

LET
EDUCATION
TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

CHIEF FINANCIAL & OPERATING OFFICER

RECRUITMENT PACK



WELCOME FROM THE CEO

Dear Applicant,

Thank you for showing an interest in the post of Chief Financial and Operating Officer. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

Our central team is based at The Beehive Business Centre in Blackburn. Conveniently located off Junction 5 of the M65, our office offers excellent transport links to the wider motorway network. Alongside the CEO and CFO, the team ensures the smooth operation of the Trust. Our dedicated staff include an Operations Manager who deals with admissions, safer recruitment and HR, alongside two Finance Officers managing daily school transactions. We are also home to our I.T Director and Extended Services Lead. Our Business Administration Apprentice provides vital support to both the central team and our primary schools. We pride ourselves on being a welcoming, proactive, and collaborative team.

I will be retiring from the post of CEO at the end of August, after four and a half years and my successor, Jeniffer Sing, currently Director of Education at All Saints Multi-Academy Trust in Liverpool, will be taking up the post.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org

I wish you all the very best with your application.

Steve Campbell
CEO



CHIEF FINANCIAL AND OPERATING OFFICER (CFOO)

- Permanent / Full Time / All Year Round
- Soulbury (point 33-43) £86,628- £100,368
- Closing date: Wednesday 15 April 2026, 12 noon
- Interview date: To be confirmed
- Start date: As soon as possible

The CFOO is a senior executive leader responsible for securing the Trust's long-term financial sustainability, operational effectiveness and organisational resilience.

About the Role

LET Education Trust is seeking to appoint an exceptional Chief Financial & Operating Officer to provide strategic leadership for the Trust's financial and operational functions. Working closely with the Chief Executive Officer and Board of Trustees, the CFOO will play a key role in ensuring the Trust's long-term financial sustainability, operational effectiveness, and strong governance. The role will lead the development and delivery of financial strategy while ensuring the Trust's operational infrastructure supports high-quality education across all schools.

The postholder will work in close partnership with the CEO to ensure that the Trust's financial and operational infrastructure enables school improvement, supports sustainable growth and delivers value for money across all functions. The role will provide executive oversight of central operational services and ensure that systems, processes and resources are aligned to the Trust's strategic priorities.

The CFOO will play a key role in risk management, business continuity and organisational planning, ensuring the Trust is well placed to respond to future opportunities and challenges. This is a senior executive position responsible for finance, estates, IT, procurement, and operational services across the Trust.

Candidates should complete and submit the application form together with an accompanying letter, in which you outline your experience and suitability for the position. Further information can be found on the our website by clicking on [here](#).

Applications should be returned to Kate Shorrocks at shorrocks@let-edu.org.

Visits to the trust headquarters are encouraged and can be arranged by contacting the office on 01254 355521.

Safeguarding

LET Education Trust has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks-they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

KEY RESPONSIBILITIES

Strategic Leadership

- Contribute to the strategic leadership of the Trust as a member of the executive leadership team.
- Share collective responsibility with the executive team for organisational performance, strategic delivery and continuous improvement across the Trust.
- Develop and implement the Trust's financial and operational strategy aligned with organisational priorities.
- Provide expert financial and operational advice to the CEO and Board of Trustees.
- Support the Trust's growth, sustainability, and long-term planning.
- Contribute to trust-wide organisational development, including growth planning, due diligence, integration of new schools and central service design where required.

Financial Leadership

- Lead the strategic financial management of the Trust.
- Oversee the preparation and monitoring of:
 - Annual budgets
 - Financial forecasts
 - Management accounts
 - Statutory financial statements
- Lead the preparation and review of the Trust's three-year financial plan, taking account of funding trends, pupil demographics, estate requirements and organisational priorities.
- Maximise the effective use of public funds, grants and capital allocations, ensuring compliance with relevant academy, charity and company requirements.
- Ensure robust financial controls and value for money across the Trust.
- Lead financial planning that supports school improvement and sustainable growth.
- Oversee the development and delivery of a medium-term financial strategy that supports educational priorities, financial resilience and sustainable growth.

Operational Leadership

- Provide strategic leadership of the Trust's central operational services to ensure they are efficient, compliant, responsive and aligned with the needs of schools.
- Provide strategic oversight of Trust operations including:
 - Estates and facilities management
 - IT infrastructure and digital services
 - Procurement and contracts
 - Health and safety
- Lead the development and implementation of the Trust's estates strategy, including capital projects and maintenance planning.
- Ensure operational systems enable schools to function effectively and efficiently.
- Oversee the effectiveness of operational systems, processes and service standards across the Trust, ensuring that schools receive consistent, high-quality support.
- Lead the development of operational policies, procedures and service models that strengthen efficiency, consistency and accountability across the organisation.
- Provide strategic leadership of workforce planning and HR services across the Trust, ensuring that staffing models, organisational structures and people strategies support financial sustainability, school improvement and organisational growth.
- Oversee the development and consistent implementation of HR policies, recruitment approaches, performance management frameworks and organisational change processes across the Trust.
- Drive continuous improvement in operational efficiency and value for money across central services.

Estates and Capital Strategy

- Lead the development and implementation of the Trust's estates strategy, including condition planning, capital investment, compliance and prioritisation of maintenance across all sites.
- Oversee capital projects, major works and Condition Improvement Fund (CIF) bids to ensure that the Trust's estate is safe, sustainable and aligned with organisational priorities.
- Ensure regular premises reviews are undertaken and translated into a prioritised and deliverable estates plan.

Governance and Compliance

- Advise Trustees and senior leaders on financial strategy, risk, and compliance.
- Provide high-quality strategic advice to the CEO, Board of Trustees and relevant committees on finance, operations, risk and compliance.
- Ensure that robust internal controls are in place and that the Trust meets all statutory and regulatory requirements, including those set out in the Academy Trust Handbook, charity and company law.
- Prepare high-quality reports for the Board of Trustees and relevant committees.

Risk Management and Assurance

- Maintain effective financial controls and internal assurance arrangements.
- Lead the Trust's approach to operational and financial risk management, ensuring key risks are identified, mitigated, monitored and reported appropriately.
- Oversee the development and implementation of business continuity planning and assurance arrangements across the Trust.
- Oversee internal scrutiny and external audit processes.
- Develop and maintain the Trust's risk management framework.

Leadership and Team Development

- Lead and develop central teams responsible for finance, estates, IT, and operational services.
- Set clear expectations and performance standards for central operational services, ensuring that teams are well led, effective and continuously improving.
- Build strong, trusting relationships with Headteachers and school leaders, balancing support, challenge and responsiveness in the deployment of central services.
- Foster a culture of collaboration, accountability, and continuous improvement.

Safeguarding

LET Education Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory safeguarding checks including an enhanced DBS check.

PERSON SPECIFICATION

Essential Experience

- Senior leadership experience in financial management and/or operational services within a multi-site, public sector or similarly complex organisational environment.
- Experience of leading or contributing to financial planning, budget management and financial monitoring processes across a large budget or group of services.
- Experience of overseeing, managing or working closely with operational service areas such as estates, procurement, IT, compliance or health and safety.
- Experience of presenting financial or operational information to senior leaders, governors, trustees or equivalent governance bodies and supporting strategic decision-making.
- Experience of working within or alongside governance structures in a regulated environment.

Qualifications

Essential

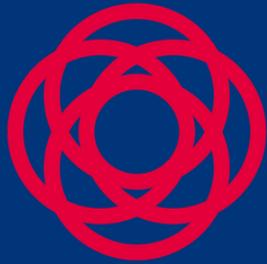
- Relevant degree or equivalent professional experience in finance, business management, leadership, or operations.
- Experience within the education or academy sector.

Desirable

- Professionally qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent).

Skills and Attributes

- Strong strategic financial and analytical capability, with the ability to interpret complex information and provide clear advice to senior leaders and trustees.
- Effective leadership and organisational skills, with the ability to prioritise competing demands and support the delivery of organisational priorities.
- Ability to influence, challenge and work collaboratively with a wide range of stakeholders including executive leaders, headteachers, central teams and governance bodies.
- Strong communication and report-writing skills, including the ability to present financial and operational information clearly to non-financial audiences.
- Commitment to high standards of governance, accountability and value for money.
- Ability to lead change, improve systems and support the development of effective operational services across a growing organisation.
- Professional credibility, integrity and sound judgement in decision-making.
- Resilience, adaptability and the capacity to remain calm and effective in a fast-paced and evolving environment.



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