



The Park Federation Academy Trust, James Elliman Academy, Elliman Avenue, Slough, SL2 5BA  
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# Chief Executive Officer

Recruitment Brochure

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**From Muralee Nair, Chair of the Board of Directors**

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Dear applicant

On behalf of The Park Federation Academy Trust, I would like to warmly welcome you to apply for the position of Chief Executive Officer.

We are extremely proud of our Trust and the wonderful young people and communities it serves. Our academies are dynamic, exciting places of learning where children are encouraged to become successful lifelong learners, responsible citizens and confident individuals.

We are seeking a robust and decisive leader who, together with the board of directors, will be instrumental in taking the organisation forward.

This will be a challenging and fulfilling role, which will offer many opportunities for the successful candidate to make a real difference. We offer a warm and welcoming environment with committed staff, engaged parents, supportive governors and, most of all, receptive children who want to learn and succeed.

If you believe you have the personal qualities, skills and experience we are looking for, we very much look forward to hearing from you.

Yours sincerely

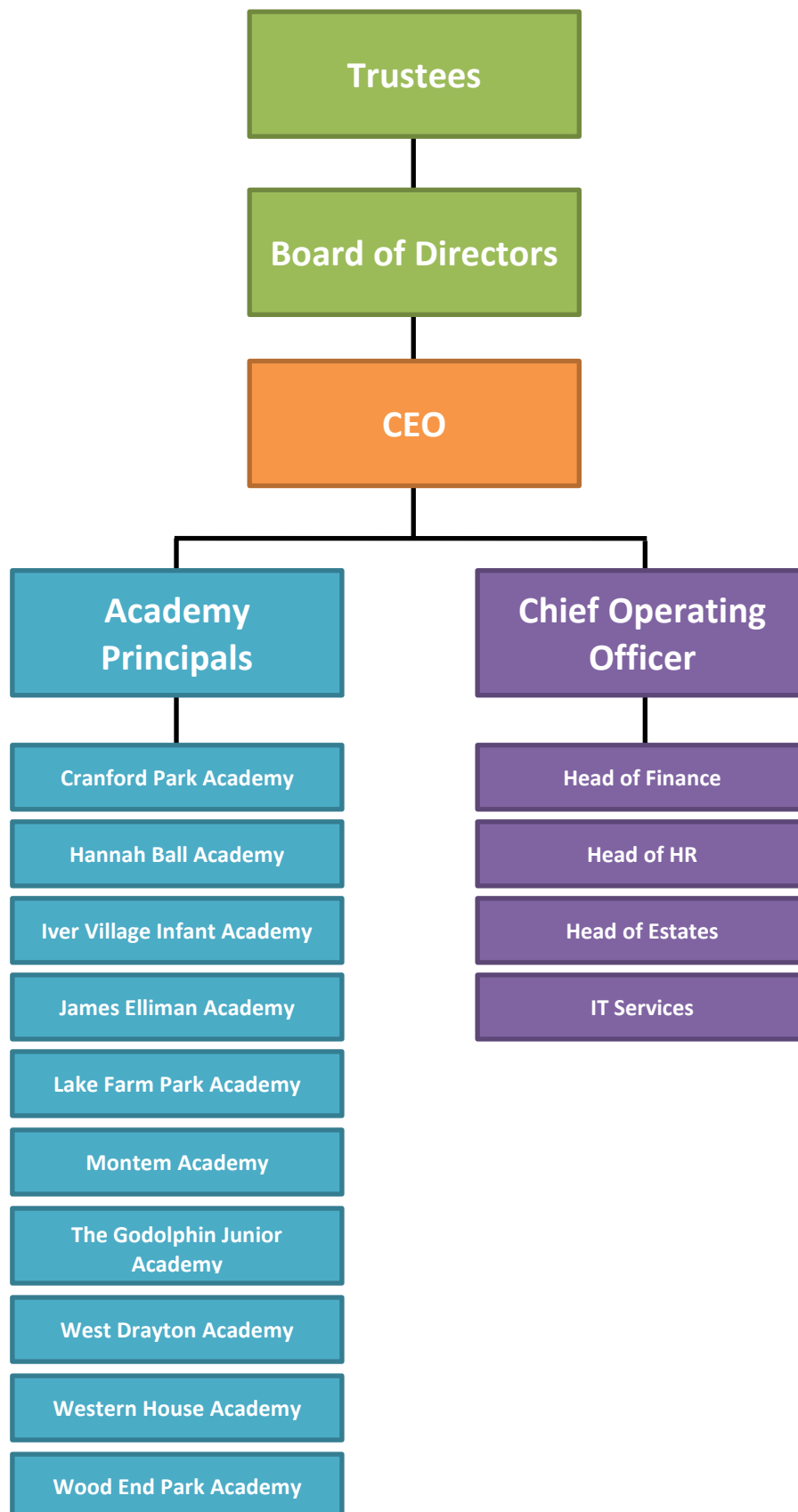


**Muralee Nair**  
**Chair of the Board of Directors**

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## Organisation Structure

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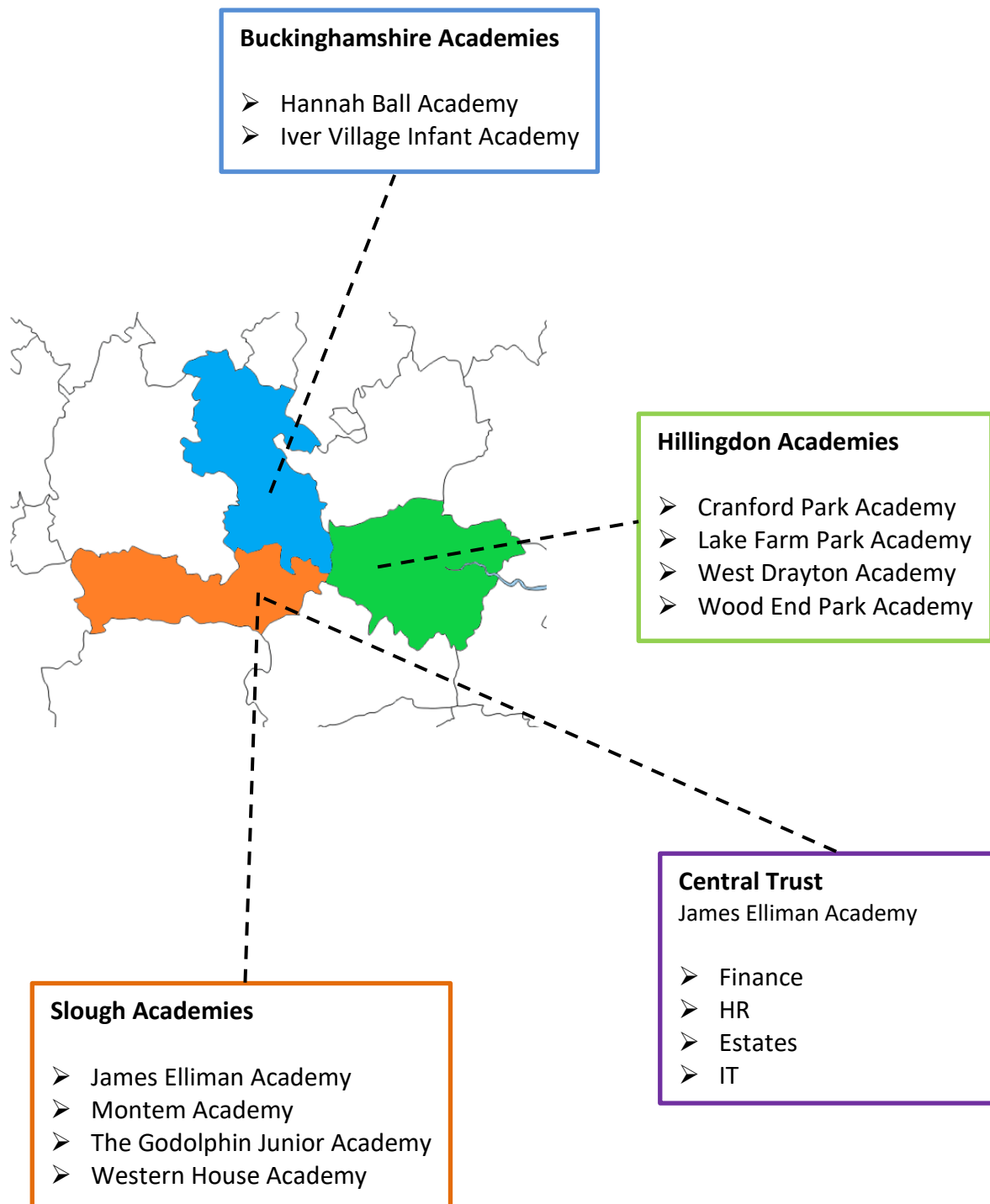


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## Organisation Map

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Our academies are located across three local authorities in the Greater London and Home Counties areas - Buckinghamshire, Hillingdon and Slough:



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## Job Description

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<b>Reporting to</b>	Board of Directors	<b>Location</b>	Hybrid
<b>Salary</b>	£120,000	<b>Hours</b>	Full time, all year round
<b>Contract</b>	Permanent	<b>Start Date</b>	January 2026

### Job Purpose

Responsible for upholding and articulating the vision, values and ethos of the Trust and for inspiring and empowering others to deliver the Trust's strategic aims. The CEO is accountable for both the educational and operational performance of the Trust.

### Strategy & Compliance

- Work with the Board of Directors, Trustees, Academy Councils, Chief Operating Officer, Principals and other senior staff to define and deliver the Trust's vision, aims and objectives through inspirational and motivational leadership, clear articulation and strategic direction, demanding and measurable targets and supporting development plans;
- Be the Trust's Accounting Officer; take responsibility for the financial performance of the Trust, ensuring there are effective systems in place for the management and monitoring of the Trust and academies' budgets, that the Trust represents demonstrable value, and to ensure that financial returns are made in accordance with the requirements of the Academies Financial Handbook, Governance Handbook, Education & Skills Funding Agency funding agreement and Companies House;
- Ensure that the Trust policies and approach reflect a culture in which safeguarding has paramount importance and be ultimately responsible for the success of the Trust's safeguarding practices;
- Attend meetings of the Board and its committees, as necessary, and provide Directors with regular reports on performance, developments and activities within the Trust and external factors impacting the Trust;
- Communicate accurately and candidly to the Board and its committees the views and feelings of staff;
- Establish and develop a close, confidential and purposeful working relationship with the Chair of the Board and the Chairs of all Board committees;
- Drive improvement and change within the Trust at all levels, fostering a culture of mutual support, knowledge share, partnership and teamwork and taking responsibility for the Trust outcomes achieved;
- Develop and lead a high performing executive leadership team, including Central Team and Principals, regularly meeting to ensure a collective and consistent strategy is delivered;
- Lead a culture of excellence which engenders strong cohesion, effective communication, clear delegation and empowerment, and facilitates meaningful collaboration underpinned by a shared ethos and values;
- Develop, inspire and lead a culture of ambition;
- Ensure each academy has outstanding leadership and governance capable of continually raising the quality of education to deliver outstanding academic and

personal development outcomes through the growth of confident learners within a culture of inclusiveness;

- Identify growth opportunities for the Trust and oversee a robust due-diligence process before committing to incorporating any new schools into the Trust;
- Formulate and monitor a regular cycle of self-evaluation, strategic plan , School Development Plans and target setting as focal points for coherence within a wider process of quality assurance and holding to account;
- Ensure robust and appropriate risk management processes are in place in conjunction with the Trust Board;
- Assist with the development of Trust policies and procedures and ensure their enforcement, including child protection, health, safety and security, confidentiality and data protection;
- Ensure the Trust operates within the legislative and regulatory framework, meeting its statutory responsibilities including Health & Safety, Safeguarding and the requirements of Companies House, the Charity Commission, Data Protection and the ESFA.
- Take responsibility for effective data management, ensuring that systems are in place to capture, protect, analyse and act;
- Remain abreast of educational and other developments impacting on the Trust and its academies, both locally and nationally;
- Support and advise Board initiatives and committees as required.

#### **Leadership & Management**

- Provide motivational and inspirational leadership at all levels of the organisation;
- Ensure that the Trust and its academies are an employer of choice, staffed by talented, skilled and committed individuals at all levels.
- Ensure that there is an unrelenting focus on wellbeing, professional growth and equality, diversity, and inclusion for all;
- Provide professional advice and guidance to the Chairs of Academy Councils, to ensure they hold their academies and Academy Councils to account;
- Establish and develop an executive team, with the purpose of aligning, monitoring and evaluating operational activities to Trust strategy and ensuring clear channels of two-way communication;
- Line Manage Principals and executive leaders across the trust and hold them to account for the effective leadership of their schools and areas of responsibility;
- Confidently and sensitively addressing underperformance or behaviours that are inconsistent with the values and culture of the Trust
- Provide challenge to senior leadership teams, motivating, empowering and working with them to attain ambitious outcomes which maximise the educational and personal development of pupils and which meet the demands of the wider communities served;
- Ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation through performance management;
- Act as the external face of the Trust, engaging authorities and stakeholders as necessary to promote and uphold the reputation of the Trust and its academies; Ensure academies and the central trust are given the best support possible to achieve fair and positive Ofsted or regulatory audit outcomes;

- Ensure a strong succession planning model is in place across the Trust, including identifying and supporting the growth of future leaders at all levels within the organisation;
- Develop a culture of personal responsibility, recognising excellence and implementing strategies to address under performance, including an effective system of professional development;
- Foster a culture of continuous improvement across the trust and its academies, and ensure this is done in a collaborative and supportive fashion
- Implement systems to ensure continuous self-evaluation of provision and performance and ensure its effective communication throughout the Trust to facilitate improvement;
- Ensure robust policies are in place for the recruitment and retention of excellent staff;
- Ensure TPFT provides first-rate professional training to develop, motivate, inspire and retain staff across the Trust;
- Ensure pupils are provided with consistently high standards of pastoral care provisions;
- Ensure that the Trust and its academies follow all relevant safeguarding regulations and advice, that each school has a Designated Safeguarding Lead and that safeguarding policy and practice enables the highest possible care towards pupils;
- Ensure agile systems and contingencies are in place for the Trust to respond to crisis, evolving national and local needs, and to manage change and risk across the Trust;
- Create and develop Trust wide systems that encourage standardisation and economy of scale, where appropriate, and effective shared practice;
- Develop and lead the Trust's improvement processes, including identifying and analysing academy improvement needs, prioritising appropriately-resourced solutions and evaluating the impact of improvement strategies;
- Commission external support for the Trust and academy improvement, and assess the effectiveness and impact of the support provided.

#### **Quality of Education**

- Support and secure delivery of excellent teaching and learning throughout all academies within the Trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement;
- Ensure there is high quality curriculum provision and related assessment procedures in each Academy to meet the needs of all pupil groups;
- Work collaboratively with Principals to agree clear approaches to ensure that assessment procedures and attainment and progress measures within every school are accurate and consistent;
- Be responsible for ensuring that all stakeholders receive appropriate and necessary reports on the development, progress and attainment of all pupils;
- Ensure there are clear and transparent mechanisms which inform parents and pupils about the curriculum, attainment and progress, as well as the contribution they can make in supporting their child's learning and achieving the school's targets for improvement;
- Ensure the effective use of technologies, both in teaching and learning, and in operational matters to enhance provision, develop efficiencies and secure value for money as appropriate;

- Develop strong relationships with educational partners and other stakeholders to enhance educational provision and widen opportunities for all pupils within the Trust;
- Cooperate fully and transparently with external agencies and bodies, including Ofsted, to ensure they can acquire an accurate view of the structure, management and performance of the Trust and its schools.
- Inspire and foster in staff the curiosity to remain abreast of educational trend and discourse and the confidence to suggest and embrace innovation.

### **Communication**

- Act as the external face of the Trust, and actively build relevant, useful networks on behalf of the Trust;
- Ensure Directors, Trustees and Governors have timely and relevant information on all developments in education and the political, financial, technological and environmental sectors that potentially impact on Trust strategy;
- Ensure effective and timely communication so that key messages are conveyed employees, students and parents, partners and other stakeholders in a consistent way;
- Develop and maintain effective relationships with the Regional Directors, Department for Education (DfE), Education and Skills Funding Agency (ESFA), local authorities within the areas covered by the Trust, and Ofsted;
- Develop and implement a positive and consistent brand and style for marketing the Trust;
- Oversee the arrangements for external communications with wider communities, the media and external agencies and bodies and promote and explain the work of the Trust to a range of audiences, raising the profile of the Trust and its academies;
- Actively seek viable opportunities to grow and develop the Trust in line with its aspiration and strategy.
- Lead conversations for any school joining the Trust, including overall responsibility for building relationships with school leaders and governors.

### **Developing the Trust**

- Work with Principals and the Central Team to build capacity and identify opportunities to widen the Trust's provision for the benefit of local communities;
- Work with Principals to develop academy strategies to support the sharing of facilities, resources, expertise and ideas that enable financial stability and well - being for the school communities;
- Develop and coordinate partnership work; maintaining open, transparent and constructive relationships between parents, the local community, LAs, health and social care, etc., particularly in relation to vulnerable pupils or those with SEND.

### **General**

- Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.



This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

### **Safeguarding**

In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post.

## Person Specification

Criteria	Essential	Desirable
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Proven evidence of continuing professional development;</li> <li>• Proven track record as an outstanding leader at a senior level;</li> <li>• Experience of managing substantial budgets and directing resources to deliver good value for money, including the commissioning and procurement of services;</li> <li>• Experience of developing a strong team culture with senior leaders and fostering a positive work ethos.</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate qualification in education or relevant subject;</li> <li>• Experience as an Executive Leader in a school federation or multi-academy trust.</li> <li>• Experience as Chair.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective interpersonal skills including verbal and written communication skills;</li> <li>• Ability to use different communication styles and techniques to present ideas and influence others;</li> <li>• Ability to think creatively and strategically, analyse and process complex information and data quickly and rigorously in order to make effective decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of legislation, statutory frameworks and national policy and its implementation affecting Early Years and Primary educational settings;</li> <li>• Knowledge and understanding of the Trust's compliance and safeguarding responsibilities in line with relevant regulations.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High level of determination and personal drive;</li> <li>• Celebrates diversity and makes decisions to actively promote inclusion;</li> <li>• Exemplifies TPFT values;</li> <li>• Collaborative and consultative style;</li> <li>• Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community;</li> <li>• High levels of personal organisation with excellent time management;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Works flexibly, including any service specific hours and a willingness to travel to various locations;</li> <li>• Demonstrates a firm commitment to the concept of Multi-Academy Trusts and desire to see the Trust flourish and expand in a sustainable manner;</li> <li>• Committed to safeguarding and promoting the welfare of children and young people.</li> <li>• Embodies the Framework for Ethical Leadership in Education and the NOLAN principles.</li> </ul>	
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## Employee Benefits and Rewards

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### Introduction

The Trust deeply values our employees, which is why recognising and appreciating our staff for their hard work is important to us.

We offer numerous benefits and rewards, including professional development, special leave, employee recognition programmes and wellbeing initiatives.

Every member of staff should feel valued and appreciated for their contribution to the success of the Trust.

This leaflet details some of the benefits and wider support schemes available to Trust staff.

### Enhanced Salaries

The Trust pays up to £1500 on top of national salaries for teachers on grades M1 and M3.

### Variable Compensation Scheme

The Trust includes Senior Leaders in an annual variable compensation scheme, paying up to 8% of salary.

### Professional Development

Staff have the opportunity to attend training and study for professional qualifications.

### Career Progression

The Trust offers opportunities to obtain experience and career progression across all 10 of our academies.

### Mental Health First Aiders

All our academies have mental health first aiders to support the wellbeing of our staff.

### Pension Scheme

All staff will be enrolled into the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS), with employer's contribution rates up to 28.6%.

### Occupational Sick Pay

Staff receive up to 6 months full pay and 6 months half pay for periods of sickness absence.

### Occupational Maternity Pay

Staff receive up to 4 weeks full pay and 12 weeks half pay during maternity leave.

### Occupational Paternity Pay

Staff receive up to full pay for the full duration of paternity leave.

### Cycle to Work Scheme

The Trust's new cycle to work scheme means staff can save up to 42% on a bike and accessories.  
[www.cyclescheme.co.uk/681c006](http://www.cyclescheme.co.uk/681c006)

### Counselling, CBT, Support & Advice

Staff may receive up to 6 counselling sessions, a CBT course, as well as support and advice on various matters with our employee assistance program (EAP) with the Education Support Partnership.  
[www.educationsupport.org.uk](http://www.educationsupport.org.uk)

### Eye Care

Employees using display screens as a significant part of their role are entitled to reimbursement for an annual eye test. The Trust will contribute up to £70 towards an eye test and glasses for VDU use.

### Flexible Working

The Trust are committed to ensuring a work-life balance for all staff, and have a comprehensive flexible working policy available.

### Blue Light Card

Education staff can now sign up for a blue light card which offers discounts online and on the high street.

[www.bluelightcard.co.uk](http://www.bluelightcard.co.uk)

### "Discounts for Teachers"

A website with exclusive discounts, cashback and vouchers for teachers and education staff.

[www.discountsforteachers.co.uk](http://www.discountsforteachers.co.uk)

### Costco Membership

Education staff can sign up to membership at Costco.

[www.costco.co.uk](http://www.costco.co.uk)

### Gym Membership

Better Gyms has a discounted membership option for those working in education "Better Health Community Network (Centre)".

[www.better.org.uk](http://www.better.org.uk)

### Help with Childcare Costs

As childcare voucher schemes are no longer available, the government may be able to provide tax-free financial support with childcare costs for staff.

<https://www.gov.uk/tax-free-childcare?step-by-step-nav=d78aeaf6-1747-4d72-9619-f16efb4dd89d>

### Coming soon...

- Electric vehicle charging points at our academies.

**Keep an eye out for further updates.**

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## Applying & Important Dates

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If you would like to arrange a confidential discussion with Muralee Nair, Chair of the Board of Directors, please contact [recruitment@theparkfederation.org](mailto:recruitment@theparkfederation.org)

To apply for this role, please visit our website [here](#) and download the “application form – support staff”. Alternatively, please email [recruitment@theparkfederation.org](mailto:recruitment@theparkfederation.org).

**The closing date for applications is 5pm on Friday 20<sup>th</sup> June 2025.**

**Interviews will take place week commencing 7<sup>th</sup> July 2025.**

***The Park Federation Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS and Children’s Barred List Check.***



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