



THE SOUTHFIELD TRUST
PERSON SPECIFICATION: **CHIEF EXECUTIVE OFFICER**
FEBRUARY 2024

Job title: Chief Executive Officer (CEO)
Salary: Leadership scale point 40
Contract type: Full Time, Permanent
Reporting to: The Trustees of The Southfield Trust

The Southfield Trust comprises 4 highly successful special schools in Eastbourne, one of which has The Southfield Centre, a specialist facility, to support the needs of pupils with complex medical needs. The Trust employs 325 staff and educates around 540 pupils from 3 to 19 across 6 sites in Eastbourne, East Sussex.

We are committed to inclusivity, lifelong learning and to ensuring that our learners are equipped to succeed at every stage from nursery to further education and into adult life. Our mission is to improve the educational outcomes and life chances for all of our pupils, students and their families.

Please visit our website: www.thesouthfieldtrust.com

1. Qualifications, Training and Experience

Qualifications, Training and Experience	Essential	Desirable
QTS Status.	√	
Hold a leadership in education qualification.		√
Evidence of continuing professional development.	√	

Further continuing professional development in special education.		√
Safeguarding training.	√	

2. Values in Action

Values in Action	Essential	Desirable
Values and Beliefs – An understanding of the core Trust values and the ability to ensure all decision making is founded on those principles.	√	
Absolute commitment to the Trust’s mission, vision and values.	√	
Commitment to improving outcomes for all Trust pupils / students.	√	
Experience of building successful partnerships with a wide range of stakeholders.	√	
Ability to embrace change and identify opportunities.	√	
A personal commitment to your own lifelong learning.	√	

3. Leadership

Leadership	Essential	Desirable
To act as a strong, motivational and visible leader.	√	
Collaborative leadership style – a team player.	√	

Champion a culture which is inclusive, supportive, promotes diversity and equality, and focuses on continuous improvement.	√	
Ability to motivate and empower leaders within the Trust.	√	
Excellent interpersonal skills, with the ability to communicate and negotiate effectively with a range of stakeholders and speak confidently in public.	√	
Ability to demonstrate experience of strategic analysis and judgement and implementation of tactical interventions.	√	

4. Operational Management

Operational Management	Essential	Desirable
Ability to evaluate situations critically and to solve problems.	√	
Evidence of successful strategic financial planning and resource management.	√	
Experience of managing whole school / Trust budgets and of overseeing effective financial monitoring systems.	√	
Understanding of the role of the MAT Accounting Officer.		√
An understanding of the nature of financial risks and experience of mitigation of such risks.	√	

Evidence of competency in Project Management and Risk Management, including risk assessment and Health and Safety.	√	
Ability to demonstrate evidence of improving pupil outcomes through effective financial management.	√	
Leading and managing large staff teams to secure best possible outcomes.	√	
Knowledge of developing central Trust/school services, e.g., HR, Finance, Site Management and Safeguarding.		√
Develop and maintain effective working relationships with key partner organisations.	√	

5. School Improvement

School Improvement	Essential	Desirable
Ability to develop and lead a Trust-wide improvement strategy.	√	
Evidence of successful Trust and/or school improvement.	√	
Ability to hold senior members of the school / Trust leadership teams to account.	√	
Understanding, awareness and experience of Ofsted inspections and other Quality Assurance processes.	√	
Working familiarity with current and upcoming legislation relevant to the role of the Trust.		√
Ability to identify and negotiate the commissioning of external support from a range of providers.	√	

Ability to develop all staff and promote succession opportunities.	√	
A strong commitment to the professional development and lifelong learning of all staff.	√	

6. Interpersonal qualities

Personal Qualities and Resilience	Essential	Desirable
Empathy – A demonstrable understanding of the needs of all Trust stakeholders.	√	
The ability to build and maintain rapport.	√	
The ability to demonstrate reflective self-awareness.	√	
Inclusivity – A demonstrable belief in providing opportunities for all stakeholders to succeed.	√	
The ability to lead and securely embed a culture of safeguarding.	√	
To have a clear and evidenced sense of purpose.	√	
To have the resilience to cope with the demands, responsibilities and challenges of a CEO position.	√	