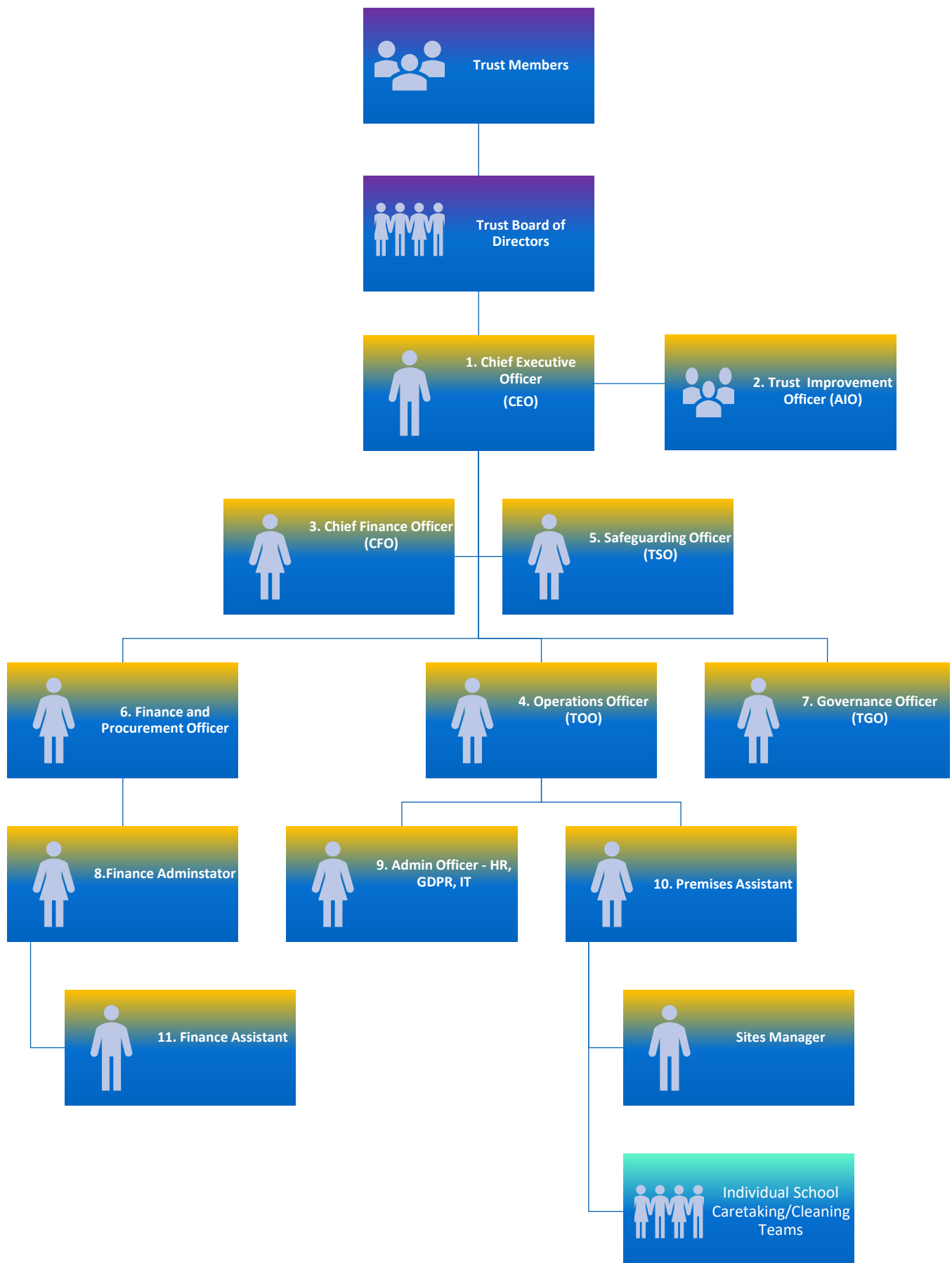


ADMAT Central Trust Structure (v4/2019)

Purple = Governance, **Orange** = Central Trust staff/roles, **Green** = School Infra-structure teams.



Central Staff - Responsibilities and Contacts – v4/2019



1. Trust Chief Executive Officer (CEO)

- Teaching and learning standards – RSC first contact
- Academy improvement team management
- Trust wide line management of school leaders
- Trust wide organisation, structure and strategic growth
- Policy and pedagogy development
- Effectiveness and implementation
- Accounting Officer
- Investigating Officer

2. Trust Academy Improvement Officers (AIO)

- Trust wide school quality assurance monitoring and reporting
- Trust wide curriculum and pedagogy improvement
- Trust wide school improvement training and development
- School leader support
- External training liaison

3. Trust Chief Finance Officer (CFO)

- Financial management and accountability – ESFA first contact
- Trust audit and accounts
- Trust wide annual and strategic budget setting
- Central staffing team line management

4. Trust Operations Officer (TOO)

- HR and premises operations team line manager
- Trust wide HR and contract management
- Trust wide premises and compliance management
- Sites and buildings project management
- Trust GDPR lead/Data Protection Officer (DPO)
- Trust wide Health and Safety management

5. Trust Safeguarding Officer (TSO)

- Safeguarding procedures and policy
- Central staff whistle blowing
- S175/S157 lead and advisor
- Trust wide safeguarding training and development
- “My Concern” lead

6. Trust Finance and Procurement Officer

- Trust wide in-year budget management accounts
- Trust wide annual budget planning and implementation
- Finance team line manager
- Trust wide procurement projects
- PS Financials and management system lead

7. Trust Governance Officer (TGO)

- Trust governance lead – Members, Directors and Local Governing Bodies
- Trust clerking lead – Members, Directors and Local Governing Bodies

- Trust Company Secretary

8. Trust Finance Administrator

- Trust wide in-year financial processing
- Trust wide in-year ordering
- Trust wide financial reporting
- Trust wide initial financial questions or queries screening

9. Trust Administration Officer

- Trust wide Human Resources administration and processing
- Trust wide initial HR questions or queries screening
- IT and external contractor management
- GDPR administration
- Trust wide marketing and customer service administration and screening

10. Trust Premises Assistant

- Trust wide Property Compliance Service (PCS) administration
- School caretaking and cleaning teams management
- Trust website administrator

11. Trust Finance Assistant

- Purchase order processing
- Trust wide initial financial questions or queries screening

Central Office Address:

Unit 4 Tamar Business Park,
Pennygillam Way,
Pennygillam Industrial Estate,
Launceston,
PL15 7ED