

Job Description

Job Title	Chief Executive Officer
Grade	Competitive six figure salary negotiable dependent on experience
Responsible to	The Board of Trustees
Contract	Permanent
Job Purpose	<p>To ensure that the vision and aims of the Trust are fulfilled.</p> <p>Through inspirational leadership and rigorous review, planning and implementation of agreed policy, the CEO will create a culture of constant improvement, implementing effective systems of organisation and control and high levels of professional standards to secure the highest possible achievement in every aspect of the Trust's provision.</p> <p>The CEO will be accountable to the Trust Board for:</p> <ul style="list-style-type: none"> • providing strong strategic leadership to support delivery of the Trust's vision and goals • leading and overseeing the efficient, effective and compliant management of the Trust and its academies • the performance of all academies within the Trust • building and maintaining relationships with key partners and stakeholders <p>The CEO is also the Trust's accounting officer, responsible for:</p> <ul style="list-style-type: none"> • ensuring the Trust fulfils all statutory and regulatory responsibilities • ensuring responsible and appropriate use of public funds • overseeing and monitoring the Trust's internal and external financial reporting
Principal Accountabilities	
<p>The Chief Executive Officer will, in executing all the functions and responsibilities of the Chief Executive and Accounting Officer of the Trust:</p> <ul style="list-style-type: none"> • secure the realisation of the education vision of the MAT and act as an ambassador, inspiring and empowering others, whilst maintaining a high standard of personal integrity and professional conduct • work with the Board of Trustees, local governing bodies, executive and school leaders to define and deliver the Trust's vision, aims and objectives through inspirational and motivational leadership, clear strategic direction, with demanding and measurable targets • ensure the MAT is run efficiently, effectively and in compliance with statutory and regulatory frameworks; ensuring effective systems are in place for the management and monitoring of the Trust and budgets of member schools, maximising financial resources, exploring opportunities for increasing levels of external funding, and securing value for money in all operations • ensure that strategic development plan is underpinned by sound financial advice and business planning in accordance with development priorities and targets to deliver well-resourced provision within the Trust and our member schools, in order to facilitate constant improvement with the aim of all students and staff having the opportunity to <i>Be The Best They Can Be</i> • enable all schools within the MAT to deliver and sustain educational excellence by managing and supporting the implementation of school improvement strategies focused on securing outstanding academic progress, achievement for our children and students • lead on developing and coordinating partnership work, developing opportunities through partnerships, maintaining open, transparent and constructive relationships with key stakeholders • develop strong relationships with educational partners to enhance educational provision to optimise educational opportunities for all students and children across the Trust • work with Trustees and Local Governing Bodies to ensure robust governance structures are in place and actively adding value to the work of the MAT 	

- develop a vision and growth strategy for the MAT, building capacity for opportunities to widen the Trust's provision for the benefit of local communities, and developing appropriate transitional arrangements for schools new to the MAT
- work with local governing bodies and senior colleagues to build effective teams to support collaborative professional learning, create a supportive learning culture of shared accountability

Teaching and Curriculum Excellence

The CEO will:

- hold Headteachers to account for the success of their students
- promote excellence in teaching and learning
- determine curriculum provision and related assessment that meets statutory requirements
- ensure a continuous and consistent MAT-wide focus on students' achievement using data and benchmarks to monitor progress, within a culture of challenge and support
- have a clear understanding of the strengths and weaknesses of all schools within the MAT in order to support them in raising standards and deploying resources appropriately to that end
- ensure that learning is at the centre of strategic planning and resource management across the MAT
- provide regular and accurate reports on each school's educational performance to the Board of Trustees

Strategy and Improvement

The CEO will:

- be accountable for providing strategic, inspirational, dynamic leadership and direction for the Trust and it promoting a culture of organisational success
- support the Trust Board in the formulation, development and implementation of its strategy
- drive the realisation of the Board's strategic priorities by setting out clear operational objectives in a focused strategic plan, which is monitored evaluated and reviewed rigorously to ensure improvement is secured
- promote the values, ethos and culture of the Trust, creating a fully inclusive approach to education to give children and young people from all backgrounds the best chances of success
- ensure, in conjunction with the Trust Chair and Local Governing Body Chairs that all governance is properly arranged, effective and accountable
- ensure proactive, robust and appropriate strategic and operational management, including risk management mitigation is fully embedded across the schools
- evaluate critically overall performance of the MAT
- ensure all schools are fully compliant with current safeguarding procedures and legislation

Leading with Impact

The CEO will:

- oversee the effective and equitable procedures set by the Trust for the recruitment, appointment and performance management of staff in line with the Trust's recruitment policy
- ensure effective strategies for building educational and leadership capacity in such a way as to positively promote equality of opportunity, which encourages diversity and inclusion
- work within the MAT policy framework supporting school leaders, to motivate staff and in setting clear and aspirational goals in order to ensure the effective operation of the Trust and to achieve its objectives
- establish mechanisms for reporting to all stakeholders within an agreed timescale
- strengthen the MAT's position in the wider community and with all stakeholders and support school leaders in developing a strong working relationship with their local community and across the MAT
- maintain a flexible approach to work and location

- act as main contact for all schools within the MAT and ensure that any circumstances which might compromise the good reputation of the MAT are reported to the CEO to determine the appropriate response
- ensure that schools promote effective partnerships with all parents and carers, to support and improve students' achievement and personal development

Finance and Procurement

The CEO will be accountable for the financial propriety and sustainability of the Trust. The CEO will:

- act as accounting officer for the Trust, ensure the Trust fulfils all statutory and regulatory obligations, ethical, financial and legal obligations, including requirements of Government and funding agencies
- work closely with the Trust's Chief Financial Officer to establish and oversee effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and present Trustees with accurate and timely financial reports
- oversee resource allocation and budget-setting and approval for the Trust and its academies, and ensure budgetary targets are met
- Work closely with the Trust's Chief Financial Officer to establish effective procurement procedures in order to achieve financial efficiencies

Accountability

The CEO will:

- continue to develop the organisation and ethos of the Trust so that all staff individually and collectively recognise that they are accountable for its success
- provide information, objective advice and support to the Trust Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money
- present a coherent and accurate account of the Trust's performance to a range of audiences, including Trustees, LGBs, OFSTED and others
- serve as a key member of the Trust Board, representing the Trust to a variety of audiences and supporting all necessary functions for school management and success.
- carry out any such duties as may be reasonably required by the Trust Board
- ensure all legislative and statutory requirements for academies are met and are compliant with the Academies Handbook and other Department for Education and EFSA guidance

Safeguarding and Compliance

The CEO will:

- ensure that the Trust, and each academy within the Trust, meets its safeguarding responsibilities in line with current legislation
- ensure that the policies and procedures relating to safeguarding and safer recruitment are adopted by the Trust Board and are fully implemented
- ensure that the Trust meets requirements related to health and safety and data protection
- embed Trust-wide accountability and quality assurance procedures to achieve compliance
- comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
- be aware of data protection issues in the context of your role

Equality and Diversity

The CEO will:

- ensure compliance to the provisions of the Equality Act 2010
- ensure systems and policies are in place to enable everyone employed across the MAT to be treated fairly and equitably
- build an excellent collaborative learning culture

- support school leaders in developing staff by ensuring access to high quality continuing professional development for all
- ensure and enhance effective working relationships across all schools in the MAT and other partners, sharing best practice
- develop and maintain relationships with all stakeholders, optimising the contribution of others
- demonstrate a personal commitment to keeping abreast of educational developments and best practice management practice in order to maintain a culture of high expectations for self and others

Strengthening Community

The CEO will:

- strengthen partnership and community working
- promote positive relationships and work with colleagues in other organisations and external agencies
- represent the MAT to a variety of audiences and support all necessary functions for Trust management and success

Health and Safety

The CEO will:

- be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- work with colleagues and others to maintain health, safety and welfare within the working environment

Person Specification

A = Application From I = Interview	Essential	Desirable	Identified Through
Safeguarding			
Secure knowledge and understanding of safeguarding policy and practice and promoting the welfare of children and young people	✓		I
Qualifications, Experience & Abilities			
Degree or equivalent	✓		A
QTS	✓		A
Further recognised professional qualification eg master's degree, NPQEL Business Management Degree in relevant area		✓	A
Successful senior leadership experience within the education sector e.g. within a school, MAT, LA, other educational environment	✓		A
Experience of leadership outside of education		✓	A
Substantial involvement in self-evaluation and development planning	✓		A/I
Building and leading supportive and effective teams	✓		I
Demonstrable experience of line management and staff development	✓		A/I
Experience of operating effective governance and delivery of corporate social responsibilities	✓		A/I
Demonstrable experience of creating sustainable collaborative partnerships both with and beyond an organisation	✓		A/I
Experience of successfully managing large scale projects from inception to completion		✓	A/I
Experience of strategic financial planning and resource management	✓		A/I
Credible understanding of the education sector, policies and school improvement strategies		✓	A/I
Thorough knowledge of the statutory and legislative requirements with which academy trusts must comply		✓	A/I
Clear understanding of the role of a CEO and Accounting Officer in public service	✓		A
An ability to analyse data, set targets, identify risk and priorities	✓		I
Knowledge and understanding of high-quality learning and teaching, curriculum and assessment	✓		A/I

Secure knowledge and understanding of school finances and financial management	✓		A/I
Able to communicate an inspiring vision and to translate thinking into action	✓		A/I
Proven ability to build, motivate, develop and sustain teams	✓		I
An ability to manage change and sustain improvement	✓		I
Plan strategically and monitor outcomes at an appropriate level	✓		I
An ability to respond positively to scrutiny and accountability	✓		A/I
Ability to build and sustain professional, credible and effective working relationships with all stakeholders	✓		I
Personal			
An ability to manage sensitive situations with a high level of diplomacy	✓		A/I
Ability to think independently and creatively and translate vision into action	✓		I
High expectations of self and others	✓		I
Resilience and determination, coupled with the ability to demonstrate compassion and understanding	✓		I
The highest levels of integrity, honesty and reliability	✓		I
Emotional maturity, humility, self-motivation and ability to take the initiative	✓		I
Enthusiastic, dynamic, engaging leadership style	✓		I
Highly effective communication and interpersonal skills	✓		A/I

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES.

The successful applicant will be subject to relevant vetting, health and reference checks, including online checks and a satisfactory enhanced disclosure before an offer of appointment is confirmed.