



JOB DESCRIPTION

POST:	Chief Executive Officer (CEO)
ACCOUNTABLE TO:	Southwark Diocesan Board of Education Multi-Academy Trust (SDBE MAT) Board

As the Chief Executive Officer (CEO) of a Multi-Academy Trust, there are a number of key accountabilities that ultimately sit with the post holder. Unlike other similar roles that exist across the education sector, the role of Chief Executive in a Multi-Academy Trust (MAT) also assumes the role of Accounting Officer for the whole organisation. This complete accountability means the post holder is not just responsible for the educational standards across the Trust, but all financial and operational aspects too.

Main Purpose of Job:

To provide the overall leadership and direction to the Trust and to its established academies within the vision and strategy agreed by the Trust Board, and to oversee and support the successful delivery of any academies in development or in the process of conversion.

To ensure that both the MAT as a whole and its individual schools consistently achieve strong outcomes for all their pupils.

To ensure that the MAT's financial viability is secure, firmly based on accurate analysis, the optimum use of resources and the generation of sufficient surplus funding to meet development needs

Principal Accountabilities:

To contribute to the formulation of the Multi-Academy Trust's overall strategy and the effectiveness of its educational performance, including meeting all required national targets and benchmarks and ensuring that its agreed values and vision are delivered in all areas of Trust and academy development and operations.

To lead and manage the operation of the MAT so that all pupils benefit from a strong education, in a Church of England context.

To act as the Accounting Officer for the MAT, ensuring that its educational and financial performance is effectively managed and it meets all its statutory and regulatory obligations.

To recruit, develop and lead an Executive Team, equipped and able to support the delivery of the Trust's mission and vision.

To ensure that the MAT's long term financial sustainability is secured, so that the plans for the MAT as a whole and for individual schools are soundly based and deliver the required outcomes for pupils.

To advise the Trust Board on their agreement of the proposed budgets and plans of the Trust and its constituent academies, and discuss as necessary with the Regional Schools Commissioner, DfE and relevant funding agencies.

To establish effective systems of control which identify risks to the viability of the MAT or of individual schools and ensure prompt and effective action is taken to address any such problems

To develop and maintain effective relationships with the Department for Education (DfE), Regional Schools Commissioners (RSCs), local authorities, head teachers and governing bodies, collaborating with them to secure and extend the reputation, values and vision of the Trust.

To work in partnership with the Board and with Headteachers and Governors, to develop and maintain effective relationships with other strong church schools and governing bodies in the Diocese, to create economies of scale, develop a local network of excellence and encourage other schools to join the MAT.

To ensure that new academies joining the Trust have the staffing, governance and curriculum structures in place to achieve the required educational outcomes for their pupils, within the time and budget parameters set for each academy.

To ensure that local communities served by the Trust are actively engaged with its work and have confidence in the quality of its provision.

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To uphold the Trust's policy in respect of child protection and safeguarding matters.
- The post holder is required to support and encourage the ethos, objectives, policies and procedures of the Trust, and each academy as agreed by the Board of Directors and Local Governing Bodies.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.
- In addition to the core responsibilities the postholder will undertake any other duties, which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Chair of the Trust or Chair of the SDBE.
- All staff members are required to participate in the Trust's agreed appraisal scheme.

Ethos: In all relationships, particularly when initiating or brokering actions and solutions, all Trust staff members should be mindful of the importance of Christian values and pastoral care within a performative context.

Confidentiality: Treat all information acquired through employment, both formally and informally, in confidence.

Equalities: The SDBE has a strong commitment to achieving equality of opportunity in its schools and in the employment of people. The post will ensure that the MAT meets its statutory obligations in relation to all aspects of equalities legislation.

Health and Safety: Be responsible for own Health & Safety, as well as that of colleagues, service users and the public.