



SMART Multi Academy Trust

Chief Executive Officer/Accounting Officer

Accountable to: Board of Trustees

Reporting to: The Chair of the Board of Trustees

Salary: Appropriate to the role envisaged

Contract: Full Time

Role

Operating under the responsibility of the Board of Trustees and within the strategic directions approved by the Board, the Chief Executive Officer has the role and responsibility for directing all the operations of the Trust including the role of Accounting Officer.

In particular, the CEO is responsible for delivering the successful operation of the schools in the Trust taking account of the primary objective of providing the best opportunities for all pupils whatever their background to fulfil their potential together with continuing school improvement for all the academies in the Trust.

The CEO, as Accounting Officer, is also accountable to the Trust Board for ensuring successful financial operation of the Trust and in this role is supported by the Chief Financial Officer. The CFO reports to the CEO.

The CEO will have the key strategic role in the leadership of Smart Multi Academy Trust; leading the central team and providing strategic direction and monitoring the effectiveness of individual academies leadership teams. The person employed will need to be an outstanding leader able to delegate effectively; motivate a strong and highly effective team to work together, inspire and empower throughout the organisation.

The role is to cover the full scope indicated above. Specific responsibilities include those listed below; this list is not exhaustive and other duties of a similar nature and level may be required.

General

- Provide leadership, guidance and challenge to the Executive/head teachers and senior post holders across SMART to ensure very good attainment and progress for all the pupils within the SMART MAT
- Provide strategic leadership and direction for the SMART MAT within the vision, values, ethos and strategic direction set by the Board of Trustees. Ensure that effective proposals are brought to the Board in good time when any aspect of the Trust's activity requires Board intervention or authorisation. This includes strategic advice to Board (or its committees) regarding both pupil and academy educational progress and business questions.
- Ensure positive and effective liaison with the schools' local governing boards

- Ensure SMART MAT is fully compliant with legal requirements and statutory guidance set out in the Academies Financial Handbook and any updates to regulations from the DfE, ESFA and other relevant external bodies.
- Promote the highest standards of safeguarding across all schools within the MAT,
- Promote SMART MAT as a sponsor and centre for excellent practice regionally, nationally and within the RSC.
- Promote financial effectiveness across the MAT; oversee the overall performance of the finance function as accounting officer, in liaison with the CFO. More generally, in liaison with the CFO, ensure effective coverage of all business aspects of the Trust's operation including but not limited to human resources management, procurement, buildings, legal, health & safety.
- Ensure effective communications and, where significant changes are envisaged, ensure the necessary attention to the change management process necessary.

Specific Activities

- Lead strategic planning and secure that the vision, values and ethos of the MAT are embedded and are evident in the daily life of the Academies
- Ensure business plans and priorities are aligned with the Board of Trustees' vision, values, ethos and strategic direction for the SMART MAT. Furthermore ensure that the Trust is in a position to produce financially positive budgets as required by the relevant regulations.
- Ensure all necessary formal policies are available, revised as necessary and that those concerned are aware of these policies. Advise on any case where policies require revision. In particular propose and get board approval for a clear scheme of organisation and delegation valid across the Trust including head office roles.
- Ensure that full risk assessments have been undertaken across all areas of the SMART MAT including finance, staffing and pupil performance outcomes
- Ensure that the Academy Trust and all the academies within the Trust meet their safeguarding and compliance obligations and responsibilities.
- Provide reports as required to the Board and its committees including full analysis and guidance
- Ensure all academies within SMART MAT are fully prepared for Ofsted inspections and achieving at least consistently good outcomes.
- Ensure that governance at all levels is prepared to account for the quality of the curriculum, achievement and progress, behaviour and attitudes and safeguarding of pupils.
- Ensure that communication between the LGBs and the Trust Board occurs effectively through attendance at all Local Governing Board meetings. Ensure building of strong relationships with parents/carers, pupils, staff, local governors, local communities and Trustees across the SMART MAT
- Have clear staff safer recruitment systems and staff development plans in place based on rigorous reviews of the staffing and resourcing base together with awareness of staff's reasonable progression aims.
- Develop partnership and connections with Teaching School Alliances and other Academy Trusts in the region and as appropriate nationally to promote the reputation of the SMART MAT. Ensure sustainability of the Trust through growth including due



diligence assessments where there are possible additions to the MAT and providing for capacity and capability to take on any new academies/schools.

Accounting Officer

The CEO/Accounting Officer will work in close co-operation with the Chief Financial Officer to ensure appropriate policies, frameworks and systems are in place. Many of the business aspects of the Trust's activity will be delegated to the CFO and those reporting to the CFO but the formal accounting officer responsibility remains as part of the CEO role. Specific aspects of this role, beyond those already indicated above, include ensuring:

- adherence to the Academies Financial Handbook requirements and any new developments and updates to the AFH, ensuring all in the Trust are compliant
- all deadlines for submission to the ESFA are met and that all financial aspects adhere to the DfE, ESFA, AFH requirements and regulations
- any recommendations from internal and external auditors' reports are put in place across the academy in a timely manner
- management of systems and resources is effective and efficient including economies of scale giving value for money together with the best outcomes for pupils.
- prudent and economical administration of SMART MAT and avoidance of waste and extravagance.
- value for money and the efficient and effective use of all the resources in the academies' charge.
- that the company can demonstrate high standards of probity in the management of public funds

The post holder will be required to travel to any regional and national meetings related to the role of CEO of a MAT and to the academies within the SMART MAT including any new and potential academies as the Trust grows.

Any other duties commensurate with the role as determined by the Trust Board.

This Job Description will be reviewed annually to reflect the plans, growth and development of the Trust

The successful candidate will meet the following person specification. The SMART Multi Academy Trust will be seeking evidence in the selection process which will include the application, interview and references.

Category	Essential	Desirable
QUALIFICATIONS and EXPERIENCE		
Degree or above qualification(s)	√	
Extensive experience in education at a leadership level		√
Experience of leading complex organisations		√
Experience of business and/or education financial management monitoring and systems	√	
Adept at producing and presenting complex reports for a range of audiences	√	
Experience of negotiating contractual agreements		√
Knowledge of legislation affecting Multi Academy Trusts		√
SKILLS		
Excellent management, leadership and planning skills	√	
High level analytical, strategic planning and organisational skills	√	
Outstanding communication skills – orally and in writing	√	
High level ability to direct and co-ordinate the work of others; team building skills	√	
Ability to demonstrate business focus and commercially minded approach managing in the public sector with not for profit primary objectives	√	
Innovative leader with a clear understanding of how to support a distributed team to deliver the desired outcomes of an education organisation	√	
Think creatively to solve problems and identify opportunities	√	
PERSONAL CHARACTERISTICS		
Commitment to Keeping Children Safe in Education and highly effective educational development of children	√	
Dynamic, technically strong, articulate, insightful, commercially astute and influential leader with the ability to operate at both strategic and operational levels	√	
A team player and team builder with excellent communication skills and a robust focussed approach to the delivery of key strategic imperatives	√	
Work under pressure and to deadlines; prioritise and manage own time effectively	√	
High integrity and openness combined with a commitment to effective governance	√	
Achieve challenging professional goals; ability to be reflective and self-critical	√	
Ability to drive forward change in challenging circumstances	√	
Energy, vigour and perseverance; an enthusiastic leader with strong morale building skills	√	
Resilient and determined but able to provide support, demonstrate empathy and deal with staff and situations in a sensitive and considerate manner	√	