



Consilium  
Academies

# BUILD YOUR DREAM CAREER

Join our Team!



## RECRUITMENT PACK

**Chief Operations Officer**

Central Office, Manchester or North East

EXCELLENCE AND EQUITY WITH INTEGRITY



Dear Candidate,

Thank you for your interest in the position of Chief Operations Officer at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy  
Chief Executive Officer of Consilium Academies.



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equity with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equity, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equity, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

# BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



# JOB DESCRIPTION



<b>JOB TITLE:</b>	Chief Operations Officer (COO)
<b>REPORTS TO:</b>	Chief Executive Officer
<b>BASED AT:</b>	Consilium Academies Central Office & Academies as required
<b>CONTRACT:</b>	Permanent
<b>WORKING PATTERN:</b>	Full Time
<b>GRADE:</b>	Leadership Points 25 -29
<b>ACTUAL SALARY:</b>	£93,422 – £103,029

## MAIN PURPOSE OF THE ROLE

To lead and optimise all non-financial operational functions across the Trust, ensuring that every academy is safe, compliant, efficient, and supported to deliver excellent education.

The COO is the strategic driver of the Trust’s Operational Excellence objective, ensuring that systems, processes, and services enable schools to focus on teaching, learning, and pupil outcomes.

The COO is responsible for designing and delivering a high-performing operational infrastructure that supports the Trust’s ambition for “*consistently compliant, efficient and financially sustainable*” operations that “*reduce burden on schools and directly support improved outcomes*”

This role ensures that central services are cohesive, responsive, and aligned with the Trust’s values of Excellence, Equity, and Integrity.

## CORE RESPONSIBILITIES & TASKS

### Strategic Leadership of Operations

- Lead the Trust’s operational strategy, ensuring alignment with the Strategic Plan.
- Drive the Trust’s move from assurance to optimisation, enabling value through investment, procurement and workforce development.
- Provide strategic leadership to Estates, IT, Operations, sustainability and compliance.
- Designing and implementing a Trust-wide operational excellence model that moves the organisation from assurance to optimisation.
- Establishing clear KPIs, service standards, and performance dashboards for all operational functions (estates, IT, governance, sustainability & compliance).

### Compliance, Risk & Assurance

- Establish and maintain the Trust’s compliance baseline score and deliver the action plan to increase statutory compliance year-on-year.
- Oversee health and safety, ensuring accurate reporting for audit and outcomes improve.
- Ensure website compliance exceeds 95% across all schools.
- Lead risk management processes and ensure robust business continuity planning.

### Estates & Capital Development

- Oversee estates strategy, ensuring safe, well-maintained, and future-proofed learning environments.
- Lead capital projects, including the development of new facilities.
- Ensure all estates helpdesk tickets meet KPI timeframes.
- Ensure robust plans are in place to maintain the physical environment of the Trust over the long term
- Act as the Trust sustainability lead, develop and embed the Trust sustainability strategy and have overall responsibility for the Trust’s work in this area

### IT & Digital Infrastructure

- Lead the Trust’s digital strategy, ensuring resilient, secure, and user-centred IT systems.

- Ensure IT helpdesk performance meets KPI expectations and supports school improvement.
- Oversee data protection compliance and GDPR processes.

#### Culture & Central Services

- Ensure operational processes reflect the Trust's values
- Build a collaborative culture across central services and schools.
- Work collaboratively with Trust leadership team to ensure joined-up strategic planning.

#### Supporting Strategic Objectives

- Support attendance improvement by ensuring operational enablers (e.g., breakfast clubs, safe environments, systems for monitoring attendance).
- Support pupil number growth by ensuring schools is welcoming, compliant, and operationally strong.
- Ensure operational systems support improved outcomes (e.g., data systems, facilities that enhance learning)

#### Associated Leadership Tasks

- Conduct regular performance reviews, coaching, and professional development for all direct reports.
- Ensure all central service leaders work cohesively, with shared KPIs and aligned priorities.
- Lead cross-Trust operational planning, ensuring services are proactive, not reactive.
- Ensure central services contribute directly to the Trust's strategic objectives (attendance, outcomes, pupil numbers, operational excellence).
- Any other reasonable duties commensurate with the level of the role.

#### **CORPORATE RESPONSIBILITIES**

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

#### **ADDITIONAL NOTES**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

# PERSON SPECIFICATION



<b>Qualifications &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Relevant degree or professional qualification in business, management, estates, IT, finance, operations or related field	X	
Evidence of continued professional development	X	
Senior leadership experience in operations, estates, IT, compliance, or business services	X	
Experience managing large budgets, procurement, or contracts	X	
Experience leading operational strategy and organisational improvement	X	
Experience managing estates, capital projects, or facilities	X	
Experience leading IT or digital infrastructure strategy	X	
Experience of risk management, compliance, and audit processes	X	
Experience in education, public sector, or Multi-Academy Trust	X	
Full driver's License	X	
Professional qualification in leadership, management, project management or operations		X
Health & Safety, Estates, Compliance or Project Management qualification		X
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of operational management across estates, IT, compliance and central services	X	
Knowledge of health & safety, safeguarding, compliance and risk management	X	
Understanding of governance structures and accountability in public sector organisation	X	
Knowledge of sustainability, estate strategy and capital planning		X
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Highly developed planning and prioritisation skills	X	
Ability to advise Boards and senior leadership on financial strategy	X	
Strong project and programme management skills	X	
Ability to analyse data and use KPIs to drive performance	X	
Ability to travel regularly to all the schools in the Trust's geographical area as and when required	X	
<b>English Fluency</b>	<b>Essential</b>	<b>Desirable</b>
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English or Welsh by a recognized institution abroad.	X	