

INVICTUS

Education Trust

Operations Support

Responsible for following staff groups

- Facilities & Operation Managers
- Site Team
- Central Support Assistant

Central Service Contracts/Third Party Suppliers/Bulk Purchasing

- Tendering, negotiating, and appointing of central contracts and suppliers including Payroll, HR, Legal, Insurance, Energy, Systems/Services/Subscriptions

Management of all Capital Projects / School Capital Allocation Grants this includes:

- Meetings with Headteachers to develop the programme of school priority work
- Development of capital programme – 3- year priorities taking into consideration school condition, SIP, Health & Safety, curriculum needs, growth of school etc.
- Writing of tenders, managing tender process, appointment of contractor
- Managing projects from conception through to delivery. In line with legal JCT regulations/building regulations etc.
- Report to Board and finance & audit committee
- Reporting of land & building returns to DFE
- Reporting of SCA/CIF returns to DFE

Expansion of Trust & Co-ordinate the process of a school joining the MAT, includes:

- Due diligence
- Legal documents, key link with DFE
- Land transfer/ Land searches
- TUPE processes and presentations

Trust Wide Restructures

- Managing Trust wide restructures
- Development of business case and staff structure, job descriptions, job evaluation
- Implementing the restructure and managing the staff consultations, selection process/redundancies etc.

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Health & Safety includes:

- Trust compliance with Good Estate Management in Schools (GEMS)
- Report to Board & Finance & Audit Committee
- Policy development and implementation
- Health & Safety/Fire Safety
- Risk Assessments
- Significant Risk Register
- Statutory Compliance
- Premises checklists
- Facilities management including lettings

Legal includes:

- Managing Complaints including attending hearings
- Properties, Land, Title Deeds
- Changes in legal documents
- Any legal situation

Data Protection/GDPR includes:

- Qualified Data Protection Officer
- Trust DPO
- Managing cases of Data Breach, Notification to ICO, SAR requests, DPIA development
- Policy Development & Implementation

Freedom of Information

- Managing and responding to requests for FOI
- Central Restructures of staff across the trust
- Trust wide Policy development and implementation
- Annual reporting to DFE, ESFA