

## Key Information Sheet for CEO at SEAX Trust

This sheet sets out the key information for candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.

### Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than **12:00 midday** on the closing date of **Monday 15<sup>th</sup> September 2025**. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

### Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to a face to face interview with the selection panel. There will also be a range of skills tests and practical assessments. Details regarding selection panel members and any planned assessments will be made available to shortlisted candidates.

### Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process.

### References

References are required at interview, as they form an important part of the selection process. Referees of shortlisted candidates will therefore be contacted **prior to the interview date**. Please ensure that you have given consent to your referees so that provision can be made without delay.

### On-Line Checks

In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps to identify any incidents which are publicly available online and which the Trust might want to explore with the applicant at interview.

### Probation

All teaching and support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six-month probationary period.

### Interview date

Interviews will be undertaken as part of a two-day process. On **Tuesday 23<sup>rd</sup> September 2025**, prospective candidates will be invited to one of the SEAX academies where, as part of the day's activities, they will meet the Trust's Headteachers. On **Wednesday 24<sup>th</sup> September 2025**, formal interviews will be held. Please note that the Trust does not reimburse candidates for interview expenses.



### Start date

The start date for this post will be the **1<sup>st</sup> January 2026**.

### Further information and Trust visits

Applicants who require further information or would like to visit the Trust should contact **Mrs Kate Stannard**, Director of HR, SEAX Trust, either by emailing [jobs@seaxtrust.com](mailto:jobs@seaxtrust.com) or by telephoning **01245 963006**.

## Key Information regarding Terms and Conditions

**Hours per week: 37 hours per week**

**Initial working pattern: Monday-Thursday 8:30am – 4:30pm; Friday 8:30am – 4:00pm (including a 30 minute unpaid lunch break)**

**Working weeks per year: 52 weeks per annum**

**Holiday entitlement: (full-time posts only) 7 weeks (27 days + 8 Bank Holidays) to 7.6 weeks (30 days + 8 Bank Holidays) depending on length of service**

Annual leave is taken by arrangement with Trustees and normally during school closure periods. Time off during term time can only be taken with permission of the Chair of Trustees, as set out in the Trust's Leave of Absence Policy.

### Pay

All SEAX Trust staff are paid on either the School Teachers Pay & Conditions Document (STPCD) or the Local Government Pay & Conditions Document (LGPCD). The initial pay offer for this post ranges from **£120,000 to £130,000 per annum**, depending on the successful candidate's skills and experience.

Employees are paid in twelve equal monthly payments per year.

