



Kingston
Educational
Trust

Candidate Information Pack

Director of Business and
Operations

October 2022 start



Director of Business and Operations

The Director of Business and Operations is responsible for the leadership and development of operations across the Trust, including estates and facilities, lettings, catering, IT, procurement and contracts and admin support.

They are responsible for the operational sustainability of the Trust and will provide advice on organisational strategy and development across the Trust in order to support its aims and objectives, with a focus on service partnership across our schools.

We invite applications from candidates with the following attributes for this role:

- Strong project management, planning and development experience;
- Experience of handling commercial contracts and contractors;
- Recognised training in general workplace safety (e.g. IOSH or NEBOSH);
- Substantial and successful experience working in an Estates or Facilities Management environment.

More details on the person specification are provided at the end of this document.

Application Process

Applicants are required to visit The Kingston Academy website where they are able to submit their application using our recruitment portal.

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Skills based task;
- Delivering a presentation on a topic set prior to the interview;
- Interview with Executive Director and Panel of Trustees.

Safeguarding and Safer Recruitment Statement

Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.



Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in Kingston Educational Trust (KET). I am delighted that you are considering joining our accomplished Executive Leadership team. The opportunity to share in the architecture of a new Multi Academy Trust and be integral in its delivery at a strategic level is unique.

I am looking for a candidate who will assist me in ensuring that, as the trust develops, we remain true to the core values of the Trust of excellence in all that we do, educating the whole child and being fully integrated in and responsive to the needs of our local community.

You will join us at an exciting stage in our development. KET has been granted Multi Academy Status and we welcomed Fern Hill Primary to our trust in January 2022.

Recruitment and development of exceptional staff is a top priority for us at KET. Our team comprises of committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build exceptional schools within the trust relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in KET's story and come forward to apply for this exciting, central role. Prospective candidates are very welcome to come for an informal visit prior to submitting their application. A member of our senior leadership team would be happy to talk to you about the role and the Trust, the staff and our pupils. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact Nicola Cobbald on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.

Ms Sophie M Cavanagh



**Executive Director
Kingston Educational Trust**





Background to the Trust

Kingston Educational Trust originally set up as a stand-alone trust has now been granted Multi Academy Trust status and is ambitious about providing high quality education for pupils in the local area. Kingston Educational Trust is a partnership between Kingston University, Kingston College and Royal Borough of Kingston. In 2015 The Kingston Academy became the first school set up by KET.

Fern Hill Primary School joined the Kingston Educational Trust in January 2022.

The Kingston Academy's overriding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has seven year groups (Y7-13).

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education. All pupils will take either 9 or 10 GCSE subjects depending on whether they take separate sciences or the combined science award.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.

A distinctive feature of the school is our extended school day when pupils take part in our enrichment programme delivered by all teaching staff and external providers. There are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Enrolment in our enrichment programme is compulsory for pupils, but they are also encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

Benefits of working at KET

There are many benefits to working at The Kingston Educational Trust including:

- Generous pay-scales, regularly paying 1% higher than National Teacher and Support Staff Pay Scales
- Staff reward scheme for exceptional performance
- Access to subsidised Cycle to Work scheme
- Staff Laptop or Chromebook
- Subsidised study at Kingston University at Masters and Doctorate Level
- Flexible working arrangements on request
- Access to Employee Assistance Program, subsidised eye test and flu vaccinations.



Director of Business and Operations – Job Description

Post Title:	Director of Business and Operations
Salary:	The Kingston Educational Trust Operations Pay Scale Grade L51 – L56 £58,750 - £64,284
Reporting to:	Executive Director
Contract:	Full Time, Permanent
Hours:	8am – 5pm, Monday to Friday

Key Responsibilities

This is an Executive Leadership post in a growing Trust, it will change over time and the post holder needs to be responsive and proactive in the context of the Trust's strategic priorities. The duties and responsibilities listed below are indicative of the tasks the Business and Operations Director will perform, and are not intended to be an exhaustive list. The post holder will be expected to take on additional tasks appropriate to the role as they arise. The post holder will also contribute to the Environment Change Council and ensure this agenda is part of the strategic and operational plan of the trust.

Strategic

The Director of Business Operations will be accountable for supporting the strategic development and operation of the Trust through the development and implementation of effective operational strategies and services, and for upholding the Trust's vision and values in all aspects of their work.

- Developing and implementing strategies to support the Trust's commitment to sustainability.
- Working with the Director of Finance to ensure there is an effective system for managing and reporting risk across the Trust and its schools and to contribute to the maintenance of the Trust's Risk Register, ensuring it is kept up to date and reflects the key risks to the organisation and the controls in place to manage those risks.
- Putting in place and maintaining effective emergency response and business continuity planning across the Trust and its schools, including maintaining the Business Continuity Plan.
- Providing strategic advice to the Executive Director, Trust Board, finance committee and Head teachers on all issues relating to operational matters.
- Managing the operations teams and overseeing the development and maintenance of effective operational systems and procedures across the Trust, including facilities management, lettings, health and safety and risk, catering and admin support.
- Being accountable to the Executive Director for the operational management of the Trust.
- Building close and effective working relationships with key partners.
- Participating/leading in the management of major Trust and school projects as required by the Executive Director.
- Contributing to a culture of continuous improvement.

Operational

- Adhering to the Trust and schools' safeguarding procedures.
- Ensuring site security is fit for purpose in line with safeguarding practices
- Ensuring compliance with all statutory requirements and those of the Trust's insurers (or the Risk Protection Arrangement where this is used as an alternative to commercial insurance) including health and safety, risk management, data protection and equalities and that compliance is built into the trust and schools' processes and procedures.
- To ensure effective management of the assessment of risk across the Trust, including the maintenance of a centralised Register of Risk Assessments within each school for tracking purposes.
- To manage all services that are outsourced from time to time within the Trust and any of its schools, including catering and IT support.

IT and Data Services

- Oversee the development and maintenance of an IT strategy, ensuring that there is an effective IT infrastructure and IT services in place that support a growing network of schools that meet online safety requirements and align with the educational and development plans of the Trust.
- Provide a strategic evaluation of the opportunities and risks of new and emerging technologies.
- Ensure effective security is in place to protect systems from cyber-attack and emergency recovery procedures are in place, up to date and tested.
- Ensure contingency plans are in place across the Trust and its schools in the case of technology and systems failure.

Estates and Facilities Management

- Develop and implement strategies for estates management to ensure that the quality of the Trust's estate is sustainable, maintained and improved.
- Ensure Asset Registers are maintained and kept up to date across the Trust and its schools.
- Manage the assets of the Trust, ensuring that it has an appropriate asset replacement plan.
- Ensure the delivery of long term maintenance plans and effective planned and reactive maintenance services.
- Establish clear accountability for health and safety management across the Trust and reporting of risks and mitigations, including ensuring systems are in place in each school to enable the identification of hazards and risk assessments and for effective monitoring, measuring and reporting of health and safety issues.
- Ensure regular Building Management Systems testing is completed in accordance with statutory and regulatory requirements and best practice and records are maintained as required.
- Ensure the security of all school sites and all physical assets.
- Ensure the value for money of all estates expenditure.
- Ensure effective tendering and management of contracts for work done by external contractors from time to time, in line with the Trust's policies and procedures, including cleaning and catering, IT support and grounds maintenance in order to secure best value for the Trust.

Procurement and Contract management

- Ensure best value in the acquisition of supplies and services through effective procurement and tendering in line with the trust's policies.
- Ensure all contracting and procurement activities are fully compliant with all public sector legislation and regulatory requirements.
- Provide project management expertise and advice to the Executive Leadership Team and oversee all capital building projects.
- Monitor the operation of contracts entered into for the supply of goods and services.
- In conjunction with the Director of Finance, ensure that any funds received from successful capital bids are spent appropriately, within budget and timescales.

Income Generation

- To develop and implement strategies for maximising the Trust's income generation from its estate, including lettings and other activities.
- Identify grant funding sources and prepare bids for the Trust and its schools.
- To identify and apply for other potential sources of income, including sponsorship.

General

- Attending meetings within the Trust and external events as required.
- Preparing policy and review papers as required and requested.
- Maintaining a presence in national or local professional networks and through these and other means ensuring a current overview of sector policies and developments.

- Managing the operations teams' staff development programme, including conducting staff development reviews and participating, as required, in training, induction and staff development events.
- Promoting high professional standards and ensuring that the finance team works in collaboration with other central functions.
- Maintaining continuing professional development and undertaking relevant ongoing training.
- Undertaking such other duties as the Executive Director may require from time to time.

Performance Measures

The Director of Business Operations will be expected to demonstrate sustained high quality of performance, with particular regard to leadership and management and as assessed against the National Association of School Business Management Professional Standards will be subject to an annual appraisal at which performance against and agreed objectives will be reviewed.

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. 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.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Director of Business and Operations – Person Specification

The role of Director of Business and Operations calls for a highly motivated and strategic professional with the necessary experience, skills and personal qualities to be able to operate as part of a close-knit Executive Leadership Team, as well as leading a number of teams and providing a robust operational infrastructure.

The post holder will be expected to have:

- A degree or equivalent qualification
- Substantial and successful experience working in an Estates or Facilities Management environment.
- A track record of providing leadership and raising standards.
- Recognised training in general workplace safety (e.g. IOSH or NEBOSH)
- Strong IT skill set and knowledge of core IT infrastructure and networks
- Strong project management, planning and development experience
- Experience of handling commercial contracts and contractors
- Conversant with a wide range of construction related legislation including specifically the CDM Regulations and planning and building regulations.
- Experience of utilising assets to maximise generation of income
- Experience managing significant financial resources should have high ethical standards and influencing skills with the ability to engage effectively with staff, trustees and trust associates
- Evidence of innovation, with an ability to identify commercial opportunities to maximise income and savings
- Excellent analytical skills and sound judgment
- Excellent communication and presentational skills