

# Interim Chief Executive Officer and Accounting Officer

## Job Description

**Post:** Interim Chief Executive Officer

**Salary:** £140,000 – £155,000  
(7 point pay range)

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

**Contract:** Full-time, 18 month fixed term

**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: Chair of the Board of Trustees

### **Responsible for:**

- Chief Finance and Operations Officer
- Education Delivery Team
- Governance Professional
- Trust Data and Analytics Manager
- Headteachers/Executive Headteachers

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

### **Purpose of the Role**

To have responsibility for the education of all the young people in the Trust's schools, through the effective and efficient use of resources and people.

To lead the Executive Team of the Trust, ensuring the Trust and all its schools are successful over time in a sustainable way.

To provide high-level strategic leadership and management across all aspects of the Trust's activities.

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

To undertake the responsibility of the Accounting Officer for the Trust, working with the Chief Finance and Operations Officer and being accountable to the Trust Board for the financial health and probity of the Trust.

### **Undertake the role of Trust Accounting Officer, to:**

- Give assurance (to Parliament and the public) of high standards of probity in the management of public funds, particularly regularity, propriety and value for money.
- Have oversight of financial transactions (under Trustees' control), and ensure measures exist to prevent losses or misuse, multi-person operation of accounts and records, and accurate accounting records.
- Complete the annual statement on regularity, propriety and compliance.
- Take personal responsibility for assuring compliance to the Board.
- Advise on Board intent, or action if incompatible with the articles, funding agreement or handbook.
- Notify the Department of Education, if you consider the Board is in breach of the articles, funding agreement or handbook.

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

- Establish, sustain and communicate the Trust's values, culture, and strategic direction, in partnership with the Trust Board.
- 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 objectives that are appropriate, deliverable and aligned to securing a sustainable future through the Trust's strategic direction.
- Enable the Trust's organisational design and operational systems to meet its current and future requirements and manage change effectively

## **Quality of Education**

- Tackle educational inequality, upholding and securing ambitious educational and behavioural standards for all pupils.
- Promote further support for the most disadvantaged and those with additional and special educational needs and disabilities within a safe and secure environment.
- Enable the Trust to establish and sustain a broad, rich and coherent curriculum entitlement for all pupils, supported by effective curricular leadership and delivered through high quality teaching in all its schools.
- Ensure the Trust has high quality, expert teaching in all the Trust's schools, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Ensure that priority areas for improvement are identified.
- Enable the Trust and its schools to engage with appropriate evidence-based strategies for improvement and ensure their effective implementation.

## **Finance, Sustainability and Compliance**

- Ensure that sound financial management systems are in place.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure the long-term sustainability of the Trust and its schools through effective financial and estates management.

- Direct the Trust's activities to achieve the most efficient, effective and sustainable provision of education to the highest quality, prioritising and making the most effective use of the resources available.
- Ensure the organisation complies with all statutory and legal requirements including safeguarding and health and safety.

## **People strategy**

- Lead and effectively manage the activities and performance of the Trust's executive team.
- Enable a people strategy that identifies talent, supports and develops all staff and sustains a culture of staff well-being and high staff professionalism.
- Ensure the Trust has high quality employment practices that promote equality, diversity and inclusion, including ethical practices of recruitment and retention of staff.
- Ensure staff have access to high quality professional development, aligned to balance organisational and individual needs.
- Ensure the Trust has a strong talent management and succession planning programmes across all areas of the organisation's work.

## **Accountability and Governance**

- Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of the Trust's work.
- Understand the role of relevant regulatory bodies and ensure the Trust and its schools respond to their requirements.
- Understand and welcome the role of effective Trust governance, upholding the obligation to give account and recognising that Trust Boards are ultimately responsible and accountable for the Trust's work.
- Develop and maintain effective relationships with the Trust Board recognising their key role in holding the CEO and executive team to account.
- Ensure the Trust Board receives quality information in the level of detail needed to make informed decisions and fulfil its functions and legal obligations.
- Ensure positive communications that promote the Trust and its work, and present the Trust effectively when dealing with the media.

## **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).