

HEARTS ACADEMY TRUST

Chief Finance Officer

Recruitment Pack



HEARTSACADEMYTRUST



Contract Type:

Full time, permanent

Closing Date:

2nd December, 2024

Start Date:

21st April, 2025



WELCOME

Dear applicant,

Thank you for your interest in the position of **Chief Finance Officer (CFO)** at HEARTS Academy Trust. We hope the information in this pack supports you in your application for the post.

HEARTS Academy Trust was established in 2011 and is inspired by its values of happiness, self-esteem, achievement, respect and responsibility, truth, spirituality and service, all of which are deliberately permeated throughout our schools, our relationships and organisation. These values are at the core of all our work, decision making, strategic direction, relationships and the curriculum that our pupils learn.

We highly recommend arranging an informal visit to explore our schools, provision and educational standards in greater depth. Please contact Don Wry, CEO & Accounting Officer for HEARTS Academy Trust via the HEARTS Chief Operating Officer (COO) Louise Allbury (l.allbury@heartsacademy.uk) in the first instance. Alternatively, please telephone HEARTS Academy Trust at 01268 572672.

We look forward to hearing from you.



Don Wry

CEO



Vaughan Collier

Chair of HEARTS Academy Trust



INTRODUCTION

The role of the Chief Finance Officer (CFO) is a crucial strategic appointment, supporting HEARTS to provide and enhance the already excellent opportunities and learning for our pupils. The role, alongside all roles in HEARTS Academy Trust, is focused on pupils, their well-being, safety and education.

HEARTS Academy Trust is an innovative employer. You will be joining a highly supportive and ambitious organisation, working alongside over 200 like-minded professionals including an executive team comprised of the CEO, COO, Director of Curriculum, Learning and Assessment, Deputy Director and an Executive Headteacher & Deputy CEO. There are also seven Heads of School/provision, with complimentary teaching staff, business and support staff including experienced cluster school business managers, catering and caretaking teams. The Local Advisory Boards (LABs) and Trustees oversee, lead and support our work with their expertise, time and experience. Further information about Trust governance can be found [here](#).

HEARTS Academy Trust is seeking an intelligent, resilient, skilled and strategic leader who communicates effectively, honestly and responsibly with all stakeholders. The successful candidate will firmly believe in, and uphold, our HEARTS values.



HEARTS VALUES

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence.

The Trust has developed an ethos in which decisions are made on the values set out (right) and our commitment to the service of our pupils and their families. Pupils are at the heart of all that we do. It is an absolute priority that every pupil, irrespective of their starting point, succeeds and achieves. In order to do this, a high-quality educational experience will be an entitlement for every pupil, with pupils, staff, parents/carers, and the wider community working together to achieve these goals for young people.

Further information about our HEARTS values can be found on our website ([click here](#)).

HAPPINESS

We promote HAPPINESS through a creative, exciting and practical curriculum, which generates a love of, and interest in learning, and a resilience and hope which supports us through challenging times



ESTEEM

Self-ESTEEM is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.



ACHIEVEMENT

We promote the highest standards of ACHIEVEMENT in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.



RESPECT & RESPONSIBILITY

We foster RESPECT and RESPONSIBILITY for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment.



TRUTH

We encourage TRUTH and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.



SPIRITUALITY & SERVICE

We develop SPIRITUALITY and SERVICE so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to others.



PERSON SPECIFICATION

We are seeking to appoint a CFO who will help lead our schools and provisions with ambition, rigour and vision. The CFO is the Trust's financial strategic leader, responsible for upholding and articulating the vision, values and ethos of the Trust, empowering others to deliver the Trust's strategic aims. Resilient and calm under pressure, the successful candidate will be committed to high standards and aspirational school improvement while helping to deliver hugely positive life chances for our pupils.

Please see attached the person and job specification related to this role.



Only one person in these toilets at a time



OUR SCHOOLS

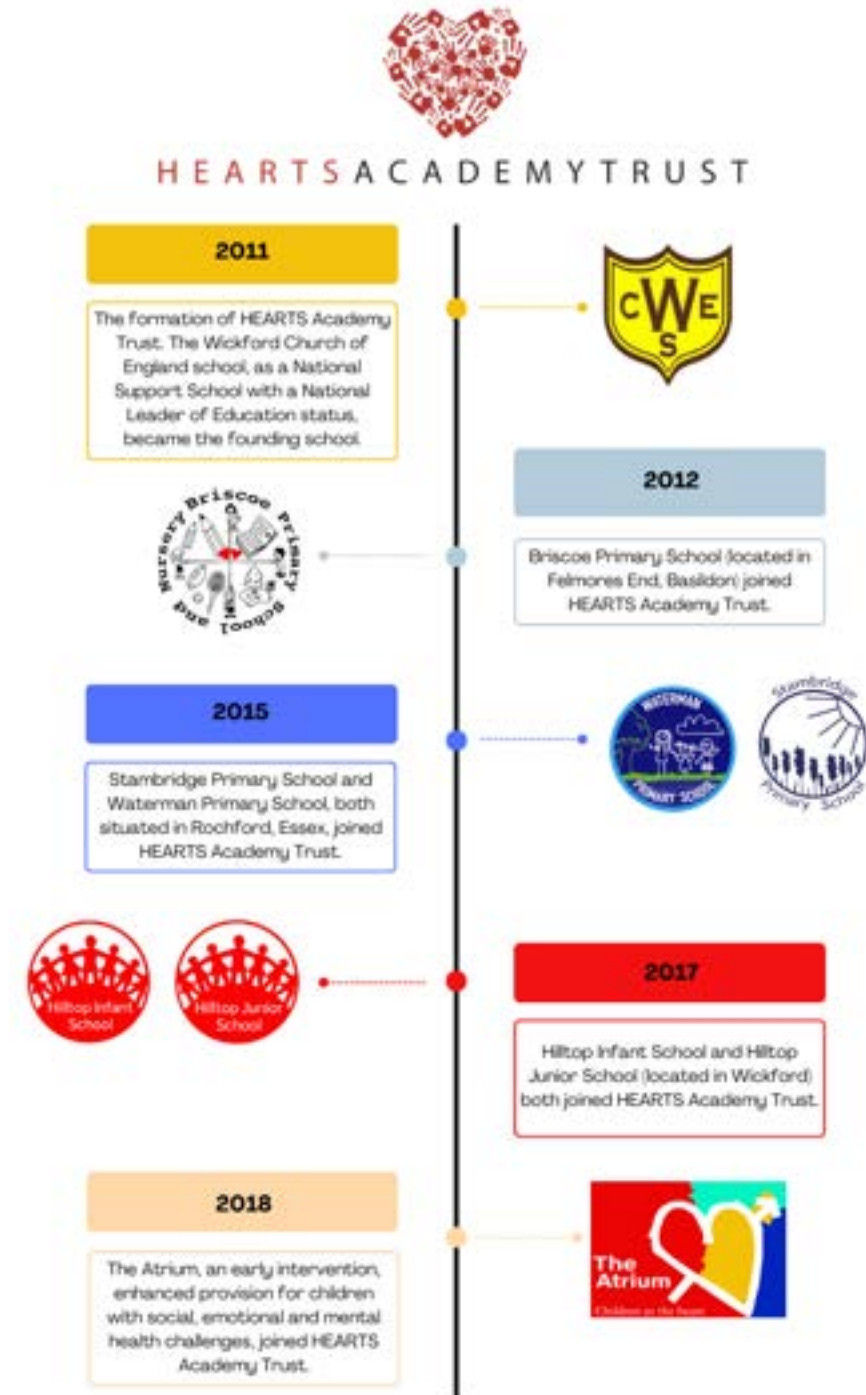
HEARTS Academy Trust is a family of six schools and one enhanced SEMH provision which educates pupils in and around South Essex. The schools are based in Rochford, Wickford and Basildon. Most of our schools / provisions are within one or two miles of each other. Schools are supported through regular meetings between school leaders and subject leader networks, with opportunities to share best practice.

The Trust was founded by [The Wickford Church of England school](#) - now three times Ofsted-rated 'outstanding' and twice rated SIAMS 'outstanding'.

The Trust is currently made up of:

- [Briscoe Primary School and Nursery](#)
- [Waterman Primary School](#)
- [Stambridge Primary School](#)
- [Hilltop Infant School](#)
- [Hilltop Junior School](#)
- [The Wickford Church of England School](#)
- [The Atrium SEMH enhanced provision.](#)

There is a programme of Trust wide CPD and investment in training for all staff. There is an emphasis on staff wellbeing, with elements of the 'core offer' including access to the HEARTS mental health team led by the senior mental health practitioner and Trust-wide counsellor. Our primary schools have a shared curriculum and all staff work in teams across the Trust. This includes the three HEARTS Academy Trust strategic business managers, the finance manager and the finance assistant.



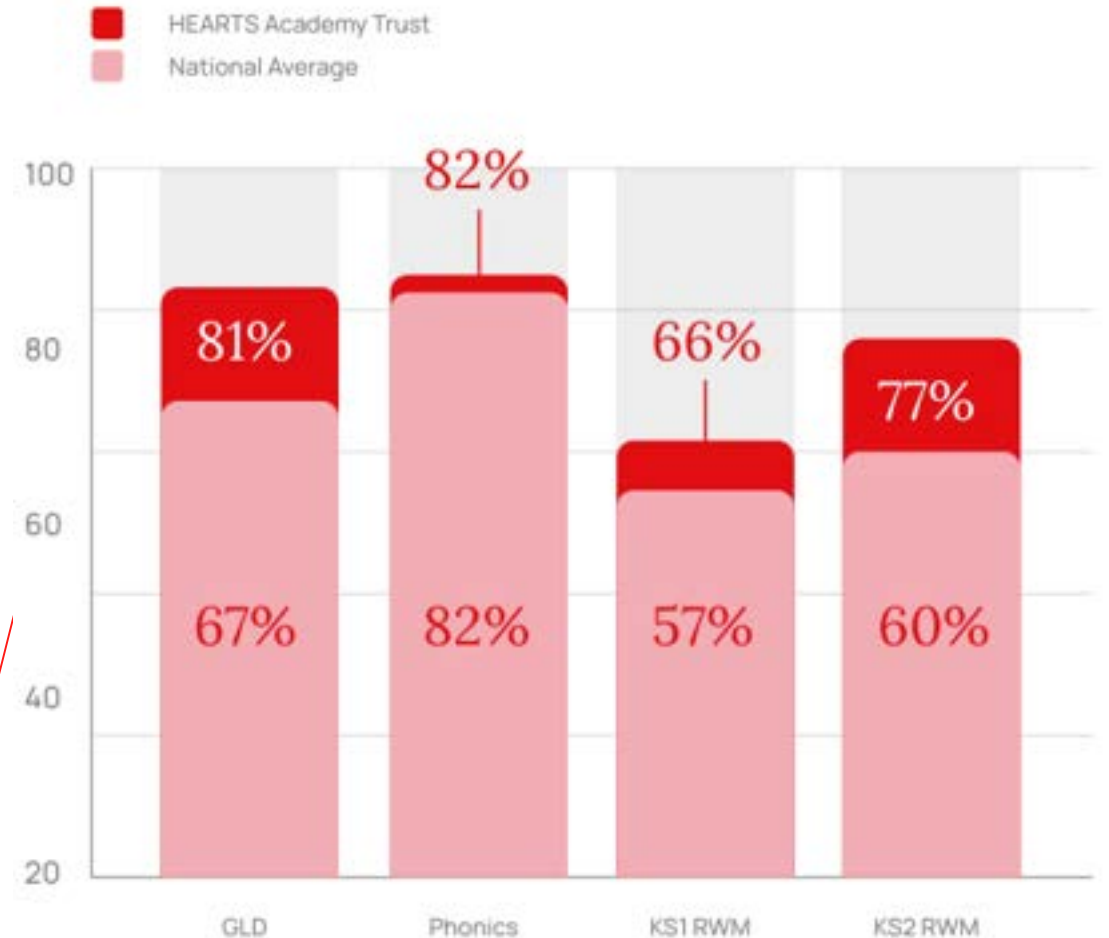
PERFORMANCE

HEARTS Academy Trust has a proven track record of school improvement and transforming schools. We are proud of many Ofsted-recognised achievements, including two currently graded 'outstanding' schools, as well as two of our schools recently being nominated for the TES School of the Year award within the last two academic years (2022 – Hilltop Junior School and 2024 – The Wickford Church of England School).

We provide exceptional, inclusive and diverse learning for all pupils. We have a strong history of effective collaboration across the locality, the region, and nationally/internationally. We are a determined trust and consistently maintain a clear focus on each school, the provision we offer all pupils and families, and the whole curriculum. We are ambitious, hopeful and aspirational for our pupils, staff and communities.

Our pupils outperform other pupils nationally in reading, writing and maths; HEARTS Academy Trust is high-performing.

Pupil Outcomes





THE LOCAL OFFER

We set and maintain an ambitious offer for pupils – please see further information about our strategic direction via our strategic plan as well as our annual report.

We work tirelessly to ensure that all pupils have access to life-enhancing experiences through exceptional personal and academic development including the HEARTS Promise.



CENTRAL SERVICES TEAM

The Central Services Team is a key part of the Trust's infrastructure. The Chief Financial Officer (CFO) works closely with the CEO, the Chief Operating Officer (COO), the curriculum team, the external/ internal auditor and other stakeholders.

The CFO reports to the Board, to ensure directors lead finances and other resources strategically, in accordance with internal expectations and national / good practice guidance.

It is important the CFO can communicate effectively with other members of the central team and Heads of School, to ensure we work with a common purpose, to achieve the Trust's strategic objectives.

The successful candidate will play a strong role in our improvement strategy and vision for the future. As well as meeting all statutory financial obligations, the CFO will provide leadership to the finance team for the efficient execution of both financial and management accounts, procurement of resources and services as well as fulfilling audit requirements to deadline and ensuring timely and accurate payments including payroll.

As CFO, you will balance your time between central activity and close working with our academies and their leaders. Centrally, you will lead the finance team, managing risk and monitoring financial performance across all our schools while delivering agreed budgetary plans/key performance indicators (KPIs) for sustainable growth.





CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

HEARTS is a supportive and ambitious organisation, led by a senior leadership team who are collaborative, highly performing, responsible professionals. Children are at the HEART of all we do, therefore our new CFO will share a passion for delivering outstanding outcomes for pupils.

Leadership development, succession planning, and capacity building are major priorities for HEARTS; we have a robust CPD entitlement programme for all staff. The Trust further prioritises staff workload through its [workload and wellbeing charter](#) and its continued focus on social, emotional and mental health.

We have a broad yet robust CPD offering for all colleagues. As incoming CFO, you will have the opportunity to be part of the HEARTS CPD journey.

NASENCO	🐾🐾🐾🐾	4
DSBM	🐾🐾🐾🐾	4
NPOFlex (LT)	🐾🐾🐾🐾🐾🐾	6
NPOLTD	🐾	1
NPOH	🐾🐾	2
NPOEL	🐾	1
NPOSL	🐾🐾	2
HEARTS 'E to Lead'	🐾🐾🐾🐾🐾🐾🐾🐾🐾🐾🐾🐾	13
CIPD	🐾	1
ECT Induction successfully completed	🐾🐾🐾🐾🐾🐾🐾🐾	9
Thrive Practitioners	🐾🐾	2
Qualified OFSTED Inspector	🐾	1

An ongoing and extensive range of CPD undertaken has enabled HEARTS colleagues to stay up to date with the most recent knowledge in their specialism and allowed the very best standard of education for our pupils, both inside and outside of the classroom.

Some of the most recent CPD undertaken across academic year 2023-24 can be seen - right.



WHY WORK FOR HEARTS?

We offer:

- A supportive and inclusive culture
- A bespoke workload and well-being charter
- A two-week October half-term break
- Flexible / hybrid working
- Local Government Pension Scheme (LGPS)
- Competitive salary
- Excellent training and a commitment to professional development
- HEARTS ethos, vision and values
- Cycle to work scheme
- Membership to the Confederation Schools Trust
- Internal and external networking opportunities

The Trust has a close-knit, family ethos. You will feel and gain a sense of belonging and a shared purpose, helping us transform and shape pupils and families lives.



Application and Interview Process

Visits to the Trust are strongly encouraged. If you would like an informal discussion about working for HEARTS, about this role or would like to arrange a visit, please contact Don Wry, CEO via the Trust's COO Louise Allbury (l.allbury@heartsacademy.uk) in the first instance. Alternatively, please telephone HEARTS Academy Trust at 01268 572672.

To apply please complete a [HEARTS application](#) form in full (CVs are not accepted). Your supporting statement should address and evidence the selection criteria detailed in the person specification and job description.

Completed application forms should be returned in electronic format to: l.allbury@heartsacademy.uk



After the closing date, shortlisting will be conducted by a panel, who will take your application, supporting statement and experience to date into account. You will be selected for an interview entirely on the contents of your application form, so please read the recruitment pack carefully before you complete your application form. Occasionally, when we receive sufficient applications to do so, the Trust may close the vacancy and shortlist prior to the published closing date.

Interviews will be conducted by a panel. The process will also include various in-tray tasks and a presentation (information of which will be shared with successful, shortlisted candidates).

THANK YOU

HEARTS Plus

Please click [here](#) for more details
about:

HEARTS Central Offer
80:20 Model - Four-day teaching week
When you go the extra mile
HEARTS events
Well-being
Staff development



HEARTS ACADEMY TRUST

