



Introduction to the Corporate Services Division

**DELIVERING PROFESSIONAL SERVICES
ACROSS OUR SCHOOLS**

FORMING LIVES READY TO FACE THE FUTURE

Corporate Services

Your Support and Challenge

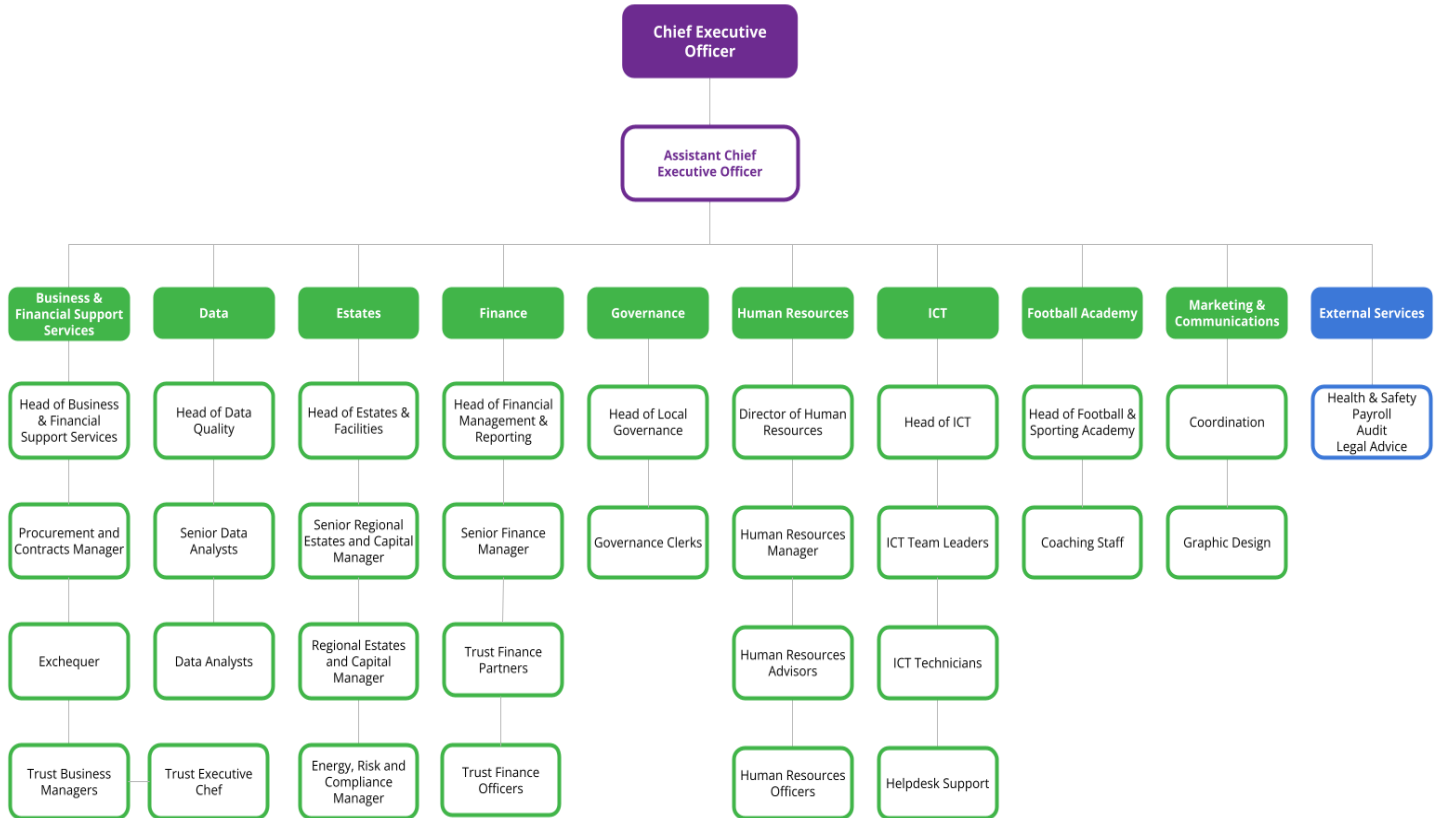
Purpose

At the heart of our core offer to schools is access to a wide provision of professional support services, which includes regular meetings, specialist advice and guidance, supporting staff training and development and ensuring compliance with relevant legislation and best practice. Working in tandem with the Standards Division, our aim is to have an in-depth understanding of all schools and to provide support and challenge in a targeted manner to individual schools, reflective of need.

Structure & Line Management

Both the Standards and Corporate Services' Divisions are overseen on a day to day basis by the Trust's Executive Leadership Team. This group meets frequently to ensure the strategies agreed by the Trust Board are implemented effectively and that any current issues with a Trust wide impact are raised and dealt with. This comprises the following employees from the Office of the CEO:

- Chief Executive Officer
- Assistant Chief Executive (Corporate Services)
- Assistant Chief Executive (Primary Standards)
- Assistant Chief Executive (Secondary Standards)
- Director of HR



Core Services, Roles and Responsibilities

Assistant Chief Executive (Corporate Services)

- To deliver on the vision of the Trust by providing high quality and dynamic strategic leadership and professional management of all corporate business support roles and services. This includes the overall management of central leads and for individual school business support and estates teams.
- To support the Trust Board, CEO and committee structure of the Trust whilst designing and implementing the strategic vision with trustees and other senior leaders.
- To act as the Trust's Chief Financial Officer and in doing so ensure the Trust and all of our staff understand and meet the requirements of the Academy Trust Handbook.
- To lead on the procurement and management of significant Trust wide contracts.

Business & Financial Support Services

Service Provision

- Business Support Service delivery and resourcing for our schools, including staff CPD
- Procurement and contract management advice and reviews
- Payment of all accounts through the Exchequer Team
- Supporting schools with catering uptake and meal quality
- Management and administration of staff absence and benefit schemes and Trust wide Green Lottery.
- Advice on insurance cover through the RPA scheme.

Head of Business & Financial Support Services

- To ensure NPCAT's business management, purchasing and procurement systems and procedures are fully effective.

- To lead, manage and develop school based Trust Business Managers and Trust wide procurement and exchequer functions and to act as the lead point of contact for insurance and risk management issues.
- To lead on specific Trust wide initiatives and to work collaboratively with school leaders and central services' leads, ensuring a culture of professional excellence based on mutual support and challenge.

Data Quality

Service Provision

- Development and harmonisation of data capture and recording systems across the Trust so that data is up to date, accurate, accessible and well presented for a range of stakeholders, including future trend analysis and predictive modelling systems.
- To ensure that all data meets qualitative standards and that it is secure with appropriate disaster recovery procedures adopted.
- To develop a range of dashboards for key users allowing data to be a driver for real time decision making.
- To provide advice and guidance on how data is collected and managed and to provide a quality assurance on key statutory returns.

Head of Data Quality

- To drive organisational improvement and future planning through the oversight and delivery of sector leading data and information systems and through the application of relevant and modern analysis tools.

Estates & Facilities

Service Provision

- Strategic Asset Management planning and condition overview of school estate.
- Planning and management of annual capital works programmes based on investment priorities, including initial project design concept advice.
- Planned and reactive maintenance advice and guidance.

- Compliance framework and support, including EVERY system.
- Facilities management oversight and review.
- External Health & Safety audits and advice.
- Service provision in place to meet all cyclical maintenance needs and associated contract monitoring.
- Monitoring of cleaning contracts & hygiene services.
- Advice and monitoring of grounds maintenance contracts.
- Advice and monitoring of trade refuse contracts.
- Advice and monitoring of utilities contracts.

Head of Estates & Facilities

- To develop and deliver the implementation of the Trust's Estates and Asset Management strategy. This will include working in partnership with our schools and their staff to manage all aspects of the Trust's estate including upkeep, maintenance, security, health and safety and also to manage refurbishment, expansion and other building advancements in terms of developing, procuring and delivery of capital projects.
- Delivery and oversight of a flexible and responsive Estates and Facilities staffing model to deliver the overall needs of the Trust and its individual schools.
- To consolidate the Trust's approach to energy management to ensure best use of resources and a reduction in our carbon footprint.

Financial Management & Reporting

Service Provision

- Strategic financial leadership and development of medium term financial planning.
- Leading the Trust wide budget setting process including the development of data driven financial modelling, working collaboratively with School Leaders.
- Advice and support to ensure the effective management and implementation of the delegated resources in line with Trust guidance and the Academy Trust Handbook.

- Management of the closure and production of the annual accounts during the financial year end process.
- Monitoring and reconciliation of single Trust bank account and key control accounts such as pensions and payroll.
- Monitoring the cash flow position and optimising the allocation of surplus balances through investment opportunities.
- Provision and management of the Accounting, Financial Reporting and Budget Management software systems.
- Statutory reporting in line with requirements of both Charity and Company law and the submission of key returns to ESFA, Teachers Pensions, HMRC and LGPS funds.
- Administration of payroll and pension services and coordination with external service providers.
- Management of both internal and external audit processes, working with with audit firms to ensure compliance and transparency in financial and operational performance
- Guidance on how to maximise school generated income such as lettings and advice on debt recovery.

Head of Financial Management & Reporting

- To provide leadership and direction for financial management and reporting within the Trust overseeing the comprehensive development and effective operation of financial systems and procedures. This includes taking the lead on budget management cost analysis and curriculum led financial planning. Providing guidance, support and constructive challenge to school and Trust leaders as appropriate.
- To establish robust financial controls that consistently ensure the Trust's compliance at all times with the Academy Trust Handbook.
- To ensure all statutory returns are submitted in a timely manner to external bodies.

Governance

Service Provision

- Full clerking and advice service to Trust Board and LGBs.
- Governor CPD events and access to NGA online training.
- LINK governor framework support.
- Self-review and development plan support.

Head of Local Governance

- To deliver a comprehensive clerking service to our schools' LGBs with a focus on ease of access to information in a timely and secure manner.
- To maintain an up to date picture of all LGBs across the Trust highlighting vacancies, development needs and any key issues for escalation to the Trust.
- To ensure LGBs act within our Scheme of Delegation and agreed policies while providing support and challenge to school leaders.

Human Resources (HR)

Service Provision

- Strategic HR advice including workforce planning and restructuring.
- Policy development and advice.
- Operational casework advice and support.
- Staff absence monitoring and intervention support.
- Gender pay monitoring and equality advice.
- Recruitment and retention strategies and access to employment benefits scheme.
- Performance Management and Related Pay advice.
- EVERY HR management system.
- Occupational Health Referrals.
- Staff support/health and wellbeing mechanisms.

- Strategic lead for employee relations and consultations.

Director of HR

- To provide leadership and support for all Human Resource activity across the Trust.
- To drive forward people management strategies and management of the HR functions across the Trust, along with ensuring agreed procedures and processes are implemented and followed.
- To oversee all induction and recruitment processes and the issuing of contracts of employment in line with both legislation and best practice.
- To ensure our Trust is an employer of choice and supporting managers to ensure that employees serve in line with our core values and expectations.

ICT Services

Service Provision

- Guidance, support and advice to schools regarding their ICT provision and future planning & development.
- Website hosting, development and maintenance.
- Maintenance and development of a full range of ICT infrastructure, including network, hardware and equipment.
- ICT helpdesk access to facilitate efficient resolution of support needs.
- Procurement support to whole Trust solutions and VFM assurance in respect of all purchasing of hardware and software.
- Internet access controls and monitoring in support of Safeguarding and Prevent duties.
- Cyber Security protection and training.
- Software update and development.
- Training and development support.
- Business recovery and back-up systems and support.

- ICT asset management, rolling replacement planning, implementation, and equipment WEEE compliant disposal.

Head of ICT Services

- To oversee and manage the delivery of the full range of ICT services support to NPCAT schools, ensuring an effective and VFM service that is customer focused, flexible and responsive.
- To maintain a full oversight of all ICT equipment assets across the Trust and the implementation of an annual rolling refresh programme.
- To ensure ICT supports top class teaching and learning in our schools and provides our Trust with industry leading safety and security safeguards.

Other Services

T6 Football Academy

Playing in the National Football Youth League and delivered in partnership with Middlesbrough FC the T6 academy delivers a twin-track offer of a high-quality post-16 academic curriculum, coupled with the best target-driven football programme in the country. This is delivered under the leadership of the Head of the Football Academy and a team of coaches who have both national and international experience.

Marketing & Communications

To support school based communication leads and to ensure the Trust delivers an effective and engaging experience to a wide range of both internal and external stakeholders we operate a small but highly professional team. This encompasses overall coordination, delivery of regular publications such as the Postgate News, an in-house graphic designer and the commissioning of additional external services as required including media and crisis management and videography and photography.

External Contracts

The Corporate Services' Division also commissions and oversees a number of key external contracts in priority areas including legal services, audit, payroll and health and safety advice. In addition through the Trust's Procurement and Contracts Manager we service and operate Trust wide contract monitoring reviews for critical service contracts including those managed by the Estates & Facilities team such as building cleaning and grounds maintenance.

School Responsibilities

- To understand the Trust's core values and your role as an employee in upholding these and adhering to our Code of Conduct, including when liaising with external bodies and partners.
- To raise and discuss issues in advance with Corporate Services' colleagues where you need advice and guidance on actions or decisions, particularly in areas involving staff management, expenditure of public funds and works or modifications to our premises.
- To understand and follow the Trust's "Golden Rules" on finance and if you have budget holder responsibilities, in addition, understand the "MUSTS" as set out in the Academy Trust Handbook.
- To have sufficient knowledge of the Trust's HR policies and procedures in respect of line management (where appropriate), your responsibilities within them as a manager and the role that HR support will play when this is required.
- To understand the importance of information management and security on a daily operational basis to protect the Trust and our staff, parents and pupils in terms of the data we hold and process to enable us to deliver education provision.
- To raise issues at the appropriate initial level of Corporate Services' management responsibility and escalate these where necessary in line with agreed structures.
- To take a personal responsibility for your own health and safety and that of others.
- To understand and embrace our concept of being a family of schools, recognising that at times the needs of others will be greater than your own.
- To embrace challenge from Corporate Services' colleagues as well as support and to challenge us back where we cannot articulate and evidence a clear rationale for courses of action.
- To provide information requested by us within agreed timelines so that we can discharge Trust level responsibilities effectively on your behalf.



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