

# Person Specification

**POST TITLE:** Chief Executive Officer  
**SALARY:** £165k to £185k dependent on experience  
**RESPONSIBLE TO:** Chair of the Board of Trustees

This specification is designed to enable potential applicants to determine how fully they currently meet the requirements of the role. It will be used to shortlist applicants. Please note that applicants should have a full driving licence and their own transport.

	Essential	Desirable
<b>Education and Training</b>		
Educated to degree level and/or equivalent work experience	•	
Evidence of commitment to continuing professional and personal development of self and others	•	
Relevant business / management qualification		•
National Professional Qualification (NPQH, CEPQH or NPQEL)		•
<b>Knowledge</b>		
Excellent knowledge of the current educational landscape	•	
Deep knowledge of Ofsted, DfE, and academy legislation	•	
Knowledge and skills to oversee executive leaders in areas such as education, finance, operations, people (HR) and data	•	
Knowledge and understanding of financial planning and management	•	
Knowledge and understanding of safeguarding strategy and legislation	•	
Knowledge of the role of trade unions in the education sector	•	
Knowledge of MS Office packages and good IT skills	•	
<b>Experience</b>		
Significant leadership experience at a senior/executive level in complex, multifaceted organisations	•	
Experience of accountability and working effectively with governors and/or Trustees/non-executives	•	
Experience as an Accounting Officer or of financial oversight of a complex organisation		•
Experience of successfully coaching or mentoring senior staff		•
<b>Professional Skills</b>		
Alignment with the values, vision and mission of Archway Learning Trust as a Church of England academy trust	•	
Ability to demonstrate a strong business focus and commercially minded approach to leading the 'business' of education	•	
Personal credibility and ability to motivate and inspire the confidence of the executive leadership team, principals, headteachers, staff and the local communities	•	
Strong track record of successfully managing resources effectively and providing effective leadership across a range of services	•	

Ability to plan strategically for organisational improvement	•	
Resilience and the ability to work under pressure when needed	•	
Ability to manage a varied and complex workload that delivers to demanding timescales	•	
Excellent planning, organisation and negotiation skills	•	
<b>Personal Qualities</b>		
Willingness to work within the Christian ethos of the Trust	•	
Confident, enthusiastic, motivated and committed with a passion for education and seeing children, students and people realise their potential	•	
Ability to work as part of a team understanding Trust roles and responsibilities and your own leadership position within these	•	
Demonstrable commitment to delivering outstanding service	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Strong relationship building skills	•	
Can-do attitude and solution focused approach with an ability to manage expectations and not over promise	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
Genuine respect for others and desire for equity of opportunity and diversity	•	
<b>Suitability to work with children</b>		
Commitment to safeguarding and a satisfactory Enhanced DBS Check	•	

