



All Saints Catholic Academy Trust

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CEO: Stephen Wheatley

JOB DESCRIPTION

Title of post:	Chief Operations Officer (COO)
Accountable to:	CEO
Reports to :	Academy Trust Company Board, CEO
Pay scale :	L22-L27 (Fringe)
Location:	ASCAT Central Offices, Abbots Langley, WD5 0DS, with travel to the Academies and external meetings as required
FTE:	1.0 FTE. The role will require attending meetings outside of office hours and therefore the Trust acknowledges a flexible approach to working patterns.

Job Purpose:

To provide effective operational leadership and management across the Trust, ensuring alignment with the strategic direction set by the CEO and the Board of Directors. The COO will have responsibility for:

Operational Management: Leading non-academic operations including HR, IT, governance, estates, and facilities, ensuring they serve the mission and support educational objectives.

Policy Implementation: Developing and enforcing operational policies and procedures in line with the CMAT's strategic plan.

Risk Management: Responsible for the oversight of identifying and mitigating operational risks to maintain a safe and effective learning environment.

Resource Allocation: Collaborating with the CFO to ensure resources are efficiently allocated to serve the mission and support operational needs.

Key Responsibilities:

1. Translate the strategic vision of the Board and CEO into operational plans and ensuring that operations are focused on achieving the Trust's goals
2. Develop and implement operational strategies that support the Trust's mission, vision, values, and strategic goals.
3. Oversee the day-to-day operations of the Trust, ensuring efficient and effective service delivery across all areas.
4. Lead and manage the Trust's operational teams, fostering a culture of collaboration, high performance, and continuous improvement within the framework of authentically Catholic schools, delivering the highest quality Catholic education and supporting the mission of the Trust.
5. Develop and maintain strong relationships with key stakeholders, including school leaders, Diocesan officers, staff, and external partners.



6. Responsible for the oversight of management of the Trust's facilities, ensuring a safe and conducive learning environment for all pupils and staff.
7. Oversight of the Leadership the Trust's health and safety initiatives, ensuring compliance with all relevant legislation and promoting a culture of safety across the organisation.
8. Oversee the Trust's data management and IT systems, ensuring data integrity, security, and compliance with data protection regulations.
9. Support the CEO in the development and implementation of the Trust's strategic plan, providing operational expertise and guidance.
10. Work closely with the CEO to ensure alignment between the Trust's strategic direction and operational activities.
11. Represent the CEO as required, representing the Trust at internal and external meetings and events.
12. Working alongside the CFO and Director of People and Culture to ensure effective workforce planning and people strategy to ensure the Trust effectively attracts and manages its talent through effective Continuous Professional Development and Formation for all staff to increase impact on business and operational leadership and succession planning, particularly for key roles.
13. Effectively lead, oversee and implement the operational planning, management, and development of effective systems and processes across the Trust in the following disciplines, ensuring alignment with the strategic vision, plans and decisions of the Board and CEO:
 - Procurement
 - HR and workforce strategic planning
 - ICT & communications
 - Premises and Estates
 - Risk Management and Insurance
 - Compliance
 - Administration
 - Contract and services management
 - Ensure compliance with operational aspects of governance (e.g., data protection, safeguarding policies, and health and safety).
 - Provide logistical and administrative support for governance processes.
 - Work closely with the Governance Lead to align operations with the Trust's governance frameworks.
14. Ensure that the Trust meets its legal, corporate, and statutory responsibilities and provide advice, direction, and support to Diocesan officers, Board of Directors and the CEO.
15. Work as part of the Trust's Executive Team to ensure that the revenues and resources of the Trust are managed efficiently in support of the mission and its educational aims and objectives.
16. Lead and develop an effective, high-performing team across all operational functions.
17. Work closely with the CEO on due diligence and management of change.
18. Work closely with the CEO to manage the process of recruiting new schools into the Trust and end to end support for the academisation process
19. Work closely with the CFO to identify and secure additional sources of funding for the Trust and maximise asset utilisation and value for money.
20. Represent the Trust in any external forums, creating opportunities to enhance the profile of the Trust/schools within the education sector and local communities.



21. Work within an infrastructure and culture that promotes excellence, equality and high expectations for pupils/students and staff, and complements vision.
22. Implement an effective income generation strategy.

The post holder is required to contribute to and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices. The postholder is required to be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post.

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are conditional until satisfactory checks are carried out as per the current version of Keeping Children Safe in Education.

PERSON SPECIFICATION, EXPERIENCE & JOB KNOWLEDGE

Criteria	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none">• Educated to degree level• Proof of Right to Work in the UK	<ul style="list-style-type: none">• A postgraduate qualification in a relevant field, such as education management or business administration.• Evidence of COO development programmes / networking• Experience of working within a Multi-Academy Trust/ the Academy sector• Professional qualification in a related business area eg ACCA, CIPFA, CIPD



Catholic Life & Mission	<ul style="list-style-type: none"> • A strong dedication and respect for the ethos and values rooted in the Trust's Catholic ethos who is committed to the Diocesan vision, Bishop's directives, protocols and the use of the framework • Understanding of the Trust's role in supporting a flourishing partnership with the parish and wider community and in promoting community cohesion 	<ul style="list-style-type: none"> • A practising Catholic • Experience of leadership and Governance within a Catholic Academy Trust context
Experience & Skills	<ul style="list-style-type: none"> • Substantial experience in a senior operational leadership role, preferably within the education sector. • Proven ability to develop and implement operational strategies that support organisational goals. • Strong leadership and management skills with the ability to motivate and inspire teams. • Excellent communication, listening and interpersonal skills with the ability to build strong relationships with a wide range of stakeholders. • Experience of leading and managing change within a complex environment 	
Professional Development	<ul style="list-style-type: none"> • Evidence of continuing professional development, and formation relating to MAT and school services. • Experience of leading/co-ordinating professional development and system leadership opportunities at scale 	<ul style="list-style-type: none"> • Evidence of continuing professional development and formation in relation to the distinctive nature of Catholic education • Experience of working with / across multiple schools/ organisations /businesses • Ability to identify own learning needs and to support others in identifying their learning needs



Strategic Leadership	<ul style="list-style-type: none"> • Evidence of having led operationally in translating vision into reality through effective and efficient systems and processes. • Evidence of successful strategies for planning, implementing, monitoring and evaluating performance and improvement through the effective use of data, systems and frameworks • Ability to operate in a spirit of Christian fellowship and solidarity resulting in productive relationships with all stakeholders including directors, governing bodies, staff and clergy that are built on trust and shared ownership 	<ul style="list-style-type: none"> • Knowledge of the role of governance in a Catholic context
Workforce dedicated to educational excellence	<ul style="list-style-type: none"> • Evidence of leading operational areas of an organisation in which people feel they belong and are supported • A deep understanding of health and safety legislation and best practices. • Knowledge of the range of operations within a large organisation with demonstrable experience of securing highly efficient, effective and compliant provision. • Experience in change management, project management, and performance improvement. • Understanding of human resource management; including recruitment, retention and reward. • A commitment to equality, diversity, and inclusion. • Ability to delegate work and support colleagues in undertaking responsibilities • Understanding of the importance of fostering a supportive working environment by managing staff workload, prioritising wellbeing and taking action to support all staff 	<ul style="list-style-type: none"> • Evidence of leading a flourishing culture of continuous improvement through a codified model of school improvement • Experience of establishing a culture that values innovation, creativity, openness and trust. • Demonstrable skills in conducting research to inform evidence base decision making • Evidence of promoting, forming, collaborating, and supporting staff to develop • Evidence of strategies being informed by a secure understanding of the views/needs of pupils/parents/ carers/staff, parishes and the wider community



	<ul style="list-style-type: none"> • Successful involvement in staff recruitment/induction • Committed to developing operations that support staff workload, wellbeing, staff formation and professional development 	
Finance & Operations	<ul style="list-style-type: none"> • Evidence of the effective use of finances and resources to enable the Trust to achieve its mission and educational priorities • Evidence of budget planning and resource deployment in order to achieve an ethical, effective and efficient use of resources • Evidence of the successful use of financial data and intelligence in overseeing a stable, accurate and sustainable long-term financial strategy • Evidence of a clear approach to delivering value for money through effective budgeting and risk management • Understanding of the importance of a capital strategy, which includes the buildings, digital infrastructure and technology • Evidence of the successful creation, implementation of policies and robust processes to minimise risk of fraud, data breaches and financial mismanagement 	<ul style="list-style-type: none"> • Knowledge of data management and IT systems within the sector.

Last reviewed: June 2025