Appointment of Chief Executive Officer

Post Title:	Chief Executive Officer (CEO)
Grade:	Leadership
WTE:	Full time
Responsible to:	Trust Board
Responsible for:	Trust Leadership Team comprising - Chief Finance and Operations Officer (CFOO) - Head of Learning Development - Head of School Improvement School Leadership Teams including all staff within the individual Academies
Functional links with:	Trust Leadership Team, School Leadership Teams and Central Team
External links:	Members, Trust Board, UHY Hacker Young, Kreston Reeves LLP, Local Authority, ESFA, DfE and Local Governing Bodies

JOB DESCRIPTION

Main purpose of the job

The CEO will be appointed by the Directors of the Trust to lead the Trust Leadership Team. The CEO will be accountable to the Board through the Chair. The CEO will also be required to provide reports as required to the Members of the Trust and other key stakeholders, including the DfE, Regional Schools Commissioner and other statutory bodies. The Chief Executive will advise the Board and lead the team in a way which is aligned with our mission and values.

In particular, the CEO will be responsible for delivering the successful operation of the schools in the Trust and so provide the best outcomes for all pupils. Individual academies will continue to fulfil the statutory, regulatory, and legal responsibilities of their academy as specified in their Scheme of Delegation, recognising the roles and responsibilities of the Trust Leadership Team and the Central Team, and having due regard for the overarching authority and accountability of the Trust Board.

The CEO, as Accounting Officer, will also be accountable to the Trust Board for ensuring the sound and successful financial operation of the Trust, and in this role will be supported by the Chief Finance and Operations Officer (CFOO). The CFOO reports to the CEO.

Major Duties and Responsibilities

- Develop and fulfil the Trust's vision, ethos and values
- Develop, monitor and fulfil the Trust's strategic objectives
- Develop, set and monitor measures for the standard of educational provision in member academies including pupil progress and attainment
- Plan, implement and monitor effective Trust programmes to raise standards of each academy, pupils and staff performance
- Plan and deliver effective Trust programmes for the professional development of staff in member academies
- Identify and implement collaborative opportunities for the Trust and member academies to operate more effectively and efficiently for the benefit of pupils, staff and the wider Trust community
- Manage the work of the Head of Learning Development and Head of School Improvement who are responsible for delivering the educational targets of the Trust
- Co-ordinate the effective leadership of member academies in the absence of their Headteacher
- Ensure compliance with the Trust's Memorandum and Articles of Association and associated statutory, regulatory and legal requirements
- Ensure compliance with the requirements of the Trust's Master and Supplementary Funding Agreements
- Ensure compliance of the Trust Board, its Committees and Local Governing Bodies with the Scheme of Delegation and Terms of Reference
- Ensure the Trust and member academies have in place the appropriate statutory policies and oversee their implementation
- Ensure the Trust responds effectively and appropriately to new legislation, policy and practice affecting the Trust and member academies
- Present on behalf of the Trust Leadership Team proposals, plans and policies to enable the Trust to raise standards of academy, pupil and staff performance and to run effectively, efficiently and compliantly
- Be the main point of contact for the DfE, ESFA, Local Authority and other key bodies
- Any other duties commensurate with the CEO role as determined by the Trust Board

The CEO as Accounting Officer

The CEO will also be the Accounting Officer working closely with the CFOO to ensure appropriate financial policies, frameworks and systems are in place. Many of the business aspects of the Trust activity will be delegated to the CFOO and those reporting to the CFOO, but the formal Accounting Officer responsibility remains part of the CEO role. Specific aspects of this role, beyond those already indicated, include:

- ensuring that the Trust fulfils the statutory and regulatory responsibilities as set out in the Academies Trust Handbook and financial Direction provided by the Education Skills Funding Agency

- having responsibility for the propriety and regularity of public funding in the Trust's charge
- through the CFOO, plan, implement and monitor the Trust's internal and external financial reporting
- reporting to the Trust Board on the Trust's financial governance, management, and operation
- overseeing and managing the work of the CFOO

The job description will be reviewed annually to reflect the plans, growth and development of the Trust.

PERSON SPECIFICATION

The candidate appointed as the CEO will meet the following Person Specification. During the selection process that will be informed by the application, interview and references, the Amadeus Primary Academies Trust will look for evidence of compliance.

Category	**Essential**	**Desirable**
Qualifications and Experience		
First degree or higher qualification or equivalent	✓	
Extensive experience in education at senior leadership level	✓	
Experience of leadership in a multi-school environment	✓	
Experience of business and/or education finance management monitoring systems	✓	
Adept at producing and presenting complex reports for a range of audiences	✓	
Experience of negotiating contractual arrangements		✓
Knowledge of the legislation pertaining to a Multi-Academy Trusts	✓	
Skills		
Excellent management, leadership and planning skills	✓	
High level analytical, strategic planning and organisational skills	✓	
High ability to analyse complex data and take appropriate action	✓	
Outstanding communication skills, both oral and written	✓	
Be an enthusiastic leader with energy, vigour and perseverance and strong morale building skills. Show high level ability to build successful teams and direct and co-ordinate the work of others	✓	
Ability to demonstrate business focus and commercially minded approaches when managing not-for-profit objectives in the public sector	✓	
Innovative leadership with a clear understanding of how to support a distributed management team to deliver the desired outcomes of an education organisation	✓	
Ability to think creatively to solve problems and identify opportunities	✓	
Personal Characteristics		
Commitment to safeguarding having due regard for Keeping Children Safe in Education	✓	

Dynamic, technically strong, articulate, insightful, commercially astute and influential leader with the ability to operate at both strategic and operational levels	✓	
Ability to prioritise and manage own time effectively	✓	
Ability to work under pressure and to challenging deadlines	✓	
High integrity and openness	✓	
A commitment to effective governance	✓	
Ability to achieve demanding professional goals	✓	
Ability to be reflective and self-critical	✓	
Ability to drive forward change in difficult circumstances	✓	
Be resilient and determined but able to deal with staff and difficult situations in a sensitive, considerate, supportive and empathetic manner	✓	