

CEO Recruitment Pack

Spring 2026

*Learning Together for a
brighter future*



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Welcome



I'd like to wish you a warm and bright welcome and thank you for your interest in becoming part of the Lumen Learning Trust as we embark on our next chapter.

At Lumen, we believe that education is fundamentally emancipatory with our provision being driven by the needs of our children. We support those children to become happy, successful adults who can treat everyone in their community with respect, regardless of differences. I recognise that in our world right now, this feels like a tougher than ever task, but one I know you will be able to lead on. We are relentless in our focus on the best possible outcomes for children and equipping them with the skills to reach their potential.

Lumen has grown in size in recent years and we are looking for a new Chief Executive Officer to maintain and build upon this growth and success. The current environment is challenging, but one in which our collective strength shines. Our staff are the vital pulse of the Trust and we are fiercely ambitious for their growth, understanding that an empowered and supported team is vital for continued success. The education sector is a changing landscape, we seek a leader with the vision, values and drive to lead our Trust in developing a coherent and ambitious strategy for addressing the forthcoming challenges that the White Paper and Curriculum Review present us with and help Lumen to continue to shine.

We want the very best for all of those within the Trust - is that you? The Board and I look forward to receiving your application.



Jo Roberts

Chair of Directors, Lumen Learning Trust

**Visit our Saxon
Primary site and meet
our Chair of Directors:**

**Tuesday 14th April: 9.30am,
11.00am**

**Wednesday 15th April: 9.30am,
11.00am**

**Thursday 16th April: 9.30am,
11.00am, 1.30pm**

You can book an informal visit for one of the above times by emailing our Governance Professional Lisa Cosgrave via clerktogovernors@lumenlearningtrust.co.uk

**A Primary
Trust for
Primary
Schools**



About Lumen Learning Trust

After achieving an Outstanding judgement in leadership and management in February 2010 Saxon Primary School began to support vulnerable schools both locally and further afield, drawing on their own experience of being a school in Special Measures in 2007 to such a position of strength that it gained sponsorship status from the DfE in June 2013.

Lumen Learning Trust was established in Autumn 2013 as a natural development of the school-to-school support carried out by the leadership team at Saxon Primary.

Today, our support for other schools is enhanced by the experience and skills of a number of our team; our Executive Principal, Mary Ellen McCarthy carries out extensive support for school leadership teams in Surrey schools and beyond; 2 Senior Leaders are experienced in inspection practice and we have a number of Trust and school leaders offering specialisms in Early Years, English, Maths, ICT, PE, Behaviour Management and Curriculum Leadership.

By providing a firm foundation through primary education, we are enabling our children to achieve the qualifications they need to gain the employment they want.

Our Vision

Lumen Learning Trust puts the children's needs at the heart of its provision. We are committed to enabling children become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

Our Commitment

We are steadfast in supporting and collaborating with other schools in the development of learning and leadership to create a stimulating and rewarding environment for the whole community.

Our Guiding Principles

We understand the pivotal role pre-school and Primary provision plays in our children's future success as adults.

Schools are duty-bound to do all they can to enable their pupils to acquire a relevant and rounded repertoire of skills so they can enjoy real choice regarding how they live their lives and understanding their responsibility in terms of supporting the wider community. We understand primary schools are the beginning of this journey and so we have a particular part to play in securing these positive outcomes.

Our expertise lies not only in provision from ages 2-11 but also in our support for families offered by our Pastoral Support Team.

*Developing
Leadership Capacity*



*Strengthening
Classroom Provision*



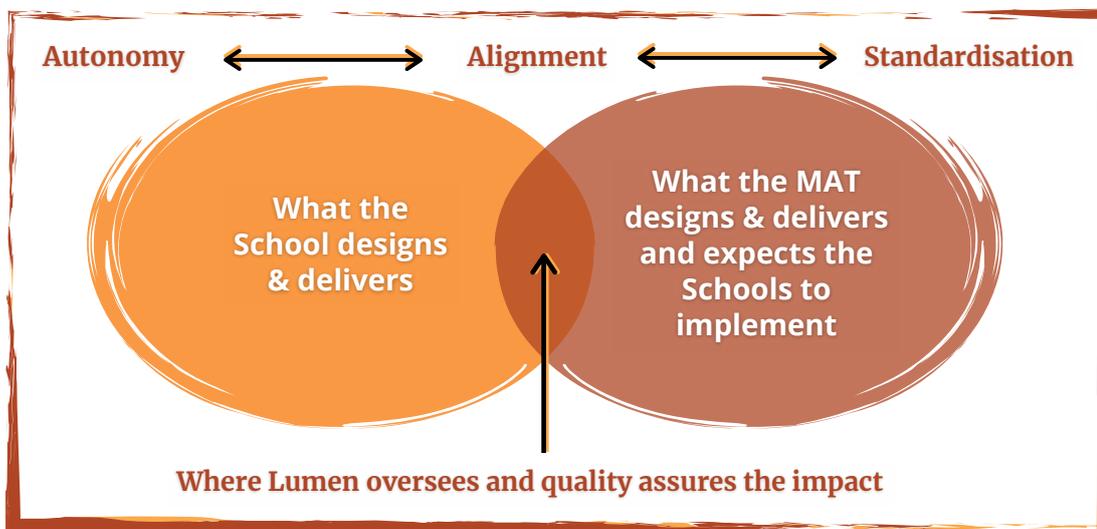
*Realising
Potential*

Governance Structure

Governance at Lumen Learning Trust follows statutory, regulatory and best practice to ensure effective support, checks and balances to the operations of the Trust.

When creating the Trust, the leadership wanted to have a balance between school autonomy and standardisation. From the outset it was agreed that the local school leader should be a Headteacher and not a Head of School. We are always keen to foster the uniqueness of each school in its local context, whilst working collaboratively within the Trust's family of schools and Central Team to achieve time and efficiency savings in areas where a duplication of effort is counterproductive.

How does it all fit together?



Directors (also known as Trustees) have an overarching role across the whole of the Trust and work with the executive leadership and central team to make decisions about the Trust's vision and values and make strategic plans to ensure these are realised. They meet as a board and through committees to consider all aspects of Trust planning, from agreeing a budget, to setting Trust policies. To strengthen insight and scrutiny, each school's Chair of Governors automatically becomes a Director once they take on the role of Chair.

Members have a limited role. They are often described as 'eyes on, hands off'. They can appoint and remove Directors and they appoint the independent auditors. If everything went very wrong in the Trust the Regional School Director can approach Members to take action to remove Directors and appoint some more.

Local Governors have an advisory role as part of our school local governing boards (LGBs). They are the eyes and ears of the Directors. It is not possible to have the local knowledge that the local governors can provide. They visit the school to provide triangulating evidence to the Directors about the quality of the provision. Their role is to provide both support and challenge to the school leadership.

Education is emancipatory; it enables opportunities and choices about how to live your life.



Partnership Working

Whilst we operate as a multi academy trust, all partner schools are involved at Directorate level as all partner schools' Chairs of Governors are automatically Directors of the Trust. Each of our partner schools have their own headteacher, leadership team and governing body.

By having each school's Chair of Governors as a member of the Board of Directors, we are able to draw on the strengths of all our schools and ensure all schools are able to play their part in decision-making for future roles and developments of the Trust as a whole.

We are constantly looking to build capacity in the schools we are supporting in order to enable them in turn to offer support to other schools. Coupled with real commitment to continuing professional development, we feel we are working with a sustainable model which continues to enhance the outcomes for children in our schools and beyond.

In addition to working with other schools we have extensive and established working partnerships with external agencies including:

SCITT Teacher Training programme

All our Trust schools host SCITT candidates operated by Surrey South Farnham College, a primary Initial Teacher Training partnership graded by Ofsted in March 2014 as an 'Outstanding' provider in all areas. It is nationally recognised within the DfE to be at the forefront of school based training through the effective delivery of School Direct and Postgraduate Apprenticeship programmes.

SFET Teacher Training Hub

We are Delivery Partners for the comprehensive ECT programme for teachers starting out on their career.

Forest Schools

Nature-based communities within each school where in-house, trained practitioners nurture learner led exploration and discovery and create meaningful experiences for positive lifelong impact.

External Consultants

Where appropriate and in response to specific school improvement and professional learning needs, we commission targeted work with specialist external consultants.

"Every community is unique and the school serving it should respect and reflect that individuality; one size does not fit all"



Our Team

Lumen Learning Trust is more than just a collection of primary schools – it is a family of like minded individuals with a relentless focus on securing the best possible outcomes for every child in their care.

Every community school should be at least Good. No family should feel they have to travel or move house to be able to go to the 'good' local school.

We have:

- Extensive expertise in primary provision in three key stages - EYFS (including pre-school), KS1 & KS2.
- 2 Senior Leaders experienced in inspection practice.
- School and Trust leaders offering specialisms in Early Years, English, Maths, ICT, PE, Behaviour Management and Curriculum Leadership.

Pastoral Support Co-ordinator with extensive social work experience, supporting local teams of Home School Link Workers and Emotional Literacy Support Assistants.

Leadership teams experienced in working alongside colleagues both in Senior Leader and Middle Leader roles.

- Strong links with local secondary schools.
- Experienced governors and directors.

A core Central Team providing support to school's leadership teams in operational, personnel, procurement and financial services matters.

Practitioners supporting practitioners is the most effective way of strengthening provision – not just in the school requiring support but also for the school giving the support.

The Trust is rightly proud of its seven member schools:

Darley Dene Primary in Addlestone, a 1-form intake from Nursery to Year 6.

Ewell Grove Primary in Ewell, a 2-form intake from Nursery to Year 6.

Riverbridge Primary in Staines-upon-Thames, a 3-form intake from Nursery to Year 6.

Saxon Primary in Shepperton, a 2-form intake from Nursery to Year 6.

Southfield Park Primary in Epsom, a 2-form intake from Reception to Year 6.

The Echelford Primary in Ashford, a 3-form intake from Reception to Year 6.

Walton Oak Primary in Walton-upon-Thames, a 2-form intake from Nursery to Year 6.

We are unashamedly ambitious, not only for our children but also for all of our staff.



Education is emancipatory; it enables opportunities and choices about how to live your life.





We are a community school and seek to provide equality of opportunity for all.

About Darley Dene Primary School

At Darley Dene, every aspect of the school's provision is centred around the children and their needs are the driver for all decision making. We believe it is right that every child is treated with unconditional positive regard. Each child's unique worth and individual life experience will be championed by school staff in partnership with the child's family and from the strength of that partnership, they will thrive.

The staff at Darley Dene live and breathe the principle that all children should have access to opportunities to learn to read, write and work with numbers at the same time as discovering individual interests and passions. We agree that these opportunities must sit alongside learning that kindness, humility, acceptance and emotional intelligence make the world go round. Our aim is for every child to leave us ready to contribute positively to society both emotionally and intellectually.

Ofsted

Ofsted's most recent visit took place in July 2024 where we were graded as 'Good'.

Key messages included:

"Pupils flourish at this kind and happy school. They live the school values of 'we all belong' through their positive interactions. Pupils feel accepted and part of their school community. Relationships between staff and pupils are warm and respectful."

"Pupils benefit from a well-designed personal development curriculum. This includes a thoughtfully considered personal, social and mental health programme. Pupils learn new skills through the range of extra-curricular opportunities offered."

"The school embraces the local community's diversity. Pupils learn about their different backgrounds, cultures and faiths. This helps them to understand and value Britain's multicultural society."

Our Facilities

Our beautiful school benefits from large, spacious classrooms with a range of additional spaces for small group and individual work. In 2019/2020, the school underwent significant building refurbishment which has greatly enhanced the learning environment both inside



and outside of the school buildings.

Dedicated play areas for Nursery and Reception children are available along with a quad where children can use the space for gardening clubs and Forest School as well as a large KS2 playground featuring a gazebo, trim trail and all weather grassed area. Indoors the large main hall combines as a gym space with integral climbing frames and a dedicated library and ICT suite. Our SEND unit has their own outdoor space as well as a sensory room.

Our Location

Our school is nestled just behind Addlestone's High Street and so has excellent transport links. Just 5 minutes from J12 of the M25 we are easily accessible by road and rail.



Children need support to achieve their potential. We believe that our shared values help to make up the 'whole' person.



- Within the borough of Runnymede
- 18 miles from central London
- Population: 15,833



We pride ourselves on the varied and exciting learning opportunities on offer.



Darley Dene
Primary School

About Echelford Primary School

Echelford is an inclusive and nurturing primary school, committed to enabling opportunities for every child to discover confidence, develop independence and build resilience so that they realise their own unique value and can thrive both in our community and beyond.

Echelford is one of the larger schools in Spelthorne. This means we are uniquely placed to offer our children every opportunity to form numerous friendships and, at the end of their time with us, make a confident and smooth transition to secondary school.

Ofsted

Ofsted's most recent visit took place on November 2021 where we were graded as 'Good'.

Key messages included:

"Pupils love coming to Echelford Primary School. They enjoy learning and are eager to tackle the challenges of the school's ambitious and interesting curriculum."

"Leaders at all levels are relentless in their efforts to continually improve the quality of education. They have high expectations of all pupils."

"Teachers are knowledgeable and make learning interesting. They explain important concepts clearly using subject-specific vocabulary. Teachers skilfully show pupils what they need to do to be successful in their learning."

Our Facilities

Built originally as a secondary school, Echelford enjoys a wealth of space both within the building and in the surrounding grounds.

Children can be assured of a stimulating indoor environment in which to develop their skills with a well-stocked 'Space' themed library, a large hall with professional stage and lighting as well as a gym hall with extensive sporting equipment. Echelford also boasts extensive outdoor facilities including a gazebo, pond, trim trail, reading den, quiet zone, mud kitchen, Forest School and a Scrapstore PlayPod to further engage young minds.

Lumen's commitment to immersive learning spaces is aptly demonstrated at Echelford with our collection of unique learning spaces referred to as 'The Lighthouse'. The Lighthouse, Wonder Room and Nest provide staff with a stimulating environment in which to nurture the curiosity of our children.



We ensure every child learns in an environment which encourages individuals to realise their own self-worth.



Opened in September 2017, the Lighthouse Suite is a collection of rooms and spaces themed around the beach which is in stark contrast to a conventional classroom. With AstroTurf underfoot in the Lighthouse and gently changing lights in the Nest concentration spans and engagement dramatically increase which allows for high quality teaching and learning.

Echelford also has a selection of vibrantly themed additional learning support areas. Children across the school use these areas in small groups in various subject lessons to aid concentration, develop skills and help to improve confidence in areas of the curriculum that the children might be finding tricky.

Our Location

Our exceptionally spacious site can be found within a residential area of Ashford, Middlesex. Travel links are excellent, with 4 trains an hour from London Waterloo and 10 minutes from junction 13 of the M25 and junction 1 of the M3. Onsite staff parking ensures your daily commute is as problem free as possible.



The starting point for Echelford's learning environment is the child and we work hard to 'craft' the provision around their individual needs.



- Within the borough of Spelthorne
- 15 miles from central London
- Population: 28,688



We know that children learn best when they are excited, inspired and engaged.



**The Echelford
Primary School**

About Ewell Grove Primary & Nursery School

Ewell Grove Primary and Nursery School is a thriving and vibrant village school where we champion every child's right to receive a high-quality education within their local community. We aim for excellence in every aspect of school life, from academic achievements to social interactions, creating an environment where children can truly flourish.

We set ambitious goals for our children while also striving to meet the aspirations of their families. As children move through our school, from their earliest formative years onwards, we believe that the curriculum we offer preserves and cherishes the uniqueness of childhood. Our dedicated team is committed to creating a safe and inclusive space where children can express themselves, explore their interests, and develop a lifelong love of learning.

Ofsted

Ofsted's most recent visit took place in January 2022 where we were graded as 'Good'.

Key messages included:

"Leaders are ambitious for all pupils to succeed. Leaders believe that inclusion and equality must be at the heart of their work. All pupils, including those with special educational needs and/or disabilities (SEND), are encouraged to do their best."

"Leaders have planned a programme of high-quality staff training to develop teachers' subject knowledge in all subjects. Because of this, staff feel valued. They are very positive about the school. Staff say that leaders are approachable and mindful of their well-being."

"Pupils enjoy attending this friendly, nurturing primary school. Parents describe it as 'a school at the centre of the local community'."

Our Facilities

Our site features a blend of historic and modern buildings. Well-equipped classrooms support a broad and balanced curriculum, emphasising collaborative and independent learning as well as smaller group rooms which are used as additional learning support areas, providing calm and quiet environments.



Our relational approach lies at the heart of everything we do, ensuring that every child feels valued, supported and connected.



Our versatile school hall is used for whole school gatherings as well as extra curricular activities. The Orchard building serves as the base for our wraparound care and as a learning space for groups, transforming into the 'Rainbow Room' during lunch providing a nurturing environment. There is also enclosed garden space where children can play games in smaller groups.

The Early Years area includes a vibrant outdoor space and our playground serves as a play area with an outdoor classroom where children can access quieter activities during lunchtime.

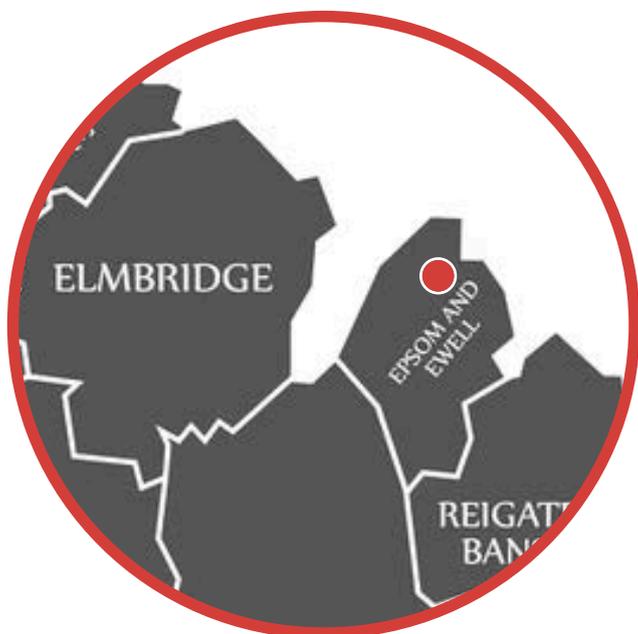
Hidden away at the rear of the building, a patio extends the classrooms, alongside a sports arena.

Our Location

Ewell Grove is located in the heart of Ewell Village. Travel links are excellent, with 2 trains an hour from London Waterloo and 15 minutes from junction 9 of the M25. Onsite staff parking and nearby public car parks, all within 300m, make commuting problem free.



We encourage children to engage with one another and form friendships that enhance their social and emotional growth.



- Within the borough of Epsom & Ewell
- 11.5 miles from central London
- Population: 80,900



We foster a culture of respect, kindness and empathy.



Ewell Grove
Primary & Nursery School

About Riverbridge Primary School

Riverbridge Primary School is passionate about developing a desire for learning and promoting independence within all the children in our care. We pride ourselves in providing a learning environment that is ever evolving and designed to be challenging and motivating. We value the potential in all of our children and encourage a growth mindset for all. This is reflected in our school values and motto.

We are proud to serve a diverse catchment area and a vibrant community. Our highly committed team dedicate themselves to ensuring provision is right for every child.

Ofsted

Our most recent inspection took place in December 2024. It found we had taken effective action to maintain the standards identified at our previous inspection (2019) where we were graded as 'Good'.

Key messages included:

"Staff build very positive relationships with pupils. Pupils trust the adults who look after them. They treat one another with respect."

"Staff say that leaders at all levels listen to their views and consider the impact any changes have on their well-being. They are regularly consulted and feel supported. This is building a strong team with a shared purpose."

"The school is well supported by the governors and the trust. Staff say that leaders at all levels listen to their views and consider the impact any changes have on their well-being."

Our Facilities

Riverbridge is fortunate to have excellent facilities on both of our two school bases to provide happy, secure and welcoming environments for every child.

At our Knowle Green base, our Reception and Year 1 year children can enjoy a wealth of amenities including a large hall, fully equipped outdoor play areas and pond area, a Woodland themed library complete with interactive book bags which carry props to enable reading and storytelling to be a dynamic and interactive event for



We pride ourselves in maintaining a family feel where everyone knows each other.



young minds. We also have a large well-equipped separate Nursery building with an all-weather canopied play area and large dedicated lawned area, complete with mud kitchen.

At our Park Avenue base are our Years 2 to 6 children. The base boasts more of the Lumen's immersive learning spaces with our Library steeped in a woodland theme complete with log and toadstool seating, grassy flooring and wooden Storyteller chair and our Sensory Garden space, complete with outdoor musical instruments, Storyteller chair, thoughtful planting and multi textured walkways. Children are also able to enjoy extensive outdoor spaces which house a gazebo, Scrapstore Playpod and The Grove, our Forest School.

Our Location

Our spacious bases can be found within residential areas of Staines upon Thames, within a 2 minute walk of one another. Travel links are extensive with 7 trains per hour from London Waterloo and 10 minutes from junction 13 of the M25 and junction 1 of the M3. Onsite staff parking ensures your daily commute is as problem free as possible.



Our team of staff are truly committed to the wellbeing of the children, we believe that all children treated with respect will learn to respect others.



- Within the borough of Spelthorne
- 17 miles from central London
- Population: 28,606



We are very proud of our pre-school Nursery provision staffed by specialist early years practitioners.



**Riverbridge
Primary School**

About Saxon Primary School

Saxon Primary School is dedicated to fostering an inclusive culture that respects, values and celebrates the contributions of all children. The whole school community is committed to nurturing and enabling all children to thrive and through our mindful approach to learning ensures they are empowered to be resilient, confident and informed global citizens.

The children are at the heart of all decisions that are made about the provision. Learning both in and out of the classroom is designed to develop the children's knowledge, skills as a learner and social and personal qualities. We look for every opportunity to celebrate the range of successes of all our children.

Ofsted

Our most recent inspection took place in November 2024. It found we had taken effective action to maintain the standards identified at our previous inspection (2019) where we were graded as 'Good'.

Key messages included:

"The school is rightly proud of its caring approach to helping pupils be ready for their next stage of education. As one pupil said, 'There is a place for everyone here'."

"Pupils are happy and confident at this highly inclusive school. Pupils understand and can talk assuredly about the school's values, such as kindness and respect."

"Governors and trustees support the school effectively. Robust systems and processes are in place to enable trustees to assure themselves that leaders know and carry out their roles and responsibilities effectively."

Our Facilities

Small enough to ensure that everyone knows each other but big enough to be able to offer children a wide range of different opportunities we aim to provide children with memorable experiences that will capture their imaginations and create a sense of "awe and wonder".

Saxon School is on a deceptively large site with four playgrounds, a trim trail, sand pits, climbing wall, Playpod Scrapstore, Forest School, Library Bus and a 5-acre playing field. It boasts two of Lumen's immersive learning spaces.



We are a school with a diverse catchment and a wonderful community spirit.



Extensively refurbished at the end of 2016, our pool is used by children across the Trust. Allowing year round use, the pool is a fantastic space for children to challenge themselves and work collaboratively.

Our sensory garden allows the children to connect to nature, encouraging them to become more aware of their surroundings and their response to them, tapping into the principles of mindfulness.

Our Location

Our site can be found within a residential area of Shepperton. Travel links are excellent, with 2 trains an hour from London Waterloo and 10 minutes from junction 1 of the M3 and 15 minutes from junction 13 of the M25. Onsite staff parking as well as local residential road parking ensures your daily commute is as problem free as possible.



We want children to be inclined to learn, to question, to find out more, as well as have the grit and determination required to persevere with their learning.



- within the borough of Spelthorne
- 16 miles from central London
- Population: 9,753



The starting point for our provision at Saxon is always the child.



**Saxon
Primary School**

About Southfield Park Primary School



Through our creative and bespoke approach to the curriculum, we provide a firm foundation for lifelong learning.

Southfield Park Primary School strives to develop children into lifelong learners, who value learning and are keen to take on new challenges. The strengths and needs of all children are considered to provide opportunities to develop interests, break through barriers, increase resilience and ensure that every child is inspired to have high aspirations.

Strong relationships based on trust and respect are built. Children become confident and successful learners with high quality provision and a dedicated and committed staff body ensuring every learner's success.

Ofsted

Our most recent inspection took place in January 2023 where we were graded as 'Good'.

Key messages included:

"Pupils are well prepared for life in modern Britain. They are taught to respect each other's opinions and value people for their differences."

"Leaders accurately identify any pupils' emerging special educational needs and/or disabilities (SEND). The curriculum is adapted so pupils with SEND learn the same topics as their peers."

"Leaders have high expectations of pupils' behaviour. There is a strong feeling of mutual respect between pupils and staff"

Our Facilities

Our school is a modern and welcoming site benefitting from the latest in educational architecture and excellent facilities. The thoughtful design promotes open spaces and natural light throughout the building and is single storey for ease of access. At the heart of it lies the spacious hall and atrium that foster connection and celebration, reflecting the welcoming spirit of our community.

Each classroom is generously sized and well-equipped, prioritising comfort and engagement. Every classroom features external doors that open directly onto our outdoor spaces, seamlessly blending indoor and outdoor learning. The children also benefit from learning supported by a wide range of the most up to date technology.

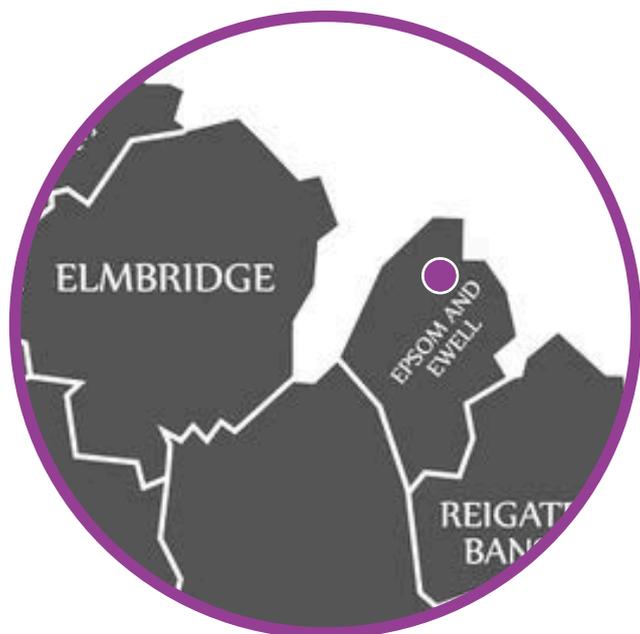


We offer a range of purpose-built spaces to enrich the curriculum and support diverse learning styles including a state-of-the-art music room designed for creativity and performance; a cosy reading hub, multiple learning support group rooms and a library.

Our green, natural outdoor space wraps around the school, allowing each phase to enjoy bespoke facilities tailored to their needs. We have an outdoor classroom for the infants, and a dynamic junior playground complete with an outdoor gym. The pond and vegetable patch provide opportunities for environmental education and sustainability projects, and we benefit from access to the local park on our doorstep used regularly for school events and junior PE lessons.

Our Location

Our site can be found within a green and residential area of Epsom. Travel links are excellent, with 7 trains an hour from a number of London train terminals and 15 minutes from junction 9 of the M25. Onsite staff parking ensures your daily commute is as problem free as possible.



- Within the borough of Epsom & Ewell
- 17 miles from central London
- Population: 9,753



We believe that every child has an entitlement to achieve their maximum potential regardless of their circumstances.



We build strong relationships based on trust and respect.



Southfield Park
Primary School

About Walton Oak Primary School



Our Values underpin The Walton Oak Way: Trust, Responsibility, Respect, Endeavour, Consideration and Positivity.

Walton Oak is a welcoming, diverse and stimulating school, committed to encouraging our pupils to reach their full potential in a safe, inclusive and nurturing environment.

Our children and staff take pride in being part of the Walton Oak experience, with our values sitting at the heart of everything we do. Our passionate and supportive network of staff understand the vital role they all have in developing our pupils into positive young learners, where we encourage all pupils and staff to understand, share and embrace our vision, and embed our values and ethos into everyday practice.

Ofsted

Ofsted's most recent visit took place in July 2023 where we were graded as 'Good'.

Key messages included:

"Caring and respectful relationships between adults and pupils run through the school. Pupils learn to celebrate diversity and to treat everyone with kindness. As one pupil said, 'It would be boring if everyone was the same!'"

"Staff feel supported and valued. They say that the leaders 'make you feel important' and are 'always willing to talk and help without judgement!'"

"The chief executive officer (CEO), members of the trust board and local governing bodies are deeply committed to the school. They share the headteacher's vision for continuous school improvement."

Our Facilities

In a residential area of Walton-on-Thames our outstanding facilities with an abundance of indoor and outdoor space enables us to provide children with a truly rounded educational experience, catering for the whole child and developing all the skills necessary for a successful future.

When entering our building visitors are struck by our innovative circular design with the well-stocked library at the heart of our school. A music studio equipped with a wide selection of instruments, a large hall with stage lighting and a professional sound system as well as specific learning support rooms.



are found within the school building. Each of our class corridors has its own unique colour scheme, offering a sense of belonging and ownership as well as encouraging pupils to feel part of their school and class communities.

Extensive outdoor facilities include three playground areas, two floodlit Multi Use Game Areas (MUGAs), adventure trails, woodland area, pond, orchard, amphitheatre and an innovative outdoor classroom, aptly named 'Woody Oaks'.

Our Location

Our deceptively large site can be found within a residential area of Walton-on-Thames. Travel links are excellent, with 3 trains an hour from London Waterloo and 15 minutes from junction 12 of the M25 and junction 1 of the M3. Onsite staff parking ensures your daily commute is as problem free as possible.



We place great emphasis on ensuring every child's needs are met, their abilities are understood and their aspirations are encouraged.



- within the borough of Elmbridge
- 15 miles from central London
- Population: 69,502



It is our mission to deliver the highest possible standards across all areas of school life.



Walton Oak
Primary School

CEO Job Description

Job Purpose

To deliver and sustain educational excellence across the schools of Lumen Learning Trust.

Accountable to

The Directors, Lumen Learning Trust.

Job Role

- Set strategic direction of the Trust, ensuring fulfilment of the Trust's vision and values.
- Ensure the Trust fulfils the statutory and regulatory responsibilities set out in the Academy Trust Handbook.
- Establish the Trust as a centre of educational excellence and success, developing partnerships with pupils, parents, the local community and key stakeholders including the DfE and statutory partners.
- Challenge educational underachievement and inspire children to reach their full potential.
- Support the Trust's Headteachers to lead the organisational and educational change necessary to sustain success and ensure strength of performance of each school in the Trust.
- Ensure the responsible and appropriate use of public funds.

Qualities

The CEO will:

- Uphold public trust in Trust leadership and maintain high standards of ethics, behaviour and professional conduct, by modelling the Nolan Principles.
- Build positive and respectful relationships across the Trust and its wider community, including relevant partners from other agencies.
- Promote the qualities, principles and successes of the Trust both within and beyond the education sector.
- Serve in the best interests of the Trust's pupils and their respective communities.

Duties and Responsibilities

Strategic leadership and development

The CEO will be accountable for providing strategic leadership and direction for the Trust and its schools towards fulfilling the vision and aims set by the Trust board and in line with the Trust's values.

The CEO will:

- Work closely with the Trust's Directors to develop and communicate a clear strategic vision for the successful development of the Trust.
- Work with relevant Trust senior leaders in establishing policies and plans to deliver the strategy.
- Work with the Trust board and other senior leaders to ensure proactive, robust and appropriate risk management for the Trust and its schools.

- Develop and maintain effective relationships with key partners and stakeholders including the regional director, the Department for Education (DfE), local authorities, the wider local community and other local schools and Trusts.
- Instil a culture of common accountability in all staff for pupil progress and attainment.
- Lead the growth and development of the trust, including due diligence and supporting converting schools.
- Maintain an outward-facing role on behalf of the trust and its academies to support future growth and development.
- Work collaboratively with other MAT leaders, to promote best practice and provide support where necessary.
- Ensure all statutory requirements are met.

Quality of education and pupil outcomes

The CEO will be accountable for all aspects of teaching and learning across the Trust, upholding high standards for academic and non-academic pupil outcomes and ensuring achievement of the Trust's educational vision.

The CEO will:

- Work with the schools' Headteachers and Trust senior leaders in fostering a commitment to collaboration in order to develop innovative ways of teaching and learning to meet the needs of all pupils, and to ensure Trust schools offer a wide range of opportunities for children to give them confidence in their ability to take on new challenges, raise aspirations and increase self-belief.
- Oversee school-to-school support across the Trust, as well schools outside of the Trust for whom support has been commissioned by an external stakeholder e.g. RISE, SAFE.
- Commission external support for Trust and school improvement, and assess the effectiveness and impact of the support provided.
- Provide strategic direction and leadership for teaching and learning across the Trust, especially in response to sector changes or changes to government policy.
- Work with the schools' Headteachers and Trust senior leaders in developing the Trust's improvement processes, including identifying and analysing school improvement needs, prioritising appropriately-resourced solutions and evaluating the impact of improvement strategies.
- Provide quality assurance and accountability through a rigorous and robust system of target setting.

Leadership and Management

The CEO will be accountable for the management of all Trust operations, both directly and through the management of the agreed organisational structure.

The CEO will:

- Provide dynamic, motivational and inspirational leadership at all levels of the organisation.
- Model the Trust's commitment to continuous improvement and high achievement across all areas of its work.
- Develop, implement and review Trust-level policies to ensure the achievement of the Trust's aims, vision and values.

- Ensure the Trust's management and organisational structures and operational models are fit for purpose, and facilitate continuous improvement.
- Facilitate effective communication at all levels through leadership of current LLT SLT and its future iterations; regular meetings with relevant Trust senior leaders; line management of Headteachers (may be delegated); line management of Head of Finance; line management Head of Operations; and any relevant senior role e.g. Director of Education, Deputy CEO.
- Lead on the recruitment of new Headteachers.
- Support the Headteachers in:
 - their leadership of staff in the achievement of the highest professional standards;
 - engaging all staff in the process of meeting those standards, enabling and encouraging ownership and involvement;
 - encouraging continuous professional development, succession planning, and recruitment of senior staff where appropriate.
- Ensure and enhance effective working relationships across the schools of the Trust.
- Working alongside the Head of Operations and/or Head of Finance, develop and effectively manage the Trust's resources and facilities, including overseeing major capital projects.
- Take responsibility for guiding the Trust through changes to education sector initiatives and practice, such as curriculum changes or changes to Ofsted and accountability frameworks.
- Communicate the sharing of best practice in the spirit of collaboration in order to meet the needs of all of the Trust's pupils.

Communication and Partnership

The CEO will:

- Work with the schools' Headteachers and Trust senior leaders to develop and maintain effective partnerships with parents and carers, pupils, directors, the local community and other key stakeholders.
- Make maximum use of staff in all schools demonstrating capacity and the expertise of directors on the Board.

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, ensuring that it works to the standards set out in the Academy Trust Handbook.
- Work closely with the Head of Finance and Head of Operations to establish and oversee effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and present Directors with accurate and timely financial reports.
- Work closely with the Head of Finance and Head of Operations to develop and oversee the Trust's income generation strategies, including grant applications and other fundraising.

- Oversee resource allocation and budget-setting and approval for the Trust and its schools, and ensure budgetary targets are met.
- Work closely with the Head of Finance and Head of Operations to establish effective procurement procedures in order to achieve financial efficiencies.

Safeguarding

The CEO will be accountable for the Trust, and its academies, meeting its legal and statutory responsibilities.

The CEO will:

- Ensure that the Trust, and each school within the Trust, meets its safeguarding responsibilities in line with current legislation.
- Ensure that the Trust meets requirements related to health and safety and data protection.
- Ensure the Trust meets requirements set out by Companies House, the Charity Commission and the DfE.
- Embed Trust-wide accountability and quality assurance procedures to achieve compliance.

Equal Opportunities

- The CEO will be responsible for ensuring compliance with the Equalities Act 2010.



CEO Person Specification

Qualifications and training

- Degree in Primary Education with QTS
- NPQH
- NPQEL

Experience

- Senior Leadership and management experience in a Trust, or education.
- Working with, and developing strong relationships with, external stakeholders including other statutory partners ie Local Authority, Health or Police.
- Experience of leading school-to-school support in the context of RISE, or local authority school improvement team.
- Experience of leading schools in challenging circumstances and strengthening pupil outcomes in those schools.
- Line-management experience, leading reportees towards successful outcomes and professional development.
- Financial experience, including resource and budget management, income generation and effective financial monitoring..

Skills and Knowledge

- Wide repertoire of leadership skills.
- Ability to flex leadership style and apply skills in order to build effective working relationships and bring about best performance in others.
- Understanding of strategic planning, tools and techniques.
- Understanding of curriculum and assessment design, development and delivery.
- Financial management, planning and monitoring.
- Highly effective communication and interpersonal skills.
- Ability to communicate a vision and inspire others.
- Understanding of child protection and safeguarding issues.
- Strong understanding of Early Years provision and the role it plays in providing strong foundations for future success.

Personal qualities

- Understanding of and commitment to the concept that education is emancipatory.
- Ability to work creatively and innovatively whilst bringing team members along positively.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust.
- A commitment to enabling a culture of collaboration between schools in order to enable the best possible pupil outcomes.
- Enthusiasm and commitment to leadership, and promoting a respectful, supportive working environment.
- Is resilient and courageous, whilst keeping relationships positive in the face of challenges.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

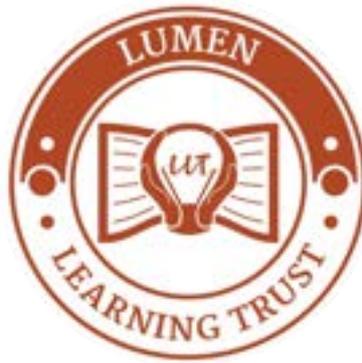
Timeline of events

We pride ourselves on knowing and understanding every pupil so that we can craft our provision to meet their needs.

Date	Action
30 th March 2026	Advertisement live
14 th April 9.30am, 11.00am 15 th April 9.30am, 11.00am 16 th April 9.30am, 11.00am, 1.30pm	Informal meet and greet session with our Chair of Directors at Saxon Primary School, Shepperton*
27 th April, 9.00am	Closing date for applications
W/c 4 th May	Invitations to interview sent
W/c 18 th May	Interviews
26 th May 2026	Successful candidate appointed

* Prospective applicants are asked to book their dedicated session by contacting our Governance Professional Lisa Cosgrave via clerktogovernors@lumenlearningtrust.co.uk.

Are you ready to join Us?



"Lumen Learning Trust puts the children's needs at the heart of its provision. We are committed to enabling children become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future."

Lumen Learning Trust
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