



Person Specification

Chief Operating Officer

Minster Trust for Education

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process. All members of staff employed by MITRE must support and promote the Trust's aims:

1. Raising the aspiration of all within MITRE to achieve the very best for all members of its learning communities.
2. Working within MITRE and with the wider community to design and deliver an inclusive, innovative and stimulating curriculum for children.
3. Creating a culture and environment where safeguarding and wellbeing are paramount.
4. Developing and nurturing a collective approach to raising achievement through appropriate challenge and support and a commitment to early intervention.
5. Providing a teaching and learning environment and culture where all feel safe to take measured risks in order to learn and grow.
6. Equipping and developing all professionals engaged in delivering the curriculum with excellent knowledge and skills, through high quality leadership and management so that we grow highly effective staff at all levels to ensure there is strength across the Trust.
7. Sharing our teaching and learning environments whilst enabling each school to develop its own culture, beliefs and ethos as appropriate within the overall MITRE framework.
8. Maximising opportunities to share outstanding resources that underpin the teaching and learning environments across MITRE.
9. Creating development plans (Trust and school) to support the strategic vision which is agreed, shared and consistently applied across MITRE.
10. Ensuring Church Schools are run in accordance with the principles and practices of the Church of England.



ATTRIBUTES		REQUIREMENTS	
		<i>Essential</i>	<i>Desirable</i>
Education and Training	<ul style="list-style-type: none"> Recognised accounting qualification (e.g. AAT, Cipfa, ACCA, CIMA) or equivalent (D) 		<ul style="list-style-type: none"> Educated to degree level (D) Business degree (D) CIPD qualification (D) IOSH or NEBOSH (Health and Safety) qualification (D)
Knowledge and Experience	<ul style="list-style-type: none"> Significant senior leadership experience in business, operations, or finance within education or a similarly complex public service environment (D) Strong financial leadership experience, including strategic budgeting and financial oversight (D) Experience leading and developing teams and senior leaders (I) Experience operating at organisational level, contributing to strategic planning and delivery (I) Strong understanding of governance, accountability, and public sector stewardship (I) Strong understanding and experience of the effective application of HR processes. (I) 		<ul style="list-style-type: none"> Experience in a multi-academy trust or school trust environment (W) Experience serving as a Chief Financial Officer or equivalent role (W) Experience supporting organisational growth, due diligence, or structural change (I)
Personal Qualities	<ul style="list-style-type: none"> High levels of personal integrity and sound judgement (I) Strong strategic thinking and the ability to see the bigger organisational picture (I) Calm, balanced decision-making, particularly in complex situations (I) Ability to build strong, trusting professional relationships (I) 		



	<ul style="list-style-type: none"> • Clear and confident communicator with the ability to influence at executive level(I) • Strong organisational leadership and line management capability (W,I) • Ability to bring clarity and consistency ' maintaining a collegiate approach (I) 	
Other Conditions	<ul style="list-style-type: none"> • Able to fulfil all aspects of the Job Description (W, I). • Set a good example of professional standards and abide by the Trust's and School's Code of Conduct (W, I). • Must satisfy relevant pre-employment checks (D). • This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check (D). • Must have a valid driving licence for the UK as this role involves travel between schools and sites. (D) 	
Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> • Commitment to equal opportunities (I). • Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct (I). • Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice (I). 	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: When completing your application please ensure that you provide evidence of how you meet those requirements noted as essential and evidenced by your written application (W). Failure to do so is likely to result in you not being shortlisted for interview.