



Chief Operating Officer - Inclusion Education

Job title:	Chief Operating Officer
Department:	Inclusion Education
Salary Range:	£Competitive
Contract:	Full Time, Permanent
Working Hours:	Monday – Friday, 37.5 hours per week. (local travel between sites required)
Work Location:	Jays Close, Viables Business Park, Basingstoke, RG22 4BS.
Start:	ASAP

About Inclusion Education

Inclusion Hampshire (working name of “Inclusion Education”) supports young people within the local community who have special education (SEN) and mental health needs. It operates an Independent Special School in Basingstoke for young people aged 11-16, a college based in Hook for young people aged 16 and over and a Workplace Support Hub based in Basingstoke supporting those over the age of 18.

Inclusion Education has grown significantly over the past decade, closely aligning its vision to the needs of the young people it supports and developing educational provision that is effective and sustainable. For the 2022/23 academic year, the Charity successfully opened an independent school and attained an Ofsted “Good” rating following the inspection in November 2023. In the 2023/24 year, our successful Inclusion College has acquired a new site to support our new Inclusion EB8 provision which will become our work preparation and skills development hub to support our college leavers, and other neurodiverse young people in the community, into employment.

As a result of our rapid growth and ambitious plans to expand our education services into the future, we have created a new role of Chief Operating Officer (COO) to lead the central services of the charity which support our educational provisions and ensure we can deliver against our short-term and long-term business and improvement plans.

The COO will perform a key role in executing the strategic vision for Inclusion Education alongside the CEO and Board of Trustees. The COO will ensure that the charity delivers operational excellence and will work pro-actively with the CEO, Finance Director, and Headteachers.

Key Responsibilities

- Working alongside the CEO to contribute to the definition of the Inclusion Education strategy.
- Lead the central services team and business plan to ensure an effective staff structure is in place alongside robust systems, to deliver the future strategy.
- The COO will be accountable for the development, delivery and quality of the charity's functions and services, including Facilities, HR, IT, Communications and business operations.
- To ensure that the Charity delivers compliance for all aspects of business operations.
- Develop a set of key metrics for the organisation to track delivery of the strategy and business plans. Then report to the CEO and Board of Trustees against these metrics.
- Work with Finance Director and Headteachers to prepare and monitor education provision budgets in line with education improvement plans, curriculum delivery and capital spend.
- Oversee and review contracts for services, ensuring that these are fit for purpose and provide value for money.
- Identification and the delivery of ongoing operational improvements including an effective management information system.
- Develop, implement, and monitor the policies that fall within the remit of the central services function.
- Provide appropriate and timely reports to the CEO and Board of Trustees to support effective leadership and governance.
- Establish and lead the Finance and Risk Committee.
- Be a champion of the Inclusion Education brand standards.

Person specification

Skills, Experience & Qualification Requirements
An experienced leader with a proven track record in defining business strategy and the processes to ensure delivery.
Self-motivated and pro-active.
A passion for working in an education setting and commitment to our vision and working culture.
Experience of working in an education environment with a strong familiarity with Independent School Standards and/or multi academy trust operations.
Knowledge of Education and Skills Funding Agency (ESFA) funding procedures and reporting processes (desirable).
Experience of change management and continuous improvement and, a track record of successful delivery.

Excellent management, communication, and interpersonal skills and, the ability to form positive working relationships and inspire staff.

What makes Inclusion Education unique for a member of staff?

- An organisation that cares for all who are part of its community: our staff, our students & learners, and their families.
- Education Support's Employee Assistance Programme.
- To be part of an organisation awarded Leeds Beckett University's Carnegie Gold Award for our commitment to mental health and wellbeing for our staff, students & learners.
- An approachable leadership team that prioritises staff wellbeing by providing 1-1 supervision and support for all staff.
- We take staff development seriously – all our staff are supported in achieving professional qualifications.
- A strong focus on a positive team ethos where everyone is made to feel valued and supported.
- A commitment to a healthy work/life balance as part of our Mental Health Strategy and ensuring work does not need to be completed at home or on weekends.

This job description is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability, and employees of Inclusion Education may be asked to perform tasks and be given responsibilities not detailed on a job description.

Diversity Statement

Inclusion Education recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Organisation. We therefore aim to provide a service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement & Responsibilities

Inclusion Education is committed to the safeguarding and welfare of young people and expects all employees, volunteers and third parties to share this commitment.

- The successful applicant is responsible for ensuring that all Inclusion Education's child protection and safeguarding policies are adhered to, and concerns are raised in accordance with these policies.
- This post is subject to an Enhanced DBS (Disclosure and Barring Service) check, and safer recruitment pre-employment background checks (including overseas checks if applicable) prior to confirmation of appointment.

To apply:

If you have any questions about the role or Inclusion Education before you apply, please contact HR in the first instance on 01256 437177 or email HR at hr@inclusioneducation.org.uk

or please complete and submit [Your application here](#)

Closing date for applications is Friday 3rd May 2024.

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before the advertised application window. We therefore encourage you to apply at the earliest opportunity to avoid disappointment.