



anthem

Appointment of COO

September 2023 | Reference: SBEGB



Saxton Bampfylde

About Anthem Schools Trust

Anthem is an education charity that runs a group of state-funded primary and secondary schools to give children a better future. Our schools work in collaboration as one entity to improve and maintain high educational standards, experiences and outcomes across the Trust. We are responsible for over 8,500 students within 11 primary schools and five secondary schools in three clusters within London, the Thames Valley and Lincolnshire: <https://www.anthemtrust.uk/thriving-schools>.

Our Vision and Values

Together, we create ambitious and successful schools in which every child thrives.

Anthem schools are diverse and serve many different communities. They are all united by a shared ambition for children and young people, which is underpinned by a commitment to our values of integrity, collaboration, and excellence.



Integrity: We do the right thing and we do it well. We have a shared moral purpose that enables us to deliver on our commitments.



Collaboration: We are greater than the sum of our parts. We learn from each other, within and beyond the Trust, demonstrating unity not uniformity, and professional generosity.



Excellence: We have high expectations and aspirations for ourselves and our learners. We welcome challenge, creativity, and ambition to drive progress.

These values are brought to life through our schools' own identities and approaches, creating thriving local schools that meet their communities' needs.



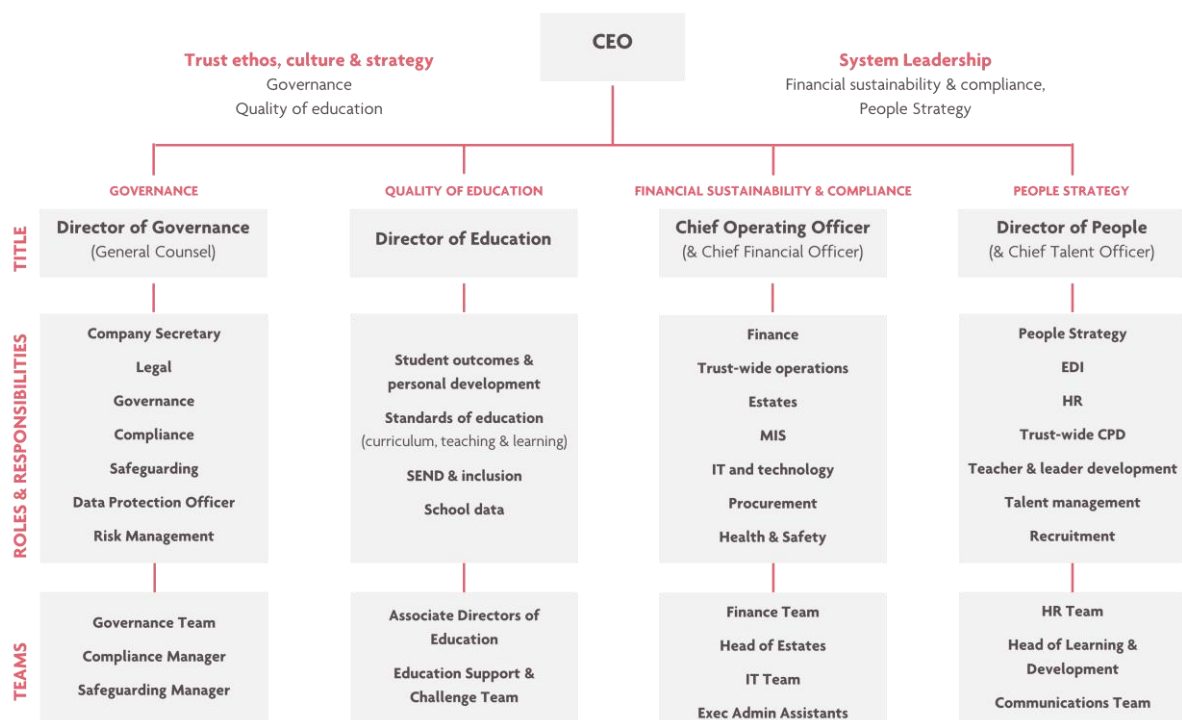


Anthem Strategic Priorities

The Trust's three strategic priorities for the three years to August 2025 are:

1. Raise quality of education to ensure improved life chances and outcomes for all pupils.
2. Improve financial situation and restore reserves.
3. Raise profile of Trust, integrating it better and building a vibrant culture based on Anthem Anthem's values.

Executive Team Structure



Education Strategy

Anthem is united through our ambition to establish high performing schools which prepare students for their next stage in learning, maximising attainment and building cultural, social, and economic capital. Our schools face many challenges. We are above national in every single characteristic: free school meals, minority ethnic, English as an additional language, looked after children and children with special educational needs/disabilities and Educational Health and Care Plans. This means many of our students, especially those from disadvantaged backgrounds, have low levels of literacy, limited cultural and social capital and some face lifelong barriers to achievement through their special educational needs. To enable us to tackle the challenges our schools face, and achieve our purpose, we must implement a systematic, rigorous, and explicit strategy to improve outcomes. The strategy needs to address the following three priorities.

1. Low levels of literacy
2. Attainment gaps
3. Personal Development

Inclusion provides the purpose and meaning for everything we do, which we achieve through a focus on 'every student, every lesson, all of the time'.

The Anthem Institute

At Anthem we know that people are our most valuable assets, and we are passionate about the professional development of every individual within the organisation. The Anthem Institute is a virtual school for all training and professional development for Anthem staff in every role. We are committed to ensuring that all Anthem staff have access to quality and inclusive career development and training opportunities. The Anthem Institute holds the different pathways of development available to all staff: teachers and support, in schools and the National Team – because when our adults thrive, our children will thrive.



Governance

In order for our schools to be ambitious and successful and ensure every child thrives, we require expert professional governance across the whole of Anthem which is holistic, robust and effective. Strong governance will help ensure we are a strong Trust.

The Trust is leading the way with a new governance community across Anthem, with each school having an Anthem Community Council (ACC) that has the following key remit:

- Community (including the voice of students, staff, parents/carers and the community as well as climate change)
- Celebration
- Panel members (including permanent exclusion and suspension reviews, admission decisions, formal HR processes and Stage 4 complaint hearings)
- SEND and Inclusion, and Safeguarding

Each ACC will include two student representatives from the school they represent.

An integral part of our new Governance Strategy is a cycle of Collaborative Review Days (CRDs) run for every school throughout the year, working very much with schools to drive improvement in education standards, maximising attainment and building cultural, social and economic capital. The CRDs are one-day visits by a team of internal education experts, from across Anthem national team and other Anthem schools, to review, support and challenge local level school provision.

Our National Team

The National Team is a dynamic multi-disciplinary group of professionals who deliver a wide range of services to support Anthem's core purpose of creating ambitious and successful schools in which every child thrives.

The National Team's skills and expertise are the driving force of Anthem's operational and administrative functions such as governance and compliance, HR, finance, IT and estates, thus ensuring excellence across our schools.

Rewards and Benefits

Our rewards and benefits package includes:

- Membership of local government pension scheme, 21.6% employer contribution.
- Access to Employee Assistance Programme offering free confidential support on a range of issues such as work, wellbeing, money, health, and legal advice.
- Cycle to work scheme enabling employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.
- Access to Health Shield Health Cash Plan, an optional scheme to pay a weekly or monthly premium to claim money back on everyday health care needs such as dentistry, optical and physical needs.
- Excellent opportunities for continuous professional development and support to progress your career.





The role

As the Chief Operating Officer (COO) of Anthem Schools Trust, you will play a crucial role in overseeing the operational aspects of the trust, including data-driven decision-making, strategic planning, and efficient estates management.

Job Summary

As the Chief Operating Officer of Anthem Schools Trust, you will provide strategic leadership and direction to the operational functions while placing a significant emphasis on data processing, management, and estates management. Working collaboratively with the CEO, executive team, headteachers, members of the national team, and trustees, you will drive operational efficiency, optimise data-driven insights, and ensure effective management of Anthem estates.

Your experience in strategy setting, whether as an advisor to clients or within an organisation combined with your keen understanding of data analytics, will be instrumental in fostering innovation, continuous improvement, and the delivery of outstanding education to our students.

Key Responsibilities

1. Operational Strategy and Planning:

- Work closely with the CEO and executive team to develop and implement Anthem's operational strategy aligned with Anthem's vision and educational objectives.
- Create robust operational plans and policies that enhance efficiency and effectiveness across the Trust and its academies.

2. Data Analysis and Strategic Insights:

- Take a strategic lead on utilising data to drive decision-making at all levels of the organisation, supporting both individual schools and overarching Trust-wide initiatives.
- Create, and implement advanced data analytics model and dashboards to identify trends, patterns, and opportunities for improvement, ensuring data-driven insights underpin the strategic planning process.

3. Estates Management:

- Lead the strategic estates management for Anthem, ensuring our facilities are well-maintained, conducive to learning, and aligned with the organisation's educational goals.
- Collaborate with stakeholders to create and implement a comprehensive estates management plan, optimising the utilisation of physical resources to support educational excellence.

4. Financial Management:

- Working with the Head of Finance (CFO), oversee financial planning, budgeting, and resource allocation for Anthem, ensuring prudent financial practices in line with estates management and data-informed decisions.
- Direct the finance team to monitor financial performance, utilising data-driven insights to identify areas for cost optimisation.

5. IT Infrastructure:

- Working with the Head of IT, provide strategic leadership and management of Anthem's IT infrastructure, ensuring it aligns with educational objectives and supports efficient operations.
- Effectively manage the IT team with the development and implementation of IT policies, security measures, and technology initiatives.

6. Project Management:

- Lead and oversee cross-functional projects within the Trust, utilising data to inform project priorities, track progress, and achieve successful outcomes both in operations and estates.

7. Stakeholder Engagement:

- Cultivate strong relationships with Headteachers, staff, parents, and external partners to foster a collaborative, data-driven approach to delivering exceptional education and efficient estates management.
- Represent Anthem Schools Trust in meetings and events.

8. Data Analysis and Reporting:

- Utilise data analytics to inform decision-making and drive continuous improvement in operational processes and estates management.
- Prepare and deliver comprehensive reports to the CEO and Board of Trustees, emphasising data-driven insights that contribute to strategic planning.



Person Specification

The incoming COO of Anthem Schools Trust will be an innovative, collaborative and strategic leader. They will demonstrate exceptional interpersonal and communication skills, including warmth and empathy. The COO will demonstrate high standards of personal moral and professional conduct, self-awareness and integrity. They will be committed to the safeguarding of children and staff as the highest priority and will be passionate about improving the life chances of children and young people through education and experiences.

The successful candidate will bring

- Bachelor's degree in business administration, management, data science, estates management, or a related field. A Master's degree is a plus.
- Proven experience (5+ years) as a senior management consultant and/or in roles involving data-driven decision-making, strategic planning, and/or estates management.
- Experience working with Multi Academy Trusts or within the education sector is highly advantageous but not essential.
- Strong financial acumen and experience managing budgets and resources effectively, particularly in the context of estates management.
- Demonstrated success in developing and implementing operational strategies and plans.
- Excellent leadership and team management skills, with the ability to motivate and inspire teams to achieve their best.
- Outstanding communication, negotiation, and relationship-building abilities.
- A commitment to promoting diversity, equality, and inclusion within the organisation and its academies.

This is an exciting time to join Anthem Schools Trust and contribute to shaping the future of education in England. The Chief Operating Officer, you will be at the forefront of driving operational excellence, leveraging data-driven insights, and optimising estates management to support our mission of providing exceptional education for all.

Terms of Appointment

The Trust's registered office is: Highbridge House, 16-18 Duke Street, Reading, RG1 4RU

The role of COO will involve extensive travel across the country to visit Anthem schools.

The salary is competitive and will be commensurate with the experience of the appointed candidate.

Equality and Inclusion Statement

Anthem Schools Trust is an Equal Opportunities Employer and welcomes applications from all sections of the community. Further details of Anthem's commitment to diversity, equality and inclusion can be found in the [Whole School Equality Policy](#).

Safeguarding Statement

Anthem Schools Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children's Barred List check and satisfactory references.



How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Anthem Schools Trust on this appointment.

Candidates should apply for this role through our website:
www.saxbam.com/appointments using code **SBEGB**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Wednesday 25th October 2023**.

GDPR Personal Data Notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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