

Person Specification and Job Description

Chief Executive Officer



Job Description

Full time Permanent Post

Responsible to: The Chair of the Board of Trustees

Responsible for: All Schools within the SEAX Multi-Academy Trust & the Central Team

Full-time equivalent salary: £120,000 to £130,000* per Annum

*depending on candidate's skills and experience

Hours of Work: 37 hours per week/52 weeks per annum

Holiday entitlement: 7 to 7.6 weeks' holiday per annum (depending on length of service)

Initial working pattern: Monday - Thursday 8.30am - 4.30pm; Friday 8.30am - 4.00pm (including a 30 minute unpaid lunch break)

This role is based at the SEAX Trust Central Office in Brentwood, with a requirement to travel regularly to all Trust academies.

The post-holder will be working with the SEAX Trust Chair and the Board of Trustees, the Central Team, Local Governance Groups, Headteachers and Leadership Teams.



Job Purpose

The Chief Executive Officer is responsible for the education of all the young people in the Trust's academies.

They lead the Executive Team of the Trust, ensuring the Trust and all its schools are successful over time in a sustainable way. They provide high level strategic leadership and management across all aspects of the Trust's activities. They ensure that the Trust provides high quality education for all its pupils through the effective and efficient use of resources and people.

As a system leader, the CEO represents the Trust with a wide range of stakeholders and partners and enables the Trust to fulfil its civic responsibilities. They are the Accounting Officer for the Trust, responsible for ensuring the Trust meets its statutory and legal requirements.

Core Responsibilities

Ethics and Professional Conduct

As a leader of an educational charity, the CEO is expected to demonstrate consistently high standards of principled and professional conduct. School Trust CEOs should always uphold and embody The Principles of Public Life (The Nolan Principles).

As a leader of the SEAX Trust, its academy communities and the profession, the CEO must serve in the best interests of the Trust's pupils, conducting themselves in a manner compatible with their influential position in society.

The Six CEO Core Responsibilities

Academy Trusts are education charities that run schools to give children a better future. Every Trust has a single legal and moral purpose: to advance education for the public benefit. School Trust CEOs have specific responsibilities as executive leaders of the Trust.

The six interlinked areas of a CEO's core responsibilities:



CEO Core Responsibilities

- *Strategic leadership - Trust values, culture and strategy*
- *Quality of Education*
- *Finance, sustainability and compliance*
- *People strategy*
- *Governance and accountability*
- *System leadership and civic responsibility*

Strategic Leadership

- Establish and sustain the SEAX Trust's values, culture, and strategic direction in partnership with the Trust Board
- Provide leadership that enables the Trust to achieve its strategic objectives and secure its future sustainability
- Develop operational objectives that are appropriate, deliverable and aligned to the Trust's strategic direction
- Create a safe, inclusive and positive culture across the Trust and its schools
- Enable the Trust's organisational design & operational systems to meet its current and future requirements and manage change effectively

Core Responsibilities

Quality of Education

- Tackle educational inequality, upholding and securing ambitious educational and behavioural standards for all pupils
- Promote further support for the most disadvantaged and those with additional and special educational needs and disabilities within a safe and secure environment
- Enable SEAX Trust to establish and sustain a broad, rich and coherent curriculum entitlement for all pupils, supported by effective curricular leadership and delivered through high quality teaching in all its schools
- Ensure SEAX Trust has high quality, expert teaching in all the Trust's schools, built on an evidence-informed understanding of effective teaching and how pupils learn
- Ensure that priority areas for improvement are identified
- Enable the Trust and its schools to engage with appropriate evidence-based strategies for improvement and ensure their effective implementation

Finance, sustainability and compliance

- Ensure that sound financial management systems are in place
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure the long-term sustainability of SEAX Trust and its schools through effective financial and estates management
- Direct SEAX Trust's activities to achieve the most efficient, effective and sustainable provision of education to the highest quality, prioritising and making the most effective use of the resources available.
- Ensure the organisation complies with all statutory and legal requirements including safeguarding and health and safety

Langham Oaks School



Core Responsibilities

People Strategy

- Lead and effectively manage the activities and performance of the Trust's executive team
- Enable a people strategy that identifies talent, supports and develops all staff and sustains a culture of staff well-being and high staff professionalism
- Ensure the Trust has high quality employment practices that promote equality, diversity and inclusion, including ethical practices of recruitment and retention of staff
- Ensure staff have access to high quality professional development, aligned to balance organisational and individual needs
- Ensure the Trust has a strong talent management and succession planning programmes across all areas of the organisation's work

Thriftwood School and College

Governance and Accountability

- Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the Trust's work
- Understand the role of relevant regulatory bodies and ensure the Trust and its schools respond to their requirements
- Understand and welcome the role of effective Trust governance, upholding the obligation to give account and recognising that Trust Boards are ultimately responsible and accountable for the Trust's work
- Develop and maintain effective relationships with the Trust Board recognising their key role in holding the CEO and executive team to account
- Ensure the Trust Board receives quality information in the level of detail needed to make informed decisions and fulfil its functions and legal obligations
- Ensure positive communications that promote the Trust and its work, and present the Trust effectively when dealing with the media

Core Responsibilities

System leadership and civic responsibility

- Promote and enable ways in which the Trust's schools and their local boards engage meaningfully with their communities and are responsive and accountable to them
- In line with the Trust's civic role, work with civic partners and stakeholders in the local area, region and/or nationally to contribute to the Public Good, ensuring the value of the child and coherent public service for children and families
- Foster and engage in the collective leadership of the sector building strong local systems to address disadvantage and improve the quality of education for all pupils
- Exert external influence on behalf of SEAX Trust by active engagement with sector organisations, regulators, policy makers, local and national government, industry and other partners, giving public assurance of high standards of probity



Accounting Officer Responsibilities

The Accounting Officer responsibilities are given in the Academies Trust Handbook, sections 1.37 – 1.44.

- Give assurance (to Parliament and the public) of high standards of probity in the management of public funds, particularly regularity, propriety and value for money
- Adhering to the Seven Principles of Public Life
- Having oversight of financial transactions (under Trustees' control, measures to prevent losses or misuse, multi-person operation of accounts and records, accurate accounting records)
- Completing annual statement on regularity, propriety and compliance
- Taking personal responsibility for assuring compliance to the Board
- Advising on Board intent or action if incompatible with the articles, funding agreement or handbook and notifying the ESFA if they consider the Board is in breach of the articles, funding agreement or handbook


Core Responsibilities

Working with Trustees

The CEO will work closely with the Trust Board, particularly the Chair. The CEO will recognise the responsibilities and statutory duties of Trustees and that the CEO operates under the oversight and direction of the Board of Trustees.

The Academy Trust Handbook indicates that Trustees must comply with the Trust's charitable objects, with company and charitable law and with their contractual obligations under the funding agreement. As an organisation, the SEAX Trust has a range of obligations under current legislation and statutory guidance. This includes matters such as safeguarding, health and safety and estates management. The Academy Trust Handbook states that ensuring strong governance in these areas will be a key priority for the Board.

The Academy Trust Handbook indicates that Trustees should focus on three core functions:

A diagram consisting of three overlapping circles arranged horizontally. The left circle contains the text "Ensuring clarity of vision, ethos and strategic direction". The middle circle contains the text "Holding executive leaders to account for the educational performance of the organisation & its pupils & the performance management of staff". The right circle contains the text "Overseeing and ensuring effective financial performance".

Ensuring clarity of vision, ethos and strategic direction

Holding executive leaders to account for the educational performance of the organisation & its pupils & the performance management of staff

Overseeing and ensuring effective financial performance

The CEO will recognise that in fulfilling these core functions, the Trust Board is ultimately responsible for approving and monitoring certain aspects of a Trust's work, including the Trust's vision and strategy.

This job description will be reviewed annually and may be subject to change or modification at any time, after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Person Specification

		<i>Essential</i>	<i>Desirable</i>
Qualifications	Level 7 qualification, eg Masters-level qualification in a related academic area, with extensive experience in the relevant specialist areas of work, or a wider range of areas	✓	
	OR Evidence of the equivalent level of knowledge gained through work experience in complex organisations		
Experience	Proven track record of successful business planning & financial management	✓	
	Extensive senior management experience of a successful commercial organisation or educational establishment at executive level	✓	
	Significant experience in leading operations and driving change within a large organisation	✓	
	Knowledge and understanding of current educational landscape, including issues relating to academies	✓	
	Experience of using assessment data to inform decision-making	✓	
	Significant practical experience in the special educational needs and disabilities (SEND) sector.	✓	
	Demonstrates a passionate and unwavering commitment to special needs education	✓	
	Experience of school improvement planning and evaluation		✓
	Experience of statutory assessment and OFSTED inspections		✓
	Experience of managing and motivating large teams of people and building effective relationships at all levels within an organisation	✓	
	Experience of working with all stakeholders, including school governors	✓	
	Experience of developing curriculum continuity and progression		✓
Thinking	A strategic thinker who can analyse and process complex information and data quickly and rigorously in order to make effective decisions	✓	
	Can think analytically to undertake complex tasks in a systematic way	✓	
	Thinks creatively and imaginatively to solve problems and identify opportunities	✓	
	Able to articulate and defend a clear vision for the future	✓	
	Able to demonstrate having planned appropriately for future success	✓	
	Keeps pupils at the heart of all decision-making	✓	



Person Specification

		<i>Essential</i>	<i>Desirable</i>
Personal Effectiveness	Able to be resilient and robust, whilst also showing compassion in dealing with issues, and is calm under pressure	✓	
	A capable networker, able to engage effectively with the wider community	✓	
	Able to demonstrate sound judgement and prioritise issues/risks effectively	✓	
	Can negotiate and consult effectively, with the capacity to influence others	✓	
	Takes ownership of initiatives and sees them through to successful completion, with meaningful, sustained impact for pupils	✓	
	Proven ability to lead confidently and decisively in times of challenge	✓	
	Able to inspire high levels of performance in staff	✓	
Interpersonal Relationships	Proven experience in successfully line managing a team of staff	✓	
	Demonstrates a variety of leadership styles and management approaches	✓	
	Ability to build strong and collegiate working relationships with Headteachers to foster a sense of collective responsibility for the performance of the Trust	✓	
	Able to build trust and credibility over time through integrity, consistency and thoughtful communication	✓	
	Able to bring personal presence and emotional intelligence to the role, engaging confidently and empathetically with children, staff, parents and the wider community	✓	
	Shows concerns for impact—identifies the most important concerns and issues of others—modifies own behaviour to achieve the required outcomes	✓	
	Goes out of the way to establish contacts and use the relationship to achieve business objectives	✓	
	Able to bring presence and gravitas to the role, whilst remaining approachable and professional at all times	✓	
General Requirements	Able to work flexibly, including any service-specific hours	✓	
	Able to travel to various locations within a reasonable timescale	✓	
	Demonstrates a firm commitment to the concept of the Multi-Academy Trust, with a desire to see the Trust flourish and expand in a measured, sustainable manner	✓	
	Applicants must not be disqualified by law from holding directorships and must undergo a DBS check	✓	





Candidates should download and complete the SEAX Trust application form available from: www.seaxtrust.com or www.essexschoolsjobs.co.uk

Required: January 2026

Visits: Interested parties are welcome to arrange a visit/call with the Chair of Trustees. Please email: katestannard@seaxtrust.com

Closing Date: Monday 15 September 2025

Interview: To be held on 23rd, 24th September 2025

Salary/benefits: Salary: £120,000 to £130,00pa, depending on candidate's skills and experience

References: Referees will be contacted prior to the interview date

On-line Checks: The Trust reviews social media relating to shortlisted candidates as part of the screening process, to ascertain whether candidates demonstrate appropriate conduct and behaviour and for employment in an educational environment.

Applications should be addressed to:

Mrs Kate Stannard
Director of HR & Assoc CIPD
SEAX Trust Office
c/o Grove House School
Sawyers Hall Lane
Brentwood
Essex CM15 9DA
Tel: 01245 963006
Email: katestannard@seaxtrust.com



What we can offer YOU

- Commitment to providing high quality professional development opportunities
- Access to strong existing partnerships and networks
- Access to Teacher and Local Government Pension Schemes
- Generous holiday allowances
- Access to a comprehensive Employee Assistance Programme which includes same-day GP service, in-person physio appointments and counselling
- A strategic aim to ensure a fair work/life balance
- A highly-supportive organisational culture
- A firm commitment to the strengths of equality and diversity
- Free annual flu jab and access to free eye tests
- Access to discounted shopping