



Confederation  
of School Trusts

## Chief Operating Officer

### Full time post

Salary: between £80,000 and £85,000. There is a generous pension scheme and job-related travel is covered by CST. The post is home-based but regular travel to the CST head office in Nottingham is required and travel to London will also be expected from time to time.

### Job Description

*The role of Chief Operating Officer has a high level of autonomy and responsibility. The Chief Operating Officer (COO) will be responsible for both the financial management, people and culture, and all business operations of the Confederation of School Trusts Group. The COO will also be responsible for the governance of both organisations, working closely with the Chairs of the respective Boards. The COO will also hold the responsibilities of the Company Secretary.*

*The Chief Operating Officer will be part of CST's Leadership Group, be accountable to the Chief Executive and will make a significant contribute to the strategic direction of CST and its subsidiary.*

**Responsible to:** Chief Executive

**The Chief Operating Officer and Company Secretary is responsible for:**

1. **Financial strategy and operations:** Overall management of the financial strategy and operations for both the Confederation of School Trusts (CST) and its subsidiary, CST Professional Development Ltd. This will include oversight and responsibility for the preparation of the budget and management accounts, and oversight and responsibility for arranging and managing the process for the preparation and audit of the annual accounts. This includes management and oversight of the finance and operations team based both at the head office and remotely.

**Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership**

CST Charitable Company Limited by Guarantee, Registered in England, Charity Number 1107640, Company Number 05303883

VAT Registration Number 270 0880 18

Registered office: Suite 1, Whiteley Mill offices, 39 Nottingham Road, Stapleford, Nottingham NG9 8AD



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2. **Business operations:** Overall management of the business operations for CST and its subsidiary, CST Professional Development Ltd. This will include oversight and responsibility for all business contracts and insurances, procurement of equipment and management of the head office based in Stapleford, Nottingham.
3. **Digital strategy and information governance:** Development and management of CST Group's digital and information governance. This will include the oversight and operation of our complex client management systems in the CRM and all data protection matters.
4. **People and culture:** Strategic responsibility for the Group's HR, workforce and staff engagement. This will include chairing the staff engagement listening forum and ensuring all HR functions are carried out for both new and existing employees.
5. **Governance:** Delivery of the Company Secretary role, ensuring the governance of both CST and CST Professional Development Ltd remains at the highest standard and working closely with the Chairs of the Boards and the Chief Executive Officer. Responsibility for ensuring regulatory compliance, filing at Companies House, ensuring the security of the CST's legal documents, and providing strategic advice.
6. Contributing to the overall strategic direction of CST and CST Professional Development Ltd as part of the CST Leadership Group.
7. Any other duties and responsibilities that may be reasonably delegated by the CEO or Deputy CEO from time to time.

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## Person specification

### Knowledge, skills, abilities and experience

Significant knowledge and experience at senior level of:

- Financial strategy and operational financial oversight.
- Operational management including leading change.
- Digital systems and leadership of digital strategy and information governance.
- Leading people, culture and talent management.
- Ideally, experience of charity and corporate governance and working with both charitable and company boards.

The ability to command the respect of colleagues and members and partners of the CST Group.

The ability to multitask, maintain strategic focus, and positively influence organisational success.

Commercially astute.

Educated to degree level and hold a professional qualification or equivalent experience in accounting and finance - e.g. ACA.

It would be desirable to have knowledge and experience of the English education system.

### Character and personal qualities

- Professional confidence borne from a highly credible career.
- Resilience and perseverance – working in an agile and high energy environment.
- Personal qualities and values – selflessness, integrity, objectivity, accountability, openness, honesty, leadership.
- Works easily with others and is both challenging and enabling.
- A personal and professional commitment to school trusts and to advancing education for public benefit.

3 April 2024

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