

# FCAT Chief Executive Officer - Job Description

<b>Post Title:</b>	Chief Executive Officer (CEO)
<b>Salary:</b>	£ Competitive
<b>Responsible to:</b>	Chair of the Trust Board
<b>Date of Job Description:</b>	January 2026

## Main Purpose of the role:

- To provide strategic leadership of all aspects of the Trust;
- To drive up educational attainment across all our academies, ensuring outcomes are at least in line with national averages;
- To develop and instill a positive culture of success in line with the Trust's values across the whole organisation, ensuring that pupils, staff and communities across all our academies know what it is to be part of our FCAT Team;
- To oversee effective management of the Trust's finances, deploying resources to benefit the Trust and its learners;
- To ensure improved Ofsted judgements across the Trust;
- To develop and deliver a vision to continually develop and sustain improvements across Trust over the next five years.

The role also includes line management of the Senior Leadership Team and is an *ex officio* member of the Board of Trustees.

## Main duties and responsibilities:

### Leadership, Governance and Accountability

1. In partnership with the Board, set the vision and long term strategy for the trust, ensuring a trust-wide culture in line with FCAT values, non-negotiables and school improvement priorities.
2. To be wholly responsible to the Board for the delivery of that strategy and for all matters relating to the operation of the trust.
3. Work with the Board to build open and collaborative relationships securing leadership and management as a strength, supported by a clear and effective scheme of delegation.
4. As the Accounting Officer, to be personally responsible for all financial matters, support the Board of Directors and the trust to discharge all their statutory duties including, but not limited to, the requirements detailed in the Academy Trust Handbook, The Governance Handbook, ESFA Funding Agreement, the FCAT Articles of Association legislation relating to Companies, Charities and Data and the FCAT Articles of Association.
5. To lead a culture of excellence which supports strong cohesion, effective communication and impactful collaboration, and is underpinned by a robust trust-wide vision and philosophy.
6. To drive improvement and change within the organisation at all levels, taking responsibility for the trust outcomes achieved.
7. To ensure each of our academies has robust and outstanding leadership and governance capable of continuously raising the standards of educational attainment across the trust.
8. To line manage and ensure a high performing senior leadership team that includes the Deputy CEO, Director of Primary (DOP), Chief Finance and Operating Officer (CFOO) and Director of Human Resources, ensuring distributed leadership.
9. In line with the Board's strategic growth plan, to lead successful conversions for any school aspiring to join our trust, including overall responsibility for building positive relationships with the school leadership and governors and overseeing a robust due-diligence process.

## **Quality Assurance**

1. To be accountable for ensuring that FCAT operates in a way that safeguards, at all times, the welfare of every child in the Trust's academies.
2. To be accountable for reporting to the Board of Trustees the performance and progress of the organisation against strategic and operational objectives.
3. To oversee all elements of trust-wide quality assurance providing Trustees with a clear and accurate picture of strengths and weaknesses, opportunities and threats.
4. To be accountable for the analysis, interpretation and reporting of relevant educational data and of the consequent strategic planning.
5. To promote and drive the FCAT Work and Wellbeing Charter, ensuring all employees have a positive work-life balance and FCAT is an employer of choice in recruitment and retention.
6. To drive the trust's strategy on corporate social responsibility (CSR), ensuring academies operate in sustainable and ethical ways and recognising that the trust has a major role to play in the social and economic welfare of the wider community.
7. To ensure effective succession planning, including mechanisms for identifying, developing and deploying leadership talent across the trust.
8. Working with senior leaders across the trust, including FCAT SLT, Headteachers and School Improvement Team to inspire all members of our FCAT Team to perform at their very best by building and maintaining a culture where development and recognition is at the forefront. Ensuring impactful training, support and empowerment enable challenging objectives to be achieved by colleagues; to develop and reach their potential.
9. To model and promote non-discriminatory behaviour and sustain strong equality and diversity within the trust.
10. To ensure the financial sustainability of the trust, the effective use of public funds and the achievement of best value.
11. To hold overall responsibility for compliance with statutory regulations determined by ESFA, Department of Education, Ofsted, Local Authority, Companies House and other external agencies.
12. To work with the Chief Finance and Operating Officer, Director of Human Resources and Central Services Team to ensure compliance with legislation and internally developed policies and systems including safeguarding, finance, HR, data, governance HSE, IT, PR and estates management.
13. To be accountable for securing strong and effective relationships with and between senior members of the Central Services Team and the Educational Improvement Team.

## **Quality of Education**

10. In line with the trust's all-through characteristic, to provide valued and credible leadership with regard to FCAT's core purpose of providing high quality education across Early Years and all four Key Stages.
11. To maintain a high level of current educational awareness and sector specific knowledge.
12. To work with the senior leaders including FCAT SLT, Headteachers and School Improvement Team to make informed, clear and rationalised educational decisions, ensuring effective communication and subsequent trust-wide compliance.
13. Holding senior leaders to account for maintaining and further developing the quality of education within their academies.

## **External Relationships**

14. To be the external face of FCAT modelling at all times the values, culture and ethos of our collaborative organisation.
15. To build and nurture excellent relationships with National and Regional Schools Commissioners, the Department for Education, the ESFA, Local Authorities, other MAT CEOs, and Ofsted.
16. To build strong relationships and drive effective communication with all stakeholders including staff, pupils, parents, governors and local community representatives.
17. To further strengthen existing links between the trust and local partnerships/initiatives that the trust is committed to supporting.

# FCAT Chief Executive Officer - Person Specification

<b>Safeguarding</b>  1. Commitment to safeguarding and promoting the welfare of children and young people.	E
<b>Qualifications</b>  1. Degree Level Qualification. 2. Higher Degree Qualification (e.g. Masters Level or above). 3. Qualified Teacher Status.	E D D
<b>Experience</b>  1. Proven experience of successfully leading a significant, multi-disciplinary educational organisation. 2. Experience of highly effective staff leadership, management and development, including evidence of achieving performance improvement across diverse teams. 3. Experience of excellent strategic planning, delivering creative solutions and successful identification and implementation of business and/or education opportunities. 4. Successful experience of leading organisational growth and development. 5. Proven experience of corporate/academy financial planning and effectively managing a large budget. 6. Experience of the governance within a multi-disciplinary educational organisation 7. Experience of ensuring services provided or bought provide value for money and key performance indicators are achieved.	E E E E E E E
<b>Knowledge</b>  1. Understanding of the nature of the role of Chief Executive Officer, especially in an education background. 2. Understanding of legislation relevant to the operation of an organisation, including but not limited to company, governance, accounting, employment and other statutory reporting requirements.	E E

3.	Understanding of financial planning and management processes and systems in a complex people-orientated organisation.	E
4.	Knowledge of government education policy and legislation, multi academy trusts and conversions and the Ofsted inspection framework.	E
<b>Skills, Abilities and Personal Attributes</b>		
1.	Excellent and adaptable communication and interpersonal skills.	E
2.	Effectively able to drive and share a clear vision with a variety of audiences in a variety of locations.	E
3.	Able to prioritise and make effective decisions with clarity, integrity and transparency.	E
4.	Exceptional ability to work accurately and with attention to detail in a fast paced work environment.	E
5.	Proven ability to analyse and interpret financial and performance data to support strategic planning.	E
6.	Inspirational, ambitious and optimistic leader who works with pride to achieve excellence.	E
7.	Able to build relationships and teams and to respect, motivate and constructively challenge all colleagues.	E
8.	To possess the collaborative gene and belief that together we can be 'the best we can be'.	E
9.	A track record of establishing and maintaining positive and internal and external organisational working relationships with colleagues to ensure positive and effective outcomes.	E
10.	To be a supportive and approachable leader.	E
11.	To work with resilience, flexibility and calmness in response to change on a daily basis.	E
12.	Excellent ability to negotiate, influence and persuade to drive forward the vision of the trust.	E
13.	Strong ability to successfully lead complex and significant projects from inception to completion.	E
14.	To demonstrate a passion for the advancement of education, learning experiences and outcomes for children	E
<b>Other Attributes</b>		
1.	Commitment to own personal and professional development.	E