



**Cheviot**  
Learning Trust

**Chief Finance and Operations Officer**  
Recruitment Pack

## How to apply

You are welcome to visit our central office (or online) to meet with our CEO and CFOO to discuss the role. Visits can be arranged between Monday 20 April to Friday 24 April. Please contact Dominique Flint, Lead Business Partner (Workforce) on **0191 232 2777** or email [d.flint@cheviotlt.co.uk](mailto:d.flint@cheviotlt.co.uk)

The closing date for applications is: **12 noon on Monday 27 April, 2026.**  
Interviews to be held: **Tuesday 5 May, 2026.**

Please apply via the Trust website - [www.cheviotlearningtrust.co.uk/vacancies](http://www.cheviotlearningtrust.co.uk/vacancies)

Completed application forms are to be submitted to Dominique Flint, Lead Business Partner via email [d.flint@cheviotlt.co.uk](mailto:d.flint@cheviotlt.co.uk).

Please include in your application form your reasons for applying for the post, addressing information you have read in the pack, particularly the person specification, and outline any relevant experience and personal qualities you would bring to the role.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

The Trust Safeguarding and Child Protection Policies can be found [here](#) and the Employment of Ex-Offenders Policy can be found [here](#).

An online search will be carried out on shortlisted candidates, prior to interview.

# Welcome From The Chief Executive Officer

Thank you for your interest in the role of Chief Finance and Operations Officer at Cheviot Learning Trust. This is a rare and genuinely exciting opportunity, one that arises at a pivotal moment in the Trust's journey, as our longstanding CFOO moves into retirement. We are looking for an exceptional leader to step into this role and help write the next chapter of our story.

Cheviot Learning Trust exists for one purpose: to ensure that every child and young person in our care receives an outstanding education that unlocks their full potential. That mission is brought to life through an unwavering commitment to a culture that is supportive, ambitious, and deeply collaborative, one where the individuality of every pupil is not just recognised, but celebrated. We believe that when schools work together with shared values and collective purpose, the outcomes for children are transformational.

## A Role That Matters

As CFOO, you will be at the heart of that ambition. This is a role of genuine strategic influence, a seat at the executive table where your decisions will shape the Trust's future direction, financial sustainability, and operational excellence. You will provide the strong, clear leadership that enables our schools to thrive, strengthening the Trust's capacity to grow while ensuring that our distinctive ethos and place-based identity remain central to everything we do.

Our eighteen schools educate more than 5,500 children and young people aged 2 to 19 across a rich and diverse geography spanning Morpeth, Prudhoe, and Rothbury. From an intimate rural school of just 13 pupils to a flourishing secondary of over 1,400 pupils, the breadth and variety of our Trust is one of its greatest strengths. Our approximately 750 members of staff are talented, committed professionals who deserve and will benefit directly from exceptional operational and financial leadership.

## A Platform for Excellence

You will inherit a strong and capable central services function, with deep expertise across finance, governance, human resources, data and analysis, and estates. This infrastructure is

not simply a support mechanism; it is a genuine enabler of school improvement, risk management, and high-quality executive decision-making. You will lead and develop this team, driving innovative strategies that give our schools and their staff the freedom and confidence to do their best work. Cheviot Learning Trust is also a mixed multi-academy trust with a valued and productive relationship with the Church of England, whose ongoing support, particularly in school improvement, has been a real strength of our partnership.

## An Opportunity to Make Your Mark

If you are a strategic, values-driven leader with the ambition and expertise to make a lasting difference to the lives of thousands of children and young people, we believe this role will inspire you. This is more than a finance and operations brief; it is an opportunity to be a defining force in a Trust that truly cares about what it does and the communities it serves.

We warmly invite you to explore the Trust's website at [www.cheviotlearningtrust.co.uk](http://www.cheviotlearningtrust.co.uk) and the individual school websites. We are confident you will find a vibrant, forward-looking organisation, ambitious in its aspirations, grounded in its values, and driven by an absolute belief in the potential of every child.

**Glen Whitehead,**  
Interim CEO

# About Cheviot Learning Trust

Cheviot Learning Trust was formed in 2023 through the merger of Tyne Community Learning Trust, and Three Rivers Learning Trust.

We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland.

All of our schools have a long and proud history of providing an excellent education service to their local populations.

Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust Mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the pupils, the staff and the schools that form the Trust. Each school is stronger as part of the Trust family, delivering a higher-quality education and greater impact for the public good than it could achieve alone.

## Our Vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.



# Cheviot Learning Trust

## Our Values

Everything we do is based around the values that we hold dear:



### Innovation

We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.



### Respect

We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.



### Excellence

We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.



### Cooperation

We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.

# Cheviot Learning Trust

## Our Trust Schools

### The King Edward VI School

Current roll 1,434

### Prudhoe Community High School

Current roll 687

### Newminster Middle School

Current roll 524

### Chantry Middle School

Current roll 526

### Highfield Middle School

Current roll 373

### Ovingham Middle School

Current roll 342

### Dr Thomlinson C of E Middle School

Current roll 183

### Abbeyfields First School

Current roll 307

### Morpeth All Saints C of E First School

Current roll 221

### Wylam First School

Current roll 126

### Broomley First School

Current roll 99

### Stobhillgate First School

Current roll 148

### Ovingham C of E First School

Current roll 106

### Mickley First School

Current roll 54

### Whittonstall First School

Current roll 68

### Prudhoe Castle First School

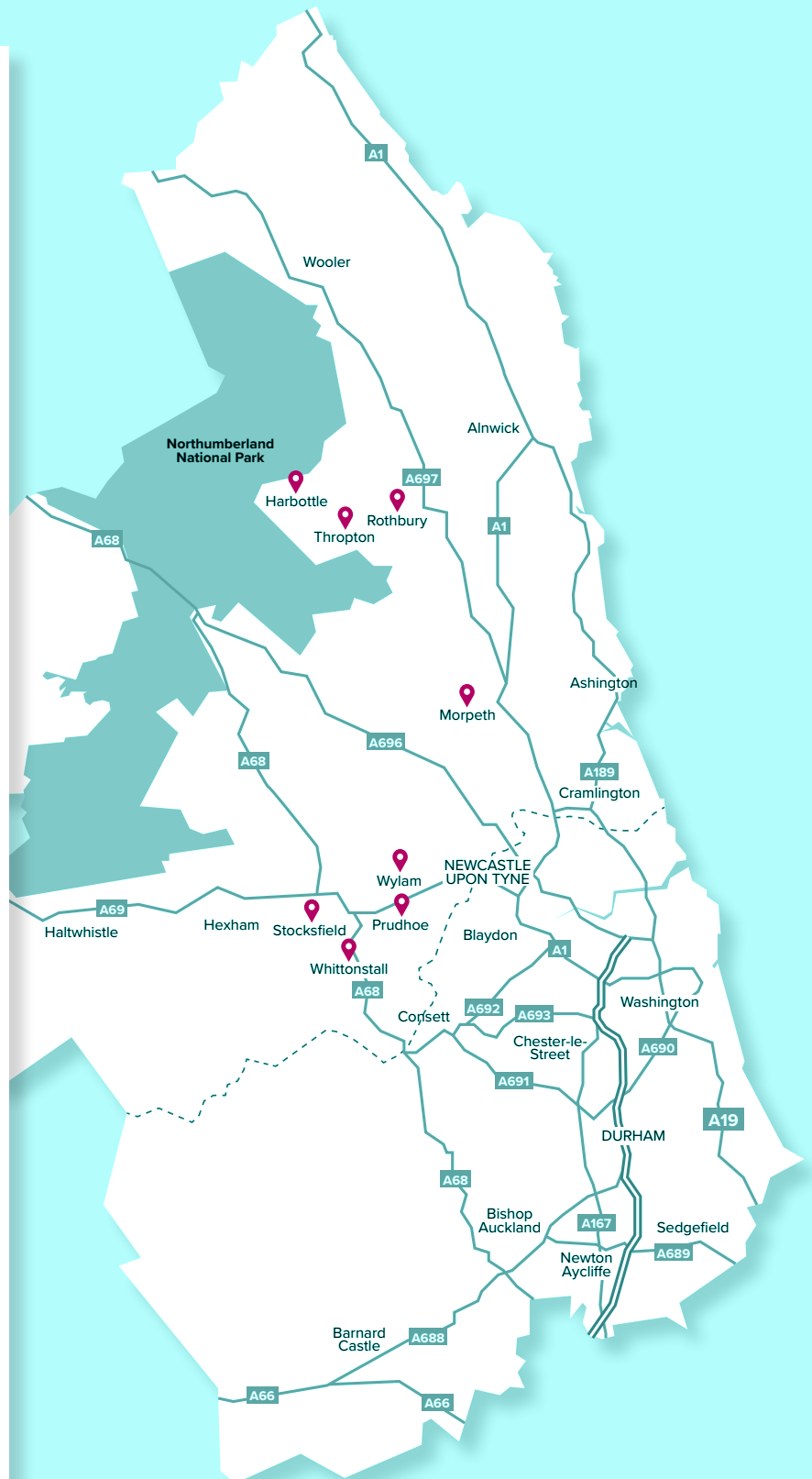
Current roll 75

### Thropton Village First School

Current roll 36

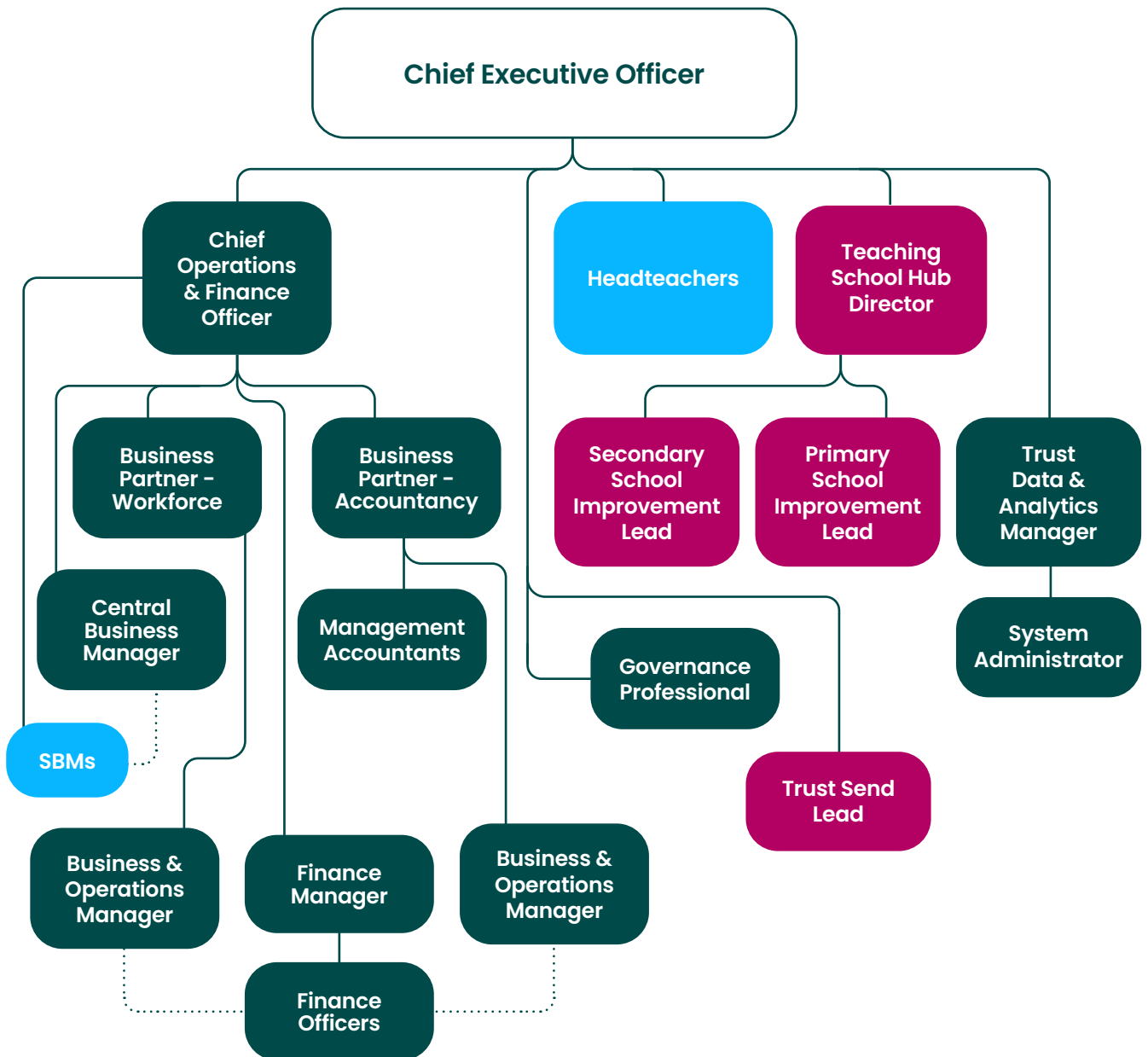
### Harbottle C of E First School

Current roll 13

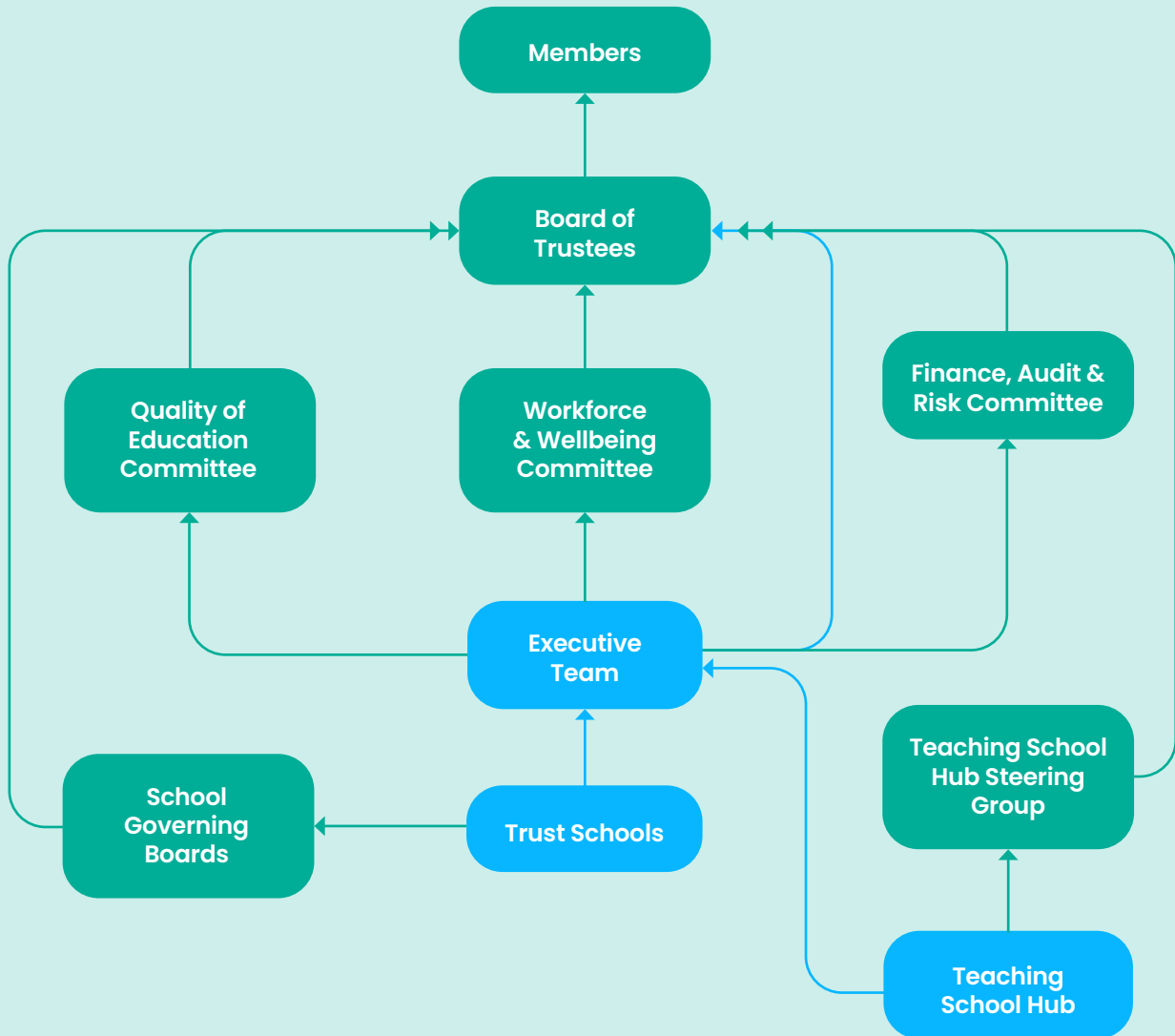


# Our Central Team

## Executive & Central Staff Structure



# Governance and Accountability



## Key

Non Executive

Executive

Accountability →

Performance/Line Management & Accountability →

# Education Delivery Team 24-25

## Zones of Impact

Our Education Delivery Team lead and support Trust wide collaboration to ensure that our schools provide the highest quality of education at every stage of our pupil's educational journey. The following highlights the project work that was undertaken during the 2024/25 academic year.

### Trust-wide

- Still Human Headteacher training, Wellbeing Champion training and all staff training
- Book Study
- AI focus group and CPD
- SEND support - dashboard, paperwork, networks
- Leadership Development Day 2025

### First Schools

- Talk for Writing
- Winning with Numbers
- Morpeth Maths curriculum
- CUSP Science
- EYFS transition project

### High Schools

- Wellbeing & Collaboration Trust Training Day
- KS3 project
- Morpeth Maths

### Middle Schools

- Wellbeing & Collaboration Trust Training Day
- KS3 project
- Morpeth Maths
- CUSP Science (Chantry)
- Chromebooks

### Teaching School Hub

- ITT interview, training and mentoring opportunities
- ECT programme
- NPQ suite of qualifications
- ECT & NPQ Facilitation opportunities for Cheviot staff
- Development of PDI to support Core Trust CPD offer & provide facilitation opportunities

### Alongside focused school support, the key priorities for 2025/26 are:

- Enhance the quality of teaching and learning
- Strengthen inclusion, provision, and systems. This includes streamlining SEN processes, developing a robust monitoring system for high needs funding, and implementing targeted strategies to reduce absence
- Develop, refine, and align the curriculum offer. The aim is a unified and ambitious curriculum founded in a shared pedagogical vision
- Develop a Core CPD Trust offer. This includes the development of the Three Rivers PD Institute and the continued work of the Teaching School Hub supporting the DfE golden thread of teacher development

# Cheviot Learning Trust

## Our Strategic Plan

Following the formation of Cheviot Learning Trust, a three year strategic plan was developed which focused on five key strands;

- 1 **Quality of Education**
- 2 **Operational Excellence**
- 3 **Expert Governance**
- 4 **Workforce and Wellbeing**
- 5 **Public Benefit and Civic Duty**



# 1. Quality of Education

Our Trust schools provide the highest quality education giving pupils outcomes and opportunities that allow them to make positive life choices and contribute to future society...



All schools at Cheviot Learning Trust are rated good by Ofsted, with many of them identified with outstanding aspects in key areas. All schools are supported by the Trust through its central functions as well as through collaborative working with each other, which is coordinated and driven centrally. This approach to school improvement has allowed for a rapid response to those schools most in need. Our cooperative work has seen groups of schools contributing to educational projects, working together on a shared curriculum and exploring the importance of staff wellbeing

through the establishment of a Staff Wellbeing Charter. Alongside the development work, we have strengthened our accountability models. The development of data dashboards to support senior leadership teams in understanding attendance trends, benchmarking educational outcomes together strengthens the drive towards excellence and ensures that we are never complacent, rather searching for better and innovative ways to fulfill our mission, to develop all our young people to have the opportunity to succeed.

# 2. Operational Excellence



Deliver excellent financial services that enable resourcing allocations that sustain high quality education in Trust schools...

The operational part of the central team has been restructured following the retirement of key personnel. The Financial function of the Trust has been strengthened and improved. School budgets are under ever increasing pressure and ensuring that our Financial team can respond as effectively as possible has been a key development. Working with the Trust Senior Data Analyst the team have developed a system to support budget projections, aiding more effective budget forecasting.

This has enabled detailed planning and analysis that allowed school and Trust leaders to significantly reduce their costs whilst continuing to deliver educational excellence. There has been £8.465m investment in buildings including a new sports hall and synthetic pitch at The King Edward VI School and a successful Public Sector Decarbonisation grant to replace heating systems in Dr Thomlinson CE Middle School and Whittontall First School.

### 3. Expert Governance

Strong governance ensures that the Trust has robust systems to hold itself to account for educational outcomes...



Our trustees and local governors play a vital role in shaping the strategic direction and success of our schools. In addition to our revamped governance assurance framework, a significant amount of work has been undertaken to devise a dedicated training and development programme to support both new and experienced governance volunteers, to ensure that they are equipped with the skills, knowledge and confidence to make a meaningful impact on the lives of all our pupils. By prioritising governance development, we are directly investing in the success of every school, every teacher, and every pupil across our Trust. Together, through informed and empowered governance, we can continue to create vibrant, inclusive learning environments where all pupils are able to achieve their very best.

Our strategic pillar of Expert Governance also necessitates a proactive approach to succession planning. By planning effectively, we ensure that there are capable individuals available to take up governance leadership roles when needed, deploying staff and resources to address challenges in delivering educational excellence. Furthermore, succession planning contributes to our focus on Workforce and Wellbeing by ensuring roles are manageable through delegation and shared leadership, avoiding burnout for long-serving chairs. Our commitment to a diverse workplace extends to the principle of prioritising diversity in board composition.



## 4. Workforce and Wellbeing



The Trust will be an inclusive, supportive, and empowering environment, where all staff members can thrive and contribute to the educational success of our pupils...

The Trust has focused on the very important need for good wellbeing in schools. Training for staff in stress management and wellbeing management has been delivered and this work is built upon in each individual school context, led by the school's wellbeing champion. Our staff charter focuses on the importance of belonging to a shared vision in schools, where respectful, strong relationships support each individual to work and develop. Bespoke leadership training on wellbeing has brought Headteachers together to consider the crucial role of leadership and how the wellbeing of leaders must be nurtured and considered if they are able to lead effectively.

Training and CPD opportunities for staff have increased, with training almost always taking place collaboratively. This allows staff to form relationships with colleagues in other settings, brings consistency to practice which in turn leads to strong pathways for pupils as they move from one school to another. It also allows excellence and innovative practice to flourish as one good idea can be shared and transform practice beyond one school. Using the particular expertise of individual staff members has benefitted schools across the Trust, whether in school leadership, SEND or Early Years, we are now able to identify where staff can support each other.

## 5. Public Benefit and Civic Duty

Our purpose is to advance education for the public benefit. To support and enrich this vision, we will engage with other civic actors for the wider common good...



The Three Rivers Teaching School Hub continues to strengthen its position as a leader in teacher development and educational excellence across the region with over 1200 teachers accessing our programmes. Among the 2024/2025 key achievements has been the successful launch of the Associate College in partnership with the National Institute of Teaching, which will expand access to high-quality training and professional development across the region. The hub has also made significant progress in developing its initial

teacher training (ITT) strategy, culminating in the launch of Northumberland Teacher Training to support recruitment and retention in the local area. Record recruitment levels of primary ITT trainees for September 2025 ensures a continued pipeline of new teachers. Additional funding throughout 24/25 secured for NPQ programmes has widened access to leadership qualifications. In addition, early work has begun on scoping a Professional Development Institute, with the aim of launching independent CPD programmes across the region.



# About

## The CFOO Role

Cheviot Learning Trust is seeking to appoint an inspiring and influential Chief Finance and Operations Officer in a permanent role. This appointment will provide stability, momentum and strategic leadership, delivering growth while advancing the Trust's vision of ensuring high-quality education for all pupils.

### The CFOO will focus on these core objectives:

1. To deliver the resources the schools and school leaders require to improve and develop high-quality education, leading to excellent outcomes for all pupils.
  2. Building a strong understanding and engagement with Trust growth options through focused communication and cooperation.
  3. Shaping the organisation to be resilient, scalable and fit for anticipated growth.
  4. Ensuring that the Trust maintains high business standards.
- Support and drive the Trust Board's strategy for growth, shaping organisational structures, systems and capacity to enable sustainable expansion;
  - Lead and oversee the efficient, effective and compliant management of the Trust and its schools, ensuring stability and operational excellence;
  - Ensure the Trust delivers consistently high-quality education and services for pupils, families and wider stakeholders through disciplined financial and workforce management.

This is a critical leadership role at a pivotal moment in the Trust's development. The CFOO will combine strategic clarity with decisive action, ensuring continuity of strong central services performance while strengthening the organisational capacity, systems and culture required to support future expansion. They will also provide inspirational, strategic and professional leadership, both internally and externally focused, ensuring confidence across the Trust community and with key stakeholders.

Working closely with the CEO, Trust Board, the Central Team and the wider Trust community, the CFOO will:

- Provide clear and focused leadership to continue improvements in central service quality and outcomes for all learners across the Trust;
- Translate the Trust's vision, values and ethos into high-impact strategy and delivery during a period of leadership transition;

The successful candidate will be an articulate, insightful and credible leader, able to build trust quickly, maintain momentum and make sound judgments in a complex and fast-moving environment. Resilient, adaptable and values-led, you will operate with integrity, openness and a strong commitment to effective governance.

Above all, we seek a CFOO who is ambitious, nurturing and optimistic—someone who takes pride in achieving excellence, inspires those around them, and ensures the Trust is well-positioned, confident and ready for its next phase of growth.

# Cheviot Learning Trust

## What we can offer you

At Cheviot Learning Trust, we recognise that each individual brings a unique blend of characteristics, backgrounds, and expertise to our schools. We have cultivated an environment we are proud to call a great place to work, where our staff feel valued and empowered to give their best. We have numerous examples of staff who have developed and progressed their careers with the Trust.

As Chief Finance and Operations Officer, you will be leading an organisation committed to fostering a safe, inclusive, and motivating environment for everyone, understanding that when our staff thrive, so do the pupils across our schools.





### Our Staff Wellbeing Charter

We are dedicated to nurturing the mental, emotional, social, and physical health of our team. Our Staff Wellbeing Charter underpins our commitment to work-life balance and ensures our workforce is supported in every aspect of their professional life.



### Professional Development and Culture

We offer a collaborative working environment that encourages staff to engage with colleagues across the Trust and beyond, fostering a culture of knowledge sharing.



### Coaching Culture

We adopt a positive culture of coaching, empowering staff to drive their own professional development.



### Training & Development

Staff have access to courses, programmes, networks, and apprenticeship opportunities to navigate their careers.



### Financial Benefits & Pensions

We provide robust financial security for our employees through recognised pension schemes:

#### Teachers' Pension

Teachers benefit from a guaranteed income in retirement based on annual pensionable earnings.

#### Local Government Pension Scheme (LGPS)

Non-teaching staff are enrolled into the local pension fund, benefitting from a secure scheme with employer contributions.

Please note that the CFOO role will be part of this pension scheme.

If you have any questions in relation to this, please contact us for more information.



### Full Induction

To ensure a smooth transition, all new staff receive a full induction programme to help them settle into their new roles.



### ... and more!

We also offer a range of health, wellbeing and lifestyle benefits.

# Chief Finance and Operations Officer

## Job Description

**Post:** Chief Finance and Operations Officer

**Salary:** £95,735 – £110, 892 (L26 to L32)

**Pension:** Local Government Pension Scheme (LGPS)\*

**Contract:** Full-time, permanent

**Location:** Newcastle upon Tyne with travel across the Trust's schools

**Start date:** By 1st September 2026

### Responsible to:

- Accountable to The Board of Trustees
- Line Manager: CEO

### Responsible for:

- Trust Lead Business Partner – Workforce
- Finance Central Team Staff
- Day-to-day working with estates staff, in conjunction with Headteachers

\*Please contact our Chief Finance and Operations Officer, Mark Tait on 0191 605 2030 or email [m.tait@cheviott.co.uk](mailto:m.tait@cheviott.co.uk) if you have any questions in relation to this.

### Purpose of the Role

To have responsibility for developing, leading and managing all business aspects of the Trust's operations, including finance to excellent standards.

To support the Chief Executive Officer in:

- Developing and growing the Trust.
- Delivering the Trust strategy for improvement.

To deliver the resources the education staff and education leaders require to improve and develop high quality education leading to excellent outcomes for all pupils.

To represent the Trust with a wide range of stakeholders and partners and enables the Trust to fulfil its civic responsibilities.

To act as the Trust's named Chief Financial Officer.

### Strategic Leadership – Trust values, Culture, and Strategy

- Establish, sustain and communicate the Trust's values, culture, and strategic direction.
- Provide leadership that enables the Trust to achieve its strategic objectives and secure its future sustainability.
- Create a safe, inclusive and positive culture across the Trust and its schools.
- Develop operational and financial objectives that are appropriate, deliverable and aligned to securing a sustainable future through the Trust's strategic direction.
- Ensure the Trust's organisational design and finance and operational systems meet its current and future requirements and manage change effectively.

### Support for the Accounting Officer

- Provide effective financial and compliance advice and support to the accounting officer.
- Ensure the annual statement on regularity, propriety and compliance is completed.
- Advise the accounting officer on board intent, or action if incompatible with the articles, funding agreement or handbook.

### Finance Strategy

- Develop, implement and monitor an effective Trust Finance Strategy including operational plans which ensures short, medium and long term financial viability and growth for the Trust.
- Ensure the Trust and its schools develop approved budgets that enable the delivery of the strategic and operational plans.
- Ensure the Trust, leaders and schools have access to accurate, up-to-date financial information in the form of management accounts.
- Ensure the Trust prepares regular accurate financial forecasts during the year.
- Ensure the Trust complies with all regulatory requirements for all financial processes.
- Ensure the Trust and its schools comply with all financial policies.
- Ensure a high quality, efficient financial service is provided to schools which includes continuous improvement.
- Responsible for the provision of an effective payroll service.

### Estates Strategy

- Develop and implement the Trust Estates Strategy that delivers suitable, sufficient, safe, secure and effective school estates that meet the needs of pupils, governance and school staff.
- Develop and implement an estates staff cpd programme to ensure schools have access to the required skills and knowledge to deliver the estates strategy.
- Ensure that the proper maintenance and repair of the Trust properties are carried out, and progress monitored including an appropriate statutory testing programme.
- Develop and implement a Trust asset management plan that includes effective allocation of capital funding.
- Ensure school capital funding is used to ensure that Trust schools have access to safe, high quality facilities. Work with the schools to manage capital projects and ensure they are delivered on budget and in a timely manner.

- Ensure financial updates on capital are prepared for the Trust as required.
- Maximise the community use of school estates including income generation.
- Formulate, implement, monitor and review the Trust's Health & Safety policy including Risk Assessment procedures.
- Ensure the organisation complies with all statutory and legal requirements including safeguarding and health and safety.
- Develop, monitor and review of the Trust Accessibility Plan and Disaster Recovery Plan.

### People strategy

- Ensure the development, implementation and monitoring of an effective Trust people strategy that identifies talent, supports and develops all staff and sustains a culture of staff well-being and high staff professionalism.
- Ensure the development, implementation and monitoring of high quality employment practices that promote equality, diversity and inclusion, including ethical practices of recruitment and retention of staff.
- Ensure the provision of high quality professional development to all staff, aligned to balanced organisational and individual needs.
- Ensure the development, implementation and monitoring of a strong talent management and succession planning programmes across all areas of the organisation's work.
- Ensure the delivery of a comprehensive, fully integrated HR service to all schools, including the provision of professional and confidential HR and employment law support, advice and guidance.
- Ensure Trust compliance with Trust HR policies.
- Lead and effectively manage the activities and performance of allocated central team members.

### Governance

- Ensure the Trust Board receives quality information in the level of detail needed to make informed decisions and fulfil its functions and legal obligations, in relation to role responsibilities.

### Internal Scrutiny Strategy

- Develop, implement and monitor and evaluate the Trust Internal Scrutiny Strategy that delivers effective compliance, risk management and assurance solutions that meet the needs of governance, pupils and school staff.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Develop the annual programme of internal scrutiny based on the risk register and Finance, Audit and Risk Committee requirements.
- Engage external professionals to provide an independent review on the focus areas in the internal scrutiny plan including the annual external audit of year end accounts.
- Provide an annual report in the Autumn to the Board on internal scrutiny in the Trust to be shared with DfE in December.

### Technology Strategy

- Develop, implement and monitor the Trust Technology Strategy that delivers suitable, secure and effective technology solutions that meet the needs of pupils, governance and school staff.
- Ensure all staff, teaching and associate, have access to ICT services that facilitate their work and deliver service efficiencies.
- Provide a safe and secure online environment which keeps users and data safe.
- Ensure technology services are provided in a cost effective way.
- Develop technology audits, KPI and regular reporting systems to monitor and improve technology services.
- Maximise digital transformation to create financial and operational efficiencies.
- Build and lead a network of ICT staff and external expertise.
- Liaise with education ICT leaders to define the service required to enable educational excellence.

### Communications Strategy

- Develop, implement and monitor the Trust Communication Strategy that delivers suitable, secure and effective communication solutions that meet the needs of pupils, governance and school staff.
- In conjunction with the Executive Team, develop and maintain the Trust brand.
- Develop and maintain electronic and online communication systems and processes.
- Build and lead a network of communications staff and external expertise.

- Develop, implement and monitor marketing campaigns to meet the school and Trust communication needs.
- Develop, implement and monitor a system for stakeholder feedback.
- Ensure school and Trust websites are up to date, attractive and easy to maintain.

### 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 the Trust by active engagement with sector organisations, regulators, policy makers, local and national government, industry and other partners.
- Give public assurance of high standards of probity.
- Adhere to the Seven Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership).

### General duties

- Keep up-to-date with legislation, including employment law/human resources, estates, governance and other relevant matters, and advise the Interim Chief Executive Officer of any material changes and any actions required.
- Awareness of any compliance with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, and other relevant regulatory requirements, reporting all concerns to the.
- Ensure compliance with the Academy Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of Trust's Executive Team.

# Person Specification

		Essential (E) or Desirable (D)	Assessment Method
Qualifications	<ul style="list-style-type: none"> <li>Professionally qualified accountant (e.g. ACA, ACCA, CIMA, CIPFA) with current membership or postgraduate qualification in management / school business management.</li> </ul>	E	A
	<ul style="list-style-type: none"> <li>Master's degree or MBA in a relevant subject.</li> </ul>	D	A
Experience	<ul style="list-style-type: none"> <li>Senior leadership experience in a complex, shared services, multi-site organisation.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Strategic financial planning and budget management within financially constrained public sector environments.</li> </ul>	E	T/A/I
	<ul style="list-style-type: none"> <li>Operating at executive/Board level, presenting and influencing strategy and delivery.</li> </ul>	E	T/A/I
	<ul style="list-style-type: none"> <li>Leading organisational change and service transformation at scale.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Managing and developing high-performing teams.</li> </ul>	E	T/A/I
	<ul style="list-style-type: none"> <li>Driving innovation, system improvement, and use of technology.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Experience within the education or academy trust sector.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>Experience scaling services across multiple schools or organisations.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>Managing risk, audit processes, and governance frameworks.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>Contract and procurement management.</li> </ul>	D	A/I
Knowledge and understanding	<ul style="list-style-type: none"> <li>Financial strategy, planning, audit, compliance, and control.</li> </ul>	E	T/A/I
	<ul style="list-style-type: none"> <li>Regulatory frameworks for academy trusts (e.g. Academy Trust Handbook, charity/company law).</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Education funding and operational challenges.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Governance and assurance frameworks.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Data analysis and communicating complex information clearly.</li> </ul>	E	T/A/I
	<ul style="list-style-type: none"> <li>Safeguarding and child protection requirements.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Equality, diversity and inclusion principles.</li> </ul>	E	A/I
	<ul style="list-style-type: none"> <li>Stakeholder engagement and partnership working.</li> </ul>	D	T/A/I
	<ul style="list-style-type: none"> <li>Employment law and HR practices in education.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>Health &amp; safety legislation in education.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>Change management methodologies.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>Risk management and internal controls.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>Estates and capital project management.</li> </ul>	D	A/I
	<ul style="list-style-type: none"> <li>Digital systems and technology in organisational operations.</li> </ul>	D	A/I

Skills and abilities	<ul style="list-style-type: none"> <li>• Strategic leadership and resource management.</li> <li>• Strong analytical, problem-solving and decision-making capability.</li> <li>• Excellent communication and influencing skills at all levels.</li> <li>• Ability to lead, motivate and develop teams.</li> <li>• High-level organisational and prioritisation skills.</li> <li>• Strong stakeholder engagement and public-facing communication skills.</li> <li>• Ability to manage risk and deliver operational excellence.</li> <li>• High level of digital/ICT proficiency.</li> </ul>	E E E E E E E E	A/I T/A/I T/A/I A/I A/I T/A/I A/I A/I
Personal Qualities	<ul style="list-style-type: none"> <li>• Integrity, professionalism, and commitment to public service values.</li> <li>• Strong judgement and discretion.</li> <li>• Resilient, adaptable, and able to perform under pressure.</li> <li>• Collaborative and relationship-focused.</li> <li>• Strategic thinker with a clear vision.</li> <li>• Proactive, innovative, and solution-oriented.</li> <li>• Politically aware with sound judgement.</li> <li>• Self-motivated, with a commitment to continuous professional development.</li> </ul>	E E E E E E E E	A/I
Other	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance.</li> <li>• Commitment to safeguarding and promoting the welfare of children.</li> <li>• Willingness and ability to travel between sites and attend meetings/events (including evenings).</li> <li>• Flexible approach to working hours.</li> <li>• Ability to manage sustained periods of high-level concentration and workload.</li> </ul>	E E E E E	D A/I A/I A/I A/I

Key: Application Form (A); Interview (I); Work Related Test (T); References (R); Documentation (D).





**Contact us**

Cheviot Learning Trust  
Sir Bobby Robson House  
Esh Plaza  
Sir Bobby Robson Way  
Newcastle upon Tyne  
NE13 9BA

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