Pioneer Educational Trust

Chief Finance and Operations Officer: Role Information Pack

Educational excellence for all · Great place to work · Sustainable, inspiring environments · Leading ethically in service to others

02.

PIONEER EDUCATIONAL TRUST

This is a really exciting time to be joining Pioneer Educational Trust. As we take the next steps in our journey, we need the right person to join us in a pivotal new role as our Chief Finance and Operations Officer. Not only will you get to help shape this new role, you'll also play a crucial part in shaping our Trust and our people.

Join us on our mission to invest intelligently, inspire collaboration and pioneer so that all learners in our family of schools have equality of access to an exceptional education that consciously liberates.

I can't wait to work with you – I am proud to have led Pioneer Educational Trust since 2018, inspired every day by our exceptional colleagues and the brilliant, articulate, curious, passionate and socially-minded pupils in our schools. As CEO, I am committed to driving the principled, relational and ethical leadership which is needed for our schools, and therefore of course our pupils, to thrive.

We are incredibly proud of our schools' achievements and the strong relationships that exist between them.

03.

I have worked in education for more than 25 years in teaching and leadership positions in both primary and secondary phases serving a range of diverse communities. What has always struck me is that in any context, an organisation's culture, and its ability to adapt to the community it serves, is an absolutely crucial factor in creating the environment needed for both colleagues and pupils to succeed. This is why organisational culture has been a focus of my studies on my doctorate programme and it is such a core component of leadership and staff development across our Trust. Indeed, at the heart of our culture is the importance of investing intelligently in our people and their development – supporting everyone, particularly underrepresented or marginalised groups, to confidently pursue the career paths and leadership aspirations which most resonate with them and will achieve positive impact for our pupils.

Through brave, courageous and authentic leadership, holding high ambitions for each and every pupil in our Trust regardless of background, our Pioneer schools successfully achieve more together for the families and communities we serve than they could ever do on their own.

The affirmation 'Live your life in the way you want your children to live theirs' has particular resonance with me. I am the fierce and proud mum of two young boys who bring me joy every day. I want my children to live their lives as strong, passionate, inspired, courageous, principled, resourceful, and compassionate individuals, and strive every day to demonstrate that through my words and actions within in our Trust.

Antonia Spinks
CEO

OUR SCHOOLS

Desborough College
SECONDARY SCHOOL
YR 7–YR 13

Trevelyan Middle School
MIDDLE SCHOOL
YR 5–YR 8

Foxborough Primary School
PRIMARY SCHOOL
FS–YR 6

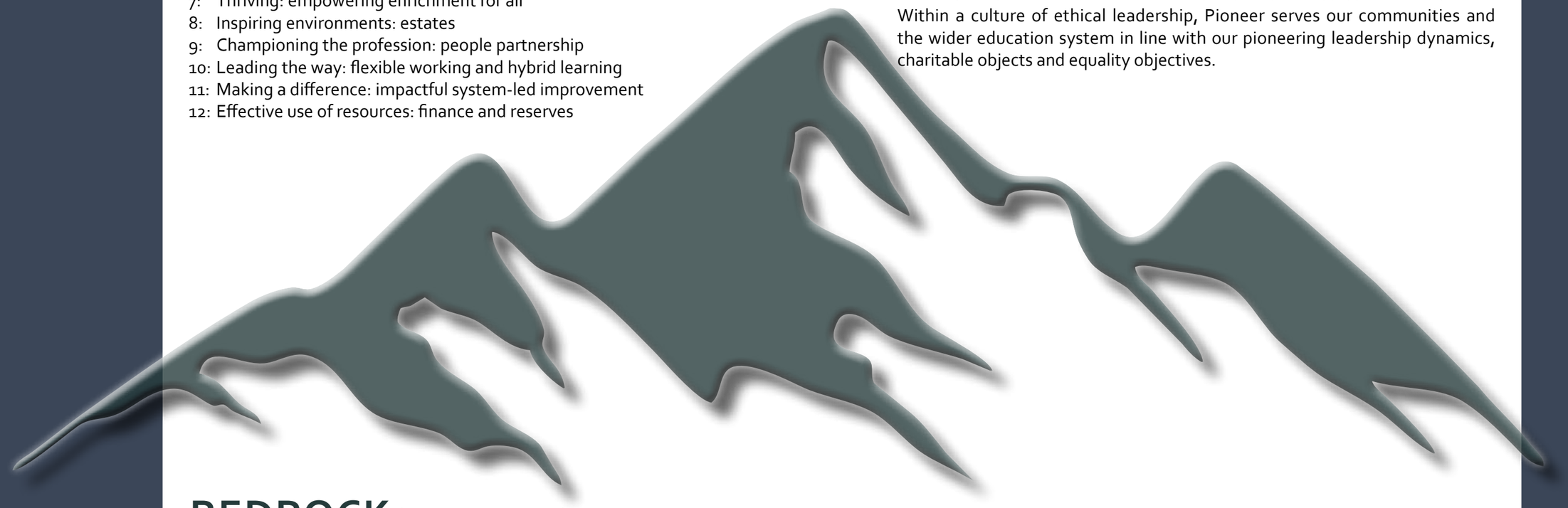
Upton Court Grammar School
SECONDARY SCHOOL
YR 7 –YR 13

SUMMIT (OUR MISSION)

We invest intelligently, inspire collaboration and pioneer so that all learners in our family of schools have equality of access to an exceptional education that consciously liberates.

PEAKS (OUR STRATEGIC PRIORITIES)

1: Transformative school improvement: exceptional outcomes for all
2: Growing impact: community and growth strategy
3: Culture of ethical leadership: exceptional leadership and governance
4: Accessible to all: inclusive education and pastoral support
5: Digital innovation: unleashing exceptional teaching and learning
6: Powerful learning: every child a reader; every child an orator
7: Thriving: empowering enrichment for all
8: Inspiring environments: estates
9: Championing the profession: people partnership
10: Leading the way: flexible working and hybrid learning
11: Making a difference: impactful system-led improvement
12: Effective use of resources: finance and reserves



BEDROCK (OUR VALUES)

INVEST INTELLIGENTLY

Pioneer Educational Trust creates the conditions to pioneer an exceptional education for all by providing an enabling environment, system leadership and specialist support.

CONSCIOUSLY LIBERATE

Diversity, equity, inclusion and belonging permeates Pioneer Educational Trust. We are cohesively diverse, demonstrate allyship and seek to consciously liberate through an exceptional education and being a great place to work.

HORIZON (OUR VISION)

EDUCATIONAL EXCELLENCE FOR ALL

All children and young people are prepared to thrive at intrapersonal, interpersonal, societal and global levels. Learners' experience is relational, empowering and liberates consciously.

GREAT PLACE TO WORK

Pioneer creates the conditions for all staff to thrive and be fulfilled as a result of: leadership, culture and climate; professional development; and, manageable workload.

SUSTAINABLE, INSPIRING ENVIRONMENTS

Inspiring environments reflect our mission, vision and values. Positive action is taken to reduce energy consumption and increase efficiencies to protect our planet.

LEADING ETHICALLY IN SERVICE TO OTHERS

Within a culture of ethical leadership, Pioneer serves our communities and the wider education system in line with our pioneering leadership dynamics, charitable objects and equality objectives.

INSPIRING COLLABORATION

Pioneering leadership drives our trust's culture and supports all pupils and staff to feel, think and act like an ethical leader. In a culture of high trust and professionalism, pioneering leadership liberates, inspires and drives excellence.

PIONEER

Pioneer Educational Trust is ever evolving. Through consultation and feedback, engagement in evidence-led practices and powerful conversations, we seek to innovate, take intelligent risks, and contribute to our local communities and the education system.

PIONEER EDUCATIONAL TRUST

JOB DESCRIPTION:

CHIEF FINANCE AND OPERATIONS OFFICER

Overall Purpose:

As a member of the executive leadership team, the CFOO is responsible for delivering the strategic agenda, including Pioneer's growth agenda and transforming the role of Pioneer's shared services.

The overall responsibility of the CFOO is to provide strategic leadership and management of all aspects of the business side of the organisation including finance, procurement, estates, catering and IT. The CFOO will provide strategic oversight of financial planning and budgets for revenue and capital funding across Pioneer. The CFOO is responsible for statutory and regulatory compliance and reporting including DfE / ESFA reporting requirements and the requirements of the Academy Trust.

Key information:

Department: Finance and Operations

Working with: Pioneer Executive Team, Headteachers and Leadership teams, line manager and staff at all levels
Line Managed by: CEO

Working pattern: 52 weeks

Location: Foxborough Primary School (Pioneer Educational Trust)

Salary: POJ (UCET 75-79) (£89610 - £96670) Finance and Operations

Notice period: 12 weeks

Key Responsibilities:

- Fulfil the role of Company Secretary for Pioneer Educational Trust and Upton Court Services Ltd.

Financial management

- Develop and implement financial strategies to support the trust's short- and long-term goals in line with the standards and expectations set out in Academy Trust Handbook.
- Implement and review financial policies and practices to ensure financial health and compliance.
- Take overall accountability for the preparation and management of annual budgets, financial forecasts, financial reports for the Board of Trustees and executive leadership and statutory reporting, ensuring financial reporting statements meet legal and professional standards.
- Monitor and analyse financial performance, identifying areas for improvement and implementing costsaving initiatives.

Operational efficiency

- Lead the trust's estates and capital strategy ensuring the quality and sustainability of the estate and the learning environment.
- Manage and monitor funding bids and capital building projects within the trust.
- Be responsible for the operational functions of the trust, ensuring efficient day-to-day operations across all schools and the trust.
- Implement best practices to optimise resource allocation, procurement and facilities management.
- Develop and review asset management and procurement strategies to achieve value for money and probity in the use of public funds.
- Collaborate with school leaders and other stakeholders to identify operational challenges and develop effective solutions.
- Deliver and maintain an IT strategy that supports educational and strategic plans.
- Lead due diligence processes and integration planning for any new schools joining the trust.

Risk management and compliance.

- Monitor and report to the CEO and Board of Trustees on regulatory compliance of the trust.
- Develop and implement risk management policies, procedures and financial / operational controls to safeguard the trust's assets and reputation.
- Ensure compliance with relevant legislation, regulatory requirements and financial reporting standards.
- Work with external auditors and regulatory bodies to meet reporting obligations.
- Work with the auditors providing internal scrutiny services.

Strategic planning

- Contribute to the development and execution of the trust's strategic plan, aligning financial and operational strategies with organisational goals
- Ensure that decision regarding the investment of reserves are made in an efficient and optimal manner

Leadership

- Ensure and assure compliance with the Academy Trust Handbook and trust financial procedures.
- Uphold and sustain the trust's values, culture and strategic direction demonstrating personal accountability and professionalism.
- Oversee the line management and performance management of direct reports providing appropriate support and challenge in line with the culture and practices of Pioneer.

- Quality assure the financial and operational functions of the trust ensuring continuous self-evaluation and improvement.
- Ensure effective reporting to the Board of Trustees, welcoming accountability and enabling the trustees to fulfil their functions and legal obligations.
- Develop and maintain strong relationships with the DfE, ESFA and other relevant bodies.
- Represent the trust externally both in own role and also in other areas as required by the CEO.

General responsibilities:

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings and training, etc) as appropriate to the role.
- Maintain a certain level of flexibility regarding availability outside normal working hours is required.

Professional competence and behaviour:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice; Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times, working to collaborate with colleagues and clients.

Ethical standards and integrity:

Act within the framework for ethical leadership in education, i.e. The Nolan Principles.

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the Pioneer's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Pioneer and our family of schools or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer.

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a CEO or the Board of Trustees to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.

PIONEER EDUCATIONAL TRUST

PERSON SPECIFICATION:
CHIEF FINANCE AND OPERATIONS OFFICER

Section	Essential Criteria	Desirable Criteria
Education & Qualifications	Evidence of continuing professional development (CPD) in relevant areas.	Qualified accountant (ACA, ACCA, CIMA or equivalent).
Experience	Proven track record of senior financial management and strategic leadership. Significant experience of working with stakeholders to develop a strong financial understanding across an organisation. Experience of integrations of schools / businesses. Track record of successful leadership of support services and / or multi-disciplinary teams. Experience in managing procurement and contracts. Experience of maintaining and producing accurate and complex management information/reports. Experience of estates and capital strategic planning and delivery.	Operational understanding of compliance in an education setting (or similar). Operational understanding of compliance in an education setting (or similar).
Knowledge	Detailed and up-to-date knowledge of financial operations, risk management and controls, accountancy and professional codes of practice Knowledge of best practice in financial accounting and reporting, planning and budgeting, risk management and controls. Knowledge of estates and capital strategic planning and delivery.	Knowledge of statutory and regulatory compliance and reporting for a multi-academy trust. Basic knowledge of relevant law and other legislation in relation to roles and responsibilities.
Skills	Able to deliver expert financial, risk management and commercial input to the day-to-day operations and strategic development of a complex organisation such as Pioneer. Able to line manage effectively demonstrating exceptional leadership of team including the personal development of team members.	

Section	Essential Criteria	Desirable Criteria
Skills	Able to build strong working relationships built on mutual trust and a clear understanding of roles and responsibilities. Able to provide clear, authoritative and impartial professional advice and objective analysis interpreting complex situations. High level of analytical skill and sound judgement. Excellent use of technology, systems and processes to drive operational efficiency and enhanced experiences demonstrating information system leadership. Excellent use of Microsoft packages such as Word, Outlook, Excel and PowerPoint, and other IT/MIS systems, including interrogation, analysis and reporting of data. Able to communicate concisely, orally and in writing, to a wide range of individuals/organisations. Able to organise work independently and in collaboration with others.	
Professional behaviours	Be prepared to uphold the mission, vision, values and culture of the trust through leading by example in line with our leadership dynamics: seek heat, welcome accountability, communicate with clarity and candour, build trust, use self-awareness to self-regulate, serve others. Be prepared to work flexibly to fulfil the duties and responsibilities of the post to support core People functions in accordance with the needs of Pioneer. Able to manage effectively a varied and agile workload Commitment to the highest standards of child protection, understanding of safeguarding responsibilities and to follow Pioneer's safeguarding policies and to the Trust's ethos, aims and its whole community. Promote and embed equality, diversity, inclusion and belonging as an integral aspect of working. Demonstrate integrity and credibility.	

WHY WORK WITH PIONEER EDUCATIONAL TRUST?

Through our WorkWell Promises, we place workload and wellbeing is at the centre of Pioneer Educational Trust. We offer our staff the following benefits:

- Enhanced employer pension contributions via excellent Defined Benefit Pension Schemes
- Pay policy for support staff which is linked to teaching staff to ensure all staff are treated equitably
- Innovative and generous flexible working practices, including bespoke flexible job design process
- Excellent ongoing CPDL
- Priority admission for children of staff
- Cross phase opportunities for career progression
- Free on-site car parking
- Interest free travel to work loans
- Free counselling and legal advice for all staff through an Employee Assistance Programme
- Enhanced leave of absence including maternity / paternity / adoption leave schemes and leave for religious observance
- Enhanced parental bereavement pay
- Corporate eye care scheme
- Lunch for staff at cost price
- Complementary tea, coffee, milk and sugar throughout the school day
- Free annual seasonal flu vaccination
- Reward gateway with access to savings and discounts across a number of retailers and services
- Long service recognition; first milestone being 3 years
- Additional time during the school day to facilitate professional development
- Annual calendar of events shared with all staff at the start of the year which includes calendared 'No Meeting Weeks' and two-week October half term
- No gradings of lessons or individuals
- Annual charity challenge providing staff with an opportunity to challenge themselves while raising money for charity
- Generous, flexible approach to family commitments such as children's assemblies, sports days etc.
- Email protocol to protect time outside of the school day
- Early finish for teaching and non-teaching staff at the end of each long term

Pioneer education with us

This is an incredibly exciting time to become part of our Trust.

We know that there are unimagined resources of creative human energy in our schools, which is why we focus on creating the conditions for this to be released.

If you are passionate about education, open to collaboration and innovation, and believe in driving equality, challenging socioeconomic disadvantage and making a lasting difference to communities, then become part of our team here at Pioneer Educational Trust.

Thank you for your interest in being part of Pioneer Educational Trust. We hope that you find this pack informative and useful.

If you do have any further questions, please contact Mrs Bhamini Lynn, HR Manager
recruitment@pioneereducationaltrust.org.uk

You can also visit our websites
pioneereducationaltrust.org.uk

disability confident EMPLOYER