

# HEARTS Academy Trust



## *Chief Executive Officer and Accounting Officer Recruitment Pack January 2024*

[HEARTS Academy Trust](#)

HEARTS Academy Trust is a company limited by guarantee. Registered as a company in England and Wales, registered number 7851097.  
Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



**Stambidge**  
Primary School and Nursery



# HEARTS Academy Trust

Dear Applicant

Thank you for your interest in the position of CEO and Accounting Officer at HEARTS Academy Trust. We hope the information you find within this pack is helpful when making the decision to apply.

HEARTS Academy Trust was established in 2011 and is inspired by its values of happiness, self-esteem, achievement, respect and responsibility, truth, spirituality and service. All of which are deliberately permeated throughout our schools and organisation.

The trust was founded by The Wickford Church of England School, and also now includes Briscoe Primary School and Nursery, Waterman Primary School, Stambridge Primary School, Hilltop Infant School and Hilltop Junior School. In 2018 HEARTS was proud to open The Atrium, a specialist enhanced provision for children with social and emotional needs.

The trust is a group of dedicated individuals who are passionate about providing exceptional learning for all pupils. HEARTS has a proven history of effective collaboration and staff contribute significantly to the improvement of schools both locally and nationally. We consistently maintain a clear focus on each school, the curriculum, and our pupils. We work tirelessly to ensure that all pupils have access to positive life enhancements through their learning and the personal development opportunities offered, including the HEARTS promise.

The role of CEO is a crucial appointment that will continue to provide excellent opportunities for pupils and help them achieve their full potential. The trust has the capacity to grow provisions locally or further afield to secure the Trust's long-term contribution to primary education.

The HEARTS Academy Trust is an innovative employer. You will be joining a highly supportive and ambitious organisation, working alongside like-minded professionals including a Deputy-CEO, CFO, COO, Director of Curriculum Learning and Assessment, Executive Headteachers, Heads of School, teaching staff, business and support staff, catering and caretaking teams, Local Advisory Boards (LABs) and Trustees who all recognise and diligently work to provide our pupils with the best possible education.

HEARTS Academy Trust is seeking an exceptional, committed, knowledgeable and ambitious professional who can add value to the organisation. Our ideal candidate will demonstrate a willingness to collaborate and work cohesively with our schools, parents, the community, the central leadership team, LABs and Trustees. Therefore, effective communication skills and the ability to build meaningful relationships with all partners and stakeholders are essential.

If you are interested in joining HEARTS Academy Trust, we highly recommend arranging an informal visit to explore our schools, provision and educational standards in greater depth. Please contact Louise Allbury, our Chief Operating Officer (COO) at [l.allbury@heartsacademy.uk](mailto:l.allbury@heartsacademy.uk) in the first instance.

HEARTS is experiencing an exciting and rewarding period as we eagerly anticipate the hiring of a CEO who will continue to set remarkably high standards of professionalism, challenge performance benchmarks further, and lead the trust towards expanding its offerings and increasing its influence in the primary education sector.

We look forward to receiving your application.

Yours faithfully

**Vaughan Collier**  
Chair of Trustees

**HEARTS**

**HAPPINESS, ESTEEM, ACHIEVEMENT, RESPECT AND RESPONSIBILITY, TRUTH, SPIRITUALITY AND SERVICE**

# HEARTS Academy Trust

**Advert**  
**HEARTS Academy Trust**  
**Chief Executive Officer and Accounting Officer**

<b>Payscale</b>	HEARTS leadership scale
<b>Actual salary</b>	National leadership scale L36-L43 (to be negotiated depending on experience)
<b>Start date</b>	1 <sup>st</sup> September 2024
<b>Closing date</b>	Midnight on Sunday 21 <sup>st</sup> January 2024
<b>Shortlisting</b>	Week commencing Monday 22 <sup>nd</sup> January 2024
<b>Interviews</b>	Wednesday 7 <sup>th</sup> February 2024 and Thursday 8 <sup>th</sup> February 2024

Thank you for your interest in the position of Chief Executive Officer and Accounting Officer at HEARTS Academy Trust.

This is a unique and exciting opportunity for an experienced education professional to join HEARTS Academy Trust and to be the spearhead in the continued leadership and growth of our trust.

Due to the retirement of our highly successful and respected CEO, the HEARTS Academy Trust is looking to appoint a dynamic, diligent, commercially astute, pupil-focused and influential CEO to provide strong and effective leadership, strategic direction and vision.

HEARTS Academy Trust is an education charity that has a proven track record of school improvement and transforming schools. All of our schools are judged as “good” or “outstanding” by Ofsted. None of the schools in our trust or those we have worked with in our school improvement role have ever received an Ofsted judgement less than good. We are seeking to appoint a CEO who will lead our schools and provisions with ambition, rigour and vision.

The CEO is the trust’s strategic leader, responsible for upholding and articulating the visions, values and ethos of the trust, empowering others to deliver the trust's strategic aims. Resilient and calm under pressure, the successful candidate will be committed to high standards and aspirational school improvement while delivering hugely positive life chances for our pupils.

The HEARTS Academy Trust is an innovative employer. You will be leading a dynamic, friendly, knowledgeable, experienced and dedicated team. HEARTS is a supportive and ambitious organisation, led by a senior leadership team who are collaborative, highly performing, responsible professionals.

Children are at the HEART of all we do, therefore our new CEO will share a passion for delivering outstanding outcomes for pupils.

If you would like to lead the growth of our trust, as well as support the further development of our schools, and you are inspired by the prospect of shaping the high aspirations we have for our young people, we would be delighted to hear from you.

This is an exciting and very rewarding time for HEARTS, and we look forward to receiving your application.

# HEARTS Academy Trust

## Job Description Chief Executive Officer and Accounting Officer

Salary: National leadership scale **L36-L43 (to be negotiated depending on experience)**  
Responsible to: Board of Trustees

### Job Purpose:

The CEO will provide visible leadership across HEARTS Academy Trust by supporting the Trust Board in efficiently and effectively delivering the trust's commitment, strategic aims, and corporate plan while upholding its values.

The CEO should have a minimum of five years of successful primary education leadership experience with financial responsibility and a proven track record of leading or working within a Multi Academy Trust (MAT). Although not essential, an Ofsted-certified inspector would be preferred.

The CEO will be responsible for the performance of all academies within the trust.

### Key Accountabilities:

#### Strategic educational leadership and performance management

- Provide strong and effective leadership, vision and strategic direction to trust staff, to achieve the highest levels of performance and ensure a culture of continuous improvement. This includes leading the formation of the strategic plan
- Uphold, lead and demonstrate the HEARTS values and their centrality to the work of the trust
- Ensure that education and the continued success/performance of the trust academies is central to the work of the trust
- All academies achieve at least good when inspected by Ofsted
- Hold education, the curriculum and learning and, in particular, continuous improvement of the performance of the trust academies, as a core priority
- Ensure successful delivery of an ambitious, high-quality knowledge-led and values-driven curriculum
- Ensure that appropriate performance management and wider administrative and governance arrangements are in place to ensure the effective implementation of the organisation's strategic and business strategies and plans
- Ensure that the most disadvantaged pupils, including those in receipt of pupil premium and those with special educational needs and disabilities, are prioritised in our strategies and work. Ensure they achieve well
- Ensure pupils learn the curriculum and assessment systems that support their progress
- Lead the growth and development of the trust, including effective due diligence and preparation of schools joining the trust
- Continue to develop the staff and especially the senior leadership team, in order to build capacity and succession planning
- Ensure that staff, pupil and community relationships are strong, and healthy and that the well-being of all is supported

#### Financial accountability

- As Accounting Officer, ensure robust systems are in place so that the funds available to the trust are used properly, efficiently, effectively and are compliant
- Ensure independent audits of trust finances are undertaken in line with legislation
- Take personal responsibility for propriety and regularity in the management of public funds and in the day-to-day operations
- Develop and implement plans for the generation of additional revenue and resources for the trust
- Ensure that the trust's financial viability is secure, firmly based on accurate analysis and is able to meet the trust's needs

# HEARTS Academy Trust

- Together with the trust board and operations team, ensure proactive, robust and appropriate risk mitigation and management and ensure that the risk strategy is aligned with local academy risk strategies
- Ensure long-term financial sustainability, by establishing and confirming the effective monitoring of proper financial systems, ensuring that appropriate action is recommended to address any problems identified, and ensuring that the board receives accurate and timely financial reports

## Strategic Operations

- Develop and lead the framework and systems for school improvement across the trust, providing quality assurance and accountability to ensure that all children consistently achieve good or better
- Manage the trust's strategic operations and the delivery of key objectives, with accountability to Trustees
- Take responsibility for the institutional development of the trust and the implementation of the annual work plans and long-term strategies
- Provide direction and management oversight to all trust operations, including overall line accountability for safeguards and security
- Take responsibility for the safety, health and environmental performance of all academies and offices under the direction of the trust
- Provide motivational and inspirational leadership at all levels of the organisation, committed to the highest achievement in all areas of the trust's work, and continue to develop an ethos of continuous improvement
- Ensure that the trust's management and organisational structures are fit for purpose

## Board Management and Stakeholder Relations/LAB

- Support Trustees in the formulation and development of strategy, and ensure that all decisions made are recorded and implemented
- Work effectively across the full range of external stakeholders, including government, funding and regulatory bodies
- Maintain an outward-facing role on behalf of the trust to strengthen its future growth and relationships with all partners and stakeholders, including but not limited to, the Diocese, the Regional School Commissioner (RSC), Department for Education (DfE), Education and Skills Funding Agency (ESFA), Local Advisory Boards (LABs), Heads of School, Local Authorities (LA), pupils, parents, staff and their local communities
- Support and challenge the work of LABs and ensure they maintain and develop the vision and values of the trust and monitor and challenge achievement and attainment in their academies

## Communication

- In partnership with the Chair, ensure that an effective internal and external communications strategy is in place
- Communicate effectively with Heads of School, teachers, pupils, parents, LABs and Trustees
- Represent the trust effectively to key external partners, the media and the public on a national platform

## Confidentiality

- Ensure that confidentiality is maintained in line with agreed policies and protocols

## Safeguarding and Compliance

- Ensure that the trust meets all legislative and statutory requirements including those required by Companies House, the Charity Commissioners, Data Protection and funding agreements
- Comply with trust policies and procedures on safeguarding and child protection

## Equality and Equity

- Ensure that the trust reflects a vibrant and inclusive ethos which actively values and promotes equality, diversity and inclusion (EDI), unity and community cohesion, and supports pupils to become successful integrated citizens
- Actively challenge and address discrimination
- Ensure a continual focus on equity as measured by pupil outcomes

# HEARTS Academy Trust

## Chief Executive Officer and Accounting Officer Person Specification

### Essential experience

- At least five years of proven track record of successful leadership in education with a recognised educational degree or professional qualification relevant to the role and a record of recent and relevant continuing professional development
- A strong, credible and effective leader with demonstrable success in leading and inspiring a management team, who inspires the respect and support of others and has an open and approachable interpersonal style
- Ability to communicate a vision of outstanding practice through inspiration and empowerment.
- The ability to build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvements and inspire staff
- Ability and commitment to working flexibly and collaboratively
- Commitment to The Seven Principles of Public Life (Nolan principles)
- A strategic thinker who can establish and develop systems and processes to grow and mature the trust
- Evidence of strategic planning, monitoring and review of progress against plans in terms of standards and performance and taking decisive action as necessary
- Awareness of the statutory educational framework, policies and legislation and knowledge of statutory assessment systems and how the curriculum is learned in schools
- High level of understanding and experience in research and best practices in curriculum, pedagogy and assessment, implementing, monitoring and developing the primary and early years curriculum including an understanding of the centrality of reading to the primary curriculum
- Skills, knowledge and a clear understanding of the current educational landscape
- A successful track record of human and financial resource management, estimating, project costing, securing and monitoring resources.
- History of demonstrably high expectations of staff, parents the community, governance, external organisations and pupils
- Understanding of the needs of the most disadvantaged pupils including pupils with SEND and those in receipt of the pupil premium, LAC premium
- Experience and understanding of behaviour approaches and the personal development of pupils
- Experience in successfully working with governance structures
- Excellent relationship management, ability to build effective working relationships at all levels and reinforce partnership working including with partner agencies/organisations to achieve collaborative results
- Personal characteristics: the ability to remain calm under pressure; self-motivated; reliable and trustworthy; emotionally intelligent and perceptive; intellectually versatile, resilient and innovative; adaptable communication skills
- Committed to safeguarding and promoting the welfare of children and young people
- Willing to work flexible hours, including evenings and weekends where necessary

### Preferred experience

- Ofsted inspector trained / experience
- Experience of leading in a MAT



# HEARTS Academy Trust

## HEARTS Values and Vision

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values-led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.

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The trust places pupils at the centre of everything it does, with a focus on creating a culture of success. Our values of **HAPPINESS**, hope, self-esteem, achievement, **RESPECT and RESPONSIBILITY**, reflection and **SERVICE** to others are the cornerstone of all of our work.

We create positive climates for learning and increase pupil attainment and achievement. We place strong emphasis on pupils' social and emotional health, including providing alternative provision for pupils who need this and 2 and 3-year-old nursery settings so that pupils can access school as soon as they are ready. We encourage **TRUTH** and honesty in all aspects of school life.

The trust has developed an ethos in which decisions are made on the values set out above and our commitment to the service of our pupils and their families. Pupils are at the heart of all that we do. It is an absolute priority that every pupil, irrespective of their starting point, succeeds and achieves. In order to do this, a high-quality educational experience will be an entitlement for every pupil, with pupils, staff, parents/carers, and the wider community working together to achieve these goals for young people.

Leadership development, succession planning, and capacity building are also major priorities for the trust and the trust has a CPD entitlement programme for all staff. The trust also prioritises staff workload, has a workload charter and is currently consulting on substantial changes to the teaching week so that workload can be reduced further.

# HEARTS Academy Trust

## About our schools

**The Wickford Church of England school** is an outstanding school, that serves the local area and beyond. The school is proud to be the founding school of the trust and was judged outstanding by Ofsted in 2013, 2018 and 2023 and in SIAMS in 2018.



Mount Road  
Wickford  
SS11 8HE  
T: 01268 733297  
E: [wickfordcofe.admin@heartsacademy.uk](mailto:wickfordcofe.admin@heartsacademy.uk)  
W: [www.hearts-wickfordcofe.uk](http://www.hearts-wickfordcofe.uk)

**Briscoe Primary School and Nursery** is situated in the residential area of Felmores in Pitsea. The school became an academy in September 2012, joining the HEARTS Academy Trust and had a positive Ofsted inspection in March 2018, being judged as good.



Felmores End  
Pitsea  
Basildon  
SS13 1PN  
T: 01268 727751  
E: [briscoe.admin@heartsacademy.uk](mailto:briscoe.admin@heartsacademy.uk)  
W: [www.hearts-briscoe.uk](http://www.hearts-briscoe.uk)

In 2015 the trust grew to include **Waterman Primary School and Stambridge Primary School**, both in Rochford. Together, the schools in the trust have highly experienced staff who support each other and schools in the wider area, having a growing reputation for outreach work. Waterman and Stambridge were both inspected by Ofsted in January 2018 and were judged as good schools. Waterman is very proud of their new indoor swimming pool, which opened in March 2020.



### **Waterman Primary School**

The Boulevard  
Rochford  
SS4 1QF

### **Stambridge Primary School**

Stambridge Road  
Rochford  
SS4 2AP

T: 01702 546237  
E: [waterman.admin@heartsacademy.uk](mailto:waterman.admin@heartsacademy.uk)  
E: [Stambridge.admin@heartsacademy.uk](mailto:Stambridge.admin@heartsacademy.uk)  
W: [www.hearts-waterman.uk](http://www.hearts-waterman.uk)

T: 01702 544369



**Stambridge**  
Primary School and Nursery



# HEARTS Academy Trust

**Hilltop Infant School and Hilltop Junior School** joined HEARTS in September 2017. Both schools are working collaboratively with the trust and offer a great deal of experience to the group of schools. Hilltop Infant School was last inspected in 2014 and were delighted with their outstanding judgement.

Hilltop Junior School was inspected in 2022 and judged good in all areas.

**Hilltop Infant School**

Hill Avenue  
Wickford  
SS11 8LT

**Hilltop Junior School**

Hill Avenue  
Wickford  
S11 8LT

T: 01268 762531

T: 01268 734 649

E: [hilltopinf-admin@heartsacademy.uk](mailto:hilltopinf-admin@heartsacademy.uk)

E: [hilltopjun-admin@heartsacademy.uk](mailto:hilltopjun-admin@heartsacademy.uk)

W: [www.hearts-hilltopinf.uk](http://www.hearts-hilltopinf.uk)



**The Atrium** opened in September 2018 and is an early intervention, enhanced provision for children with social, emotional and mental health challenges. The provision works across South Essex to offer support to schools, pupils and families with an aim to help children rediscover a love of learning, grow in confidence and begin to thrive in their mainstream school.



c/o Briscoe Primary School

Felmores End

Pitsea

Basildon

SS13 1PN

T: 01268 727751

W: [www.hearts-atrium.uk](http://www.hearts-atrium.uk)

# HEARTS Academy Trust

## Safeguarding Children and Young People

The trust is committed to safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g., those with special educational needs and those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way.

**The trust's Child Safeguarding policy applies to all adults, including volunteers, third-party workers, contractors and visitors, working in or on behalf of the trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting

We ensure that all appropriate measures are applied in relation to everyone who works for the trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers, third-party workers, contractors and staff. Safer recruitment practice includes scrutinising applications, verifying identity and academic or vocational qualifications, obtaining professional and character references, reviewing online presence, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and enhanced DBS checks to include barred list checks.

We expect all staff to share this commitment and to undergo appropriate checks, including online searches and an enhanced DBS check.

- Candidates should be aware that all staff at HEARTS Academy Trust are responsible for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this application pack for further details
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether a disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.



*Children at the HEART*

# HEARTS Academy Trust

## Application Process

Visits to the trust are strongly encouraged. If you would like an informal discussion about working for HEARTS, about this role or would like to arrange a visit, please contact Louise Allbury, Chief Operating Officer: [l.allbury@heartsacademy.uk](mailto:l.allbury@heartsacademy.uk).

To apply please complete a [HEARTS application](#) form in full, CVs are not accepted. Your supporting statement should address and evidence the selection criteria detailed in the person specification and job description.

Completed application forms should be returned in electronic format to: [l.allbury@heartsacademy.uk](mailto:l.allbury@heartsacademy.uk)

## Interview Process

After the closing date, shortlisting will be conducted by a panel, who will take your application, supporting statement and experience to date into account. You will be selected for an interview entirely on the contents of your application form, so please read the recruitment pack carefully before you complete your application form. Occasionally, when we receive sufficient applications to do so, the trust may close the vacancy and shortlist prior to the published closing date.

Interviews will take place over two consecutive days, with the selection panel inviting successful interviewees from day one to day two.

## Conditional Offer: Pre-employment checks for new colleagues

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Satisfactory online search results
- Verification of identity checks and qualifications
- Prohibition from teaching check
- Satisfactory Enhanced DBS Disclosure to include a children's barred list check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a health assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been a resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

**You should be aware that the provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

## Disclosure level

Enhanced: The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. You must, therefore, disclose whether you have any previous convictions on the disclosure form. we support safe recruitment and therefore, if successful, you will also be required to apply for an enhanced DBS check from the Criminal Records Bureau.

# HEARTS Academy Trust

## HEARTS Extra Programme

We believe our colleagues are our most valuable asset. We strive to create a positive and supportive working environment that rewards hard work and dedication.

The HEARTS way of working is based on our values of happiness, self-esteem, achievement, respect and responsibility, truth and service, all of which are embedded within each of our schools and settings.

We offer an excellent CPD entitlement with purposeful training, including trust-wide twilights throughout the year, a two-week October half term, supportive colleagues who want to provide the best possible opportunities for their pupils and each other, a highly effective learning environment, with responsive and involved colleagues and leadership teams.

We are a trust with a highly positive culture that supports all staff to achieve better working lives.

## HEARTS Plus

Please click [here](#) for more details about:

HEARTS Central Offer

80:20 Model: Four-day teaching week

When you go the extra mile

HEARTS event

Staff discount and reward scheme

Well-being

Staff development