



LIFE Education Trust

LIFE Education Trust

# Chief Finance & Operating Officer

(CFOO)

Application Pack

# Welcome – From the Trust CEO

Dear Applicant,

Thank you for your interest in this role.

LIFE Education Trust is at a key point in our development. Having grown to ten schools in November and with strong Ofsted Outcomes in five Inspections in twelve months, our trajectory is one of upward growth and financial robustness. On the cusp of an exciting new chapter, we are looking for a Chief Financial and Operations Officer (CFOO) who's eager to be a part of our story.

**Our Way of LIFE:** There is a tangible, positive ethos at LIFE which has been purposefully crafted and we hold fiercely onto it. The words we use to describe our beliefs are "**courageous optimism**", "**boundless creativity**" and "**heartfelt compassion**" and these beliefs resonate so deeply that eight of our schools have chosen to use them as their values. They serve us as we seek to build great learning communities where children flourish. And it is crucial that all of our employees and volunteers understand them and can embody them.

**The Role - A Catalyst for Change:** As our CFOO, you will embrace the challenge of transforming the operational functions of our Trust with a team of motivated, dedicated and passionate leaders who show humility, bravery and teamwork as they strive to create a better future for our children. Your role is pivotal – a blend of strategic oversight and hands-on management, working closely with the Chief People Officer and the Chief Executive Officer to ensure our strategic priorities of **Great People**, **Great Pupil Outcomes** and **Sustainable Systems** are met. You will also work with our regional operational hubs who are ready to serve locally and collaboratively.

**Your Impact - Building Futures:** Alongside having the aptitude and qualifications to oversee the finance and operational functions of our growing Trust, we know that you are going to need energy, drive, and deep and diverse skills. For you, understanding and managing systems need to be second nature; they are the tools that enable our people – especially our pupils – to flourish. In the coming years, you will be at the forefront of constructing the frameworks that support our growth. This is not just a job; it is a chance to shape the future of education and make a lasting difference.

We understand the significance of this role and are committed to finding someone who shares our vision and passion. Could that be you?

We look forward to the possibility of welcoming you to our team.

Best wishes,

*Julian Dutnall*

Julian Dutnall  
CEO - LIFE Education Trust



## OUR PURPOSE

To build great learning communities  
where children flourish.

## OUR PRIORITIES



Great  
People



Great Pupil  
Outcomes



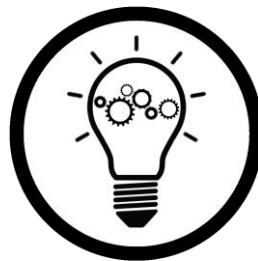
Sustainable  
Systems

## OUR BELIEFS



### **Courageous Optimism**

It takes courage to hope for a better future. We champion a 'can do' attitude and encourage our pupils and colleagues to tackle challenges with resilience and perseverance as they reach for ambitious targets.



### **Boundless Creativity**

Through captivating discoveries in the classroom and eye-opening adventures in the outside world, we give pupils freedom and promote varied learning experiences which stimulate innovation and develop adaptability.



### **Heartfelt Compassion**

We show love and respect to each member of our community as we nurture a powerful collective spirit. In humility we embrace difference and individuality, show forgiveness when necessary, and are united by compassion.

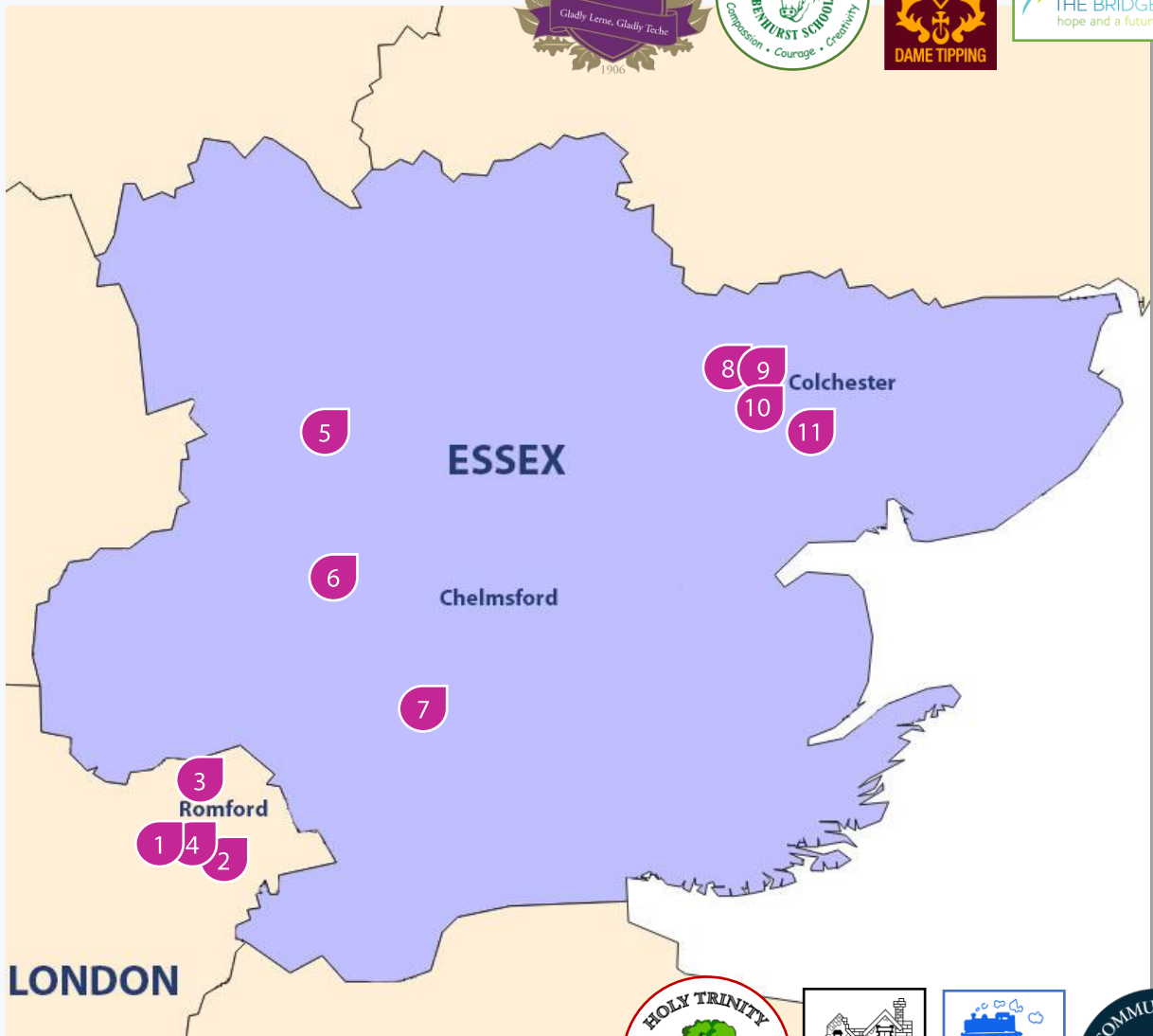
For more information on why to choose LIFE, head to the website [here](#)

# About Us – Our Schools

We are a multi-academy trust currently consisting of 9 Academies and one independent school across Havering and Essex, grouped into 3 regional hubs.

## Havering Hub:

1. Frances Bardsley Academy For Girls
2. Benhurst Primary School
3. Dame Tipping Primary School
4. The Bridge



## Mid-Essex Hub:

5. Ford End Primary School
6. Roxwell Primary School
7. Margaretting Primary School

## Colchester Hub:

8. Chappel Primary School
9. Fordham Primary School
10. Holy Trinity Primary School
11. Langenhoe Primary School (Affiliated)

## MEET ZOE BEAR



This is Zoe Bear, our Mascot.

The name 'Zoe' was chosen because it means 'life' in Greek.

Zoe's rainbow colours match the LIFE logo and demonstrate the Trust's commitment to inclusivity.

## WHY DO WE HAVE ZOE?

She is especially compassionate with younger children and is available for cuddles if they are upset.

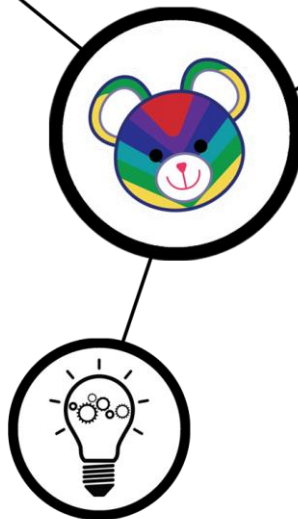


Zoe represents the Trust wherever she goes.



Zoe is designed to embody our beliefs and make them more tangible for pupils throughout the Trust to understand and engage with.

Schools are encouraged to keep an 'Adventures of Zoe' book, where photos are put each term, labelled with how we are developing the children socially, morally, spiritual and culturally.



Every school has their own Zoe Bear and pupils can receive awards and certificates from Zoe for displaying the Trust's Beliefs of Boundless Creativity, Courageous Optimism and Heartfelt Compassion in their everyday school life.



As well as awards, Zoe can often be found attending events, school trips and dressing up for celebrations! Pupils are encouraged to treat her with respect and as a friend. She is often tagged on X: [@LIFEZoeBear](https://twitter.com/LIFEZoeBear)

**Job Title: Chief Finance & Operating Officer**

**Salary Range: c£95,000**

**Reporting to: Chief Executive Officer**

**Location: Frances Bardsley Academy, Romford**

We are looking for brilliant people who share and demonstrate our beliefs to join us.

## Purpose:

To provide strategic leadership to ensure the Trust's financial stability, operational effectiveness and compliance with regulatory requirements.

## Main Responsibilities:

### Financial Management

- Develop and implement financial strategies to support the trust's short-term and long-term goals
- Prepare and manage annual budgets, financial forecasts, and financial reports for the Board of Trustees and executive leadership.
- Monitor and analyse financial performance, identifying areas for improvement and implementing cost-saving initiatives.

### Operational Efficiency

- Be responsible for the operational functions of the trust, ensuring efficient day-to-day operations across all schools and hubs.
- Implement best practices to optimise resource allocation, procurement, and facilities management
- Collaborate with school leaders and other stakeholders to identify operational challenges and develop effective solutions
- Be responsible for IT, Marketing and Communications strategies, personnel and practices.

### Risk Management & Compliance

- Develop and implement risk management policies and procedures to safeguard the trust's assets and reputation.
- Ensure compliance with relevant legislation, regulatory requirements, and financial reporting standards.
- Work closely with external auditors and regulatory bodies to meet reporting obligations.

### Strategic Planning

- Contribute to the development and execution of the trust's strategic plan, aligning financial and operational strategies with organizational goals.

## Key Duties:

- Lead and manage the Trust's strategy, planning, and risk management
- Implement and review financial policies and practices to ensure financial health and compliance
- Develop and review asset management and procurement strategies to achieve value for money
- Prepare and report financial statements according to legal and professional standards
- Manage and monitor funding bids and capital-building projects within the Trust
- Deliver and maintain an ICT strategy that supports educational and development plans
- Ensure the quality and sustainability of the estate and the learning environment
- Lead the development of digital content, communications and marketing
- Develop a clear and consistent brand and guidelines
- Fulfil the roles of Company Secretary and Data Protection Officer
- Represent the Trust externally both in own role and also in other areas as required by the CEO.
- To attend Local Governance Committee Meetings and any Trust Board and Committee meetings as required including those outside of normal working hours.
- Able to travel to and work at any of the LIFE schools and the LIFE Central Hub as required in the proper performance of their duties.



We are looking for someone who has the following qualifications, experience and demonstrates the following behaviours to be truly successful in the role...

Key Criteria
<b>Qualifications</b>
Qualified accountant (ACA, ACCA, CIMA or equivalent)
Detailed and up-to-date knowledge of accountancy and professional codes of practice
<b>Experience</b>
Proven track record of senior financial management and strategic leadership
Significant experience in working with stakeholders to develop a strong financial understanding across an organisation
Track record of successful leadership of support services and/or multi-disciplinary teams
Experience in managing procurement and contracts
<b>Skills</b>
Build strong working relationships based on mutual trust and a clear understanding of roles and responsibilities
Able to provide clear, authoritative and impartial professional advice and objective analysis and interpretation of complex situations
High level of analytical skills and good judgement
Highly effective communication and presentation skills
<b>Behaviours - To uphold the purpose and beliefs of the Trust through leading by example for our behaviours of:</b>
<b>Bravery</b> - taking personal responsibility, initiating courageous conversations, embracing and pursuing creativity and innovation
<b>Humility</b> - recognise own strengths and limitations, listen so that you can hear, continual self-improvement
<b>Team Work</b> - dignity and respect for others, work collaboratively, focused on purpose of producing great pupil outcomes





# How to Apply

The closing date for all applications is: **9am, Friday 19<sup>th</sup> April 2024**

It is our aim for interviews to be held on: **26<sup>th</sup> April, from 12pm - 5pm**

## How to Apply

- Read carefully all of the information in this pack
- If you have any questions, please do not hesitate to email: [recruitment@lifeeducationtrust.com](mailto:recruitment@lifeeducationtrust.com)
- Complete the Application Form
- Send your completed application by email to: [recruitment@lifeeducationtrust.com](mailto:recruitment@lifeeducationtrust.com)

## Appointment Process

- Suitable applications will be shortlisted for interview as quickly as possible. Unfortunately, we are unable to give feedback if you do not get shortlisted.
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

## References and DBS Checks

All offers of appointment will be subject to receipt of satisfactory references. LIFE Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

## Inclusion

As a Trust, we are committed to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

## Why Choose LIFE Education Trust

For more information on why to choose LIFE, head to the website [here](#).

