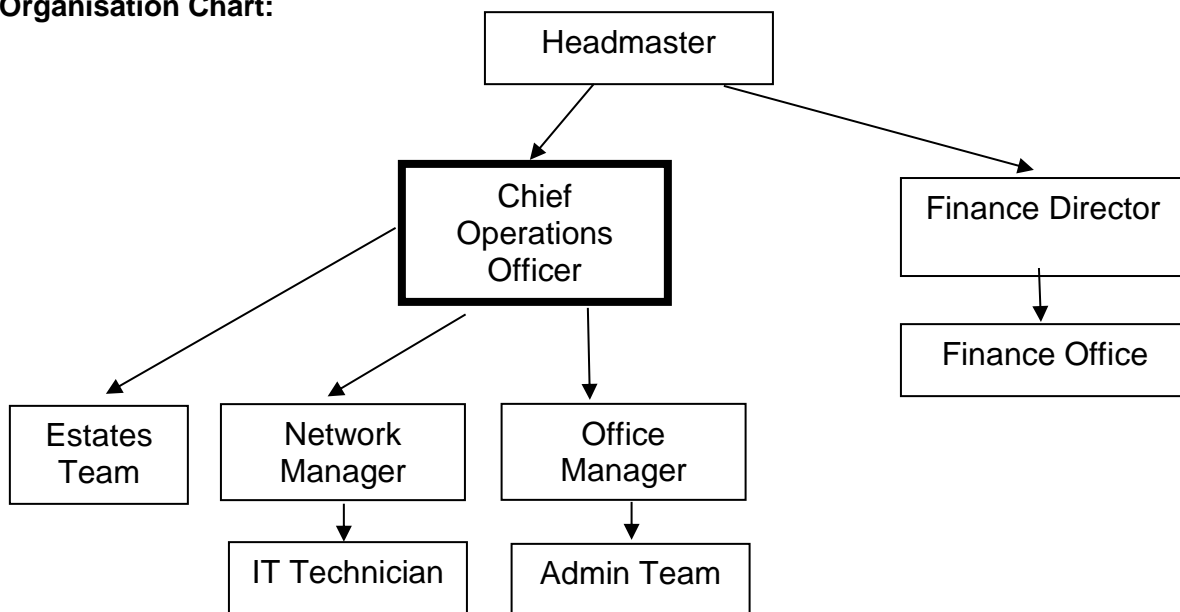




# READING ACADEMY JOB DESCRIPTION

<b>Job Title:</b>	Chief Operations Officer	<b>Name</b>	
<b>Reports To:</b>	Headmaster	<b>Reviewed:</b>	Annually
<b>Grade/Pay Scale:</b>	RS09 (NJC 45-50) £47540 - £53409 per annum		
<b>Employment Status:</b>	Permanent		
<b>Hours of Work/FTE:</b>	52 weeks p/a; 37 hours p/w		
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• The COO will have primary responsibility for leading, developing and managing all operational aspects of the Academy, within the vision and priorities of the governors and leadership of the Academy, working with the Headmaster and Finance Director to ensure the Academy achieves excellence across all areas of the organisation and fulfils the aims of its strategic plan.</li> </ul>		
<b>Departmental/Team Purpose:</b> The COO is a member of the Senior Leadership Team (SLT) and the role includes a wide range of leadership and management responsibilities, incorporating strategic planning through to day-to-day operations, particularly in relation to buildings and premises. The post holder has overall management responsibility for maintaining the Reading Academy and Morgan Road estate, including maintenance, refurbishment and development. The post holder manages the Estates staff and contractors, IT, Admin and other Associate Staff functions. The COO will manage the maintenance, security and development of the Academy's grounds and buildings effectively and in the most cost-efficient way and to ensure the support functions in the boarding department are managed and developed efficiently and effectively.			

**Organisation Chart:**



## Main Tasks/Accountabilities

### 1. Health and Safety, Premises, Facilities and Asset Management

- Act as Lead Professional with strategic overview of the Academy's site, buildings, equipment and facilities, monitoring standards to ensure the Academy obtains best value;
- Be responsible for the day to day line management of the Estates Team and Office Manager;
- Ensure a compliant and robust Health and Safety Management System is in place within the Academy and report termly to the Governing Body on all Health and Safety issues.
- Ensure that contingency plans are effective for emergency procedures, illness, accident, fire and other emergencies;
- Have strategic oversight for risk management within the Academy and advise on loss prevention strategies in the Academy to reduce insurance costs;
- Oversee all capital projects on behalf of the Academy;
- Be responsible for the strategic overview of all Academy assets, ensuring accurate records are kept of all assets;
- Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all assets;
- Prepare as part of the three year plan a detailed asset maintenance programme for approval by the Academy's Governing Body and the Senior Leadership Team;
- Lead on whole Academy compliance including Health and Safety, Data Protection and GDPR, contract management and other relevant matters;
- Ensure that the Academy's systems, processes and infrastructure support the planned efficiency and productivity of the operational services.
- Manage and co-ordinate the delivery of new projects to deadline and budget.
- Liaise and negotiate with third parties over the maintenance and development of service level agreements and contracts for instance, catering, cleaning and grounds maintenance.
- Ensure the Academy makes effective use of technical innovation in achieving its strategic and operating plans.

### 2. IT Systems

- Ensure the Academy operates a fully compliant network infrastructure and its associated technology operate efficiently, performs within agreed targets and that delivers a secure platform for the Academy to carry out its business;
- Be responsible for the day to day line management of the Network Manager;
- Have strategic oversight of the Academy's IT Strategy, maintaining an overall view of the capabilities of the school's ICT service and contribute to continuous improvement to meet future needs.

### 3. Support Services

- Build and lead effective and cohesive management teams for associate staff with effective succession planning.
- Work proactively with senior leadership to support them in the delivery of the highest possible quality of learning, teaching and leadership in all areas of performance.
- Proactively seek to establish partnerships and working agreements where these enable the Academy to achieve its objectives.
- Work with the senior leadership team to create appropriate short, medium and long term strategies as agreed by the governing body.
- Successfully communicate and implement these strategies across the support services and staff of the organisation.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Academy.
- Represent the school to regulatory authorities, the media, stakeholders and the public as required.

#### **4. Leadership**

- Undertake wider whole school duties as a member of the Senior Leadership Team;
- Lead and manage change in accordance with the School's Strategic Development Plan, Annual Operational Plan and Site Masterplan;
- Provide clear vision and direction, acting as a role model to inspire higher standards and results in others through business improvement and embedding professional business standards;
- Foster a culture of continuous improvement and collaboration, demonstrating a commitment to quality and service of business operations;
- Manage relevant budgets effectively reporting to Finance Director/SLT/Governors on a regular basis.
- Participate in professional networks to assist with reviewing policy; procedure and process and connecting with colleagues across the education sector;
- Participate in organisational improvement projects and programmes as required, responding to national and local policy, including the management of impact of change;
- Work collaboratively with operational and educational leaders across all education and business functions to improve efficiency, sharing information and constructively supporting others;
- Analyse management information in a way that allows it to influence operational decisions made, and develop plans to facilitate operational process, efficiency and effectiveness;
- Work with the Finance and Society Offices to maximise lettings, revenue and ensure effective partnership development.
- To research and source available grants and bid funding for relevant projects and initiatives.

#### **5. Additional Duties**

- To adhere to Safeguarding and Child Protection procedures in line with school policy;
- To ensure own CPD needs are planned for and met through professionally recognised qualifications;
- To adopt a flexible approach and attitude to working hours, as the postholder will sometimes required to work outside of normal working hours;
- To assist with any market research undertaken including staff/student/parental surveys.
- To undertake such other duties and responsibilities as may be reasonably requested by the Headteacher.

#### **Health and Safety**

All staff at Reading School are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line manager, and the Health and Safety Manager.

#### **Equality and Diversity**

Staff at Reading School are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect.

#### **Data Protection**

All staff at Reading School have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the school, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR.

#### **Safeguarding and Child Protection**

Reading School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.

**CHIEF OPERATIONS OFFICER  
PERSON SPECIFICATION**

	Essential	Desirable
<b>Experience and Knowledge (relevant work and other experience)</b>		
Relevant Professional qualification	✓	
Proven and successful experience of estates management	✓	
Evidence of successful leadership linked to strategic planning, action planning, monitoring and evaluation	✓	
Experience of successfully planning and initiating change	✓	
Experience in managing staff teams, including their professional development and performance management	✓	
Experience in marketing and revenue generation		✓
Experience of effective management and leadership within an educational, public or charity service sector		✓
<b>Knowledge/Understanding</b>		
Knowledge and understanding of developing and running a business		✓
Knowledge and understanding of leading change	✓	
Knowledge and understanding of property and site management	✓	
Knowledge, understanding and interpretation of statistical data		✓
Knowledge and understanding of relevant legislation (e.g. health and safety, GDPR, safeguarding, risk)		✓
Experience in the use of IT based management information and Microsoft systems	✓	
Experience of working within an educational environment		✓
<b>Skills/Abilities</b>		
Able to negotiate, consult and make effective decisions	✓	
Able to initiate and manage change	✓	
Excellent organisation, planning and analytical skills	✓	
Able to demonstrate a high level of communication skills orally and in writing	✓	
Able to devolve responsibilities, delegate tasks and monitor outcomes	✓	
Has strong interpersonal skills working with individuals or within a team	✓	
Has resilience, motivation and commitment to driving up standards	✓	
Ability to overcome challenges and create new, effective solutions	✓	
Ability to demonstrate integrity, confidentiality and confidence to challenge others	✓	
Ability to work independently and flexibly to solve a range of problems relating to operational processes	✓	
<b>Personal Attributes/Characteristics</b>		
Strong motivator	✓	
Natural leader	✓	
Flexible and approachable	✓	
Dynamic and creative thinker with original solutions to challenging problems	✓	
Able to work under pressure, meet deadlines and keep calm	✓	
Excellence attendance record	✓	
Resilient, enthusiastic and reliable	✓	
Evidence of own professional development in last 3 years	✓	
Willingness to contribute to wider life of Academy	✓	
<b>Other Requirements</b>		
A commitment to Equality of Opportunity	✓	
A commitment to promoting the ethos, vision and values of the school	✓	
A commitment to safeguarding and promoting the welfare of children and young people	✓	
A positive 'can do' attitude	✓	
A sense of humour	✓	