

Job Description

Job Title:	Interim Chief Executive Officer		
Pay range:	L41-L47		
Date:	June 2025	Status:	Final
Responsible to:	Chair of the Trust Board		
Responsible for:	Effective leadership and performance of all schools within the Trust and the Central Team		
Direct reports:	Headteachers/Executive Headteachers of all schools Research School and Primary School Improvement Lead Chief Operating and Financial Officer Head of Governance		
Job purpose:	Provide strategic leadership to achieve the Trust's vision, ensuring a high quality education for all pupils. Accountable to the trust's Board of Directors as: <ul style="list-style-type: none"> ● the senior executive leader ● the accounting officer 		

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Main responsibilities as the trust's senior executive leader:

Strategic leadership and management

The CEO will work proactively with the Board of Directors to:

1. Work with all stakeholders to develop and embed the trust's shared purpose, vision and values within its overarching charitable objects.
2. Provide strategic leadership for the trust in partnership with the local governing committees and senior leaders of its schools.
3. Develop, review and evaluate the impact of strategic and business priorities and plans for the trust within the context of its vision.
4. Ensure the continuing engagement and involvement of members, directors and local governors in effectively carrying out the core functions of governance.
5. Develop and maintain effective relationships with stakeholders including the Regional Director/Department for Education, Education and Skills Funding Agency, Church of England Dioceses, local authorities, parents, partners local communities to develop and promote the work of the trust.
6. Maintain an outward-facing role, horizon scanning and evaluating the landscape to ensure an innovative, adaptive and proactive strategic response.

Educational leadership and management

1. Accountable for the performance of the schools within the trust in terms of the quality of education and the quality of care.
2. Ensure that each school has a consistent and robust school improvement plan and work with the Headteachers to ensure appropriate school improvement support is in place and evaluated.
3. Ensure a shared expectation of effective teaching and learning is developed and embedded across the trust and ensure colleagues are provided with effective continuing professional development.
4. Ensure that each school has an aspirational curriculum and broader pupil experience that meets the needs of all learners.
5. Ensure appropriate targets and key performance indicators are set for pupil outcomes and monitor progress against these.
6. Ensure a robust culture of safeguarding and promote the welfare and safety of all learners.
7. Ensure appropriate strategies for managing attendance, behaviour and exclusions are developed, implemented and evaluated throughout the trust.
8. Take into account the trust initiatives in relation to our church schools and their ethos.

People leadership and management

1. Provide motivational and inspirational leadership at all levels of the organisation.
2. Embed a values-driven, inclusive culture and ethos underpinned with collaboration to achieve high standards throughout the trust.
3. As a line manager, provide leadership, guidance and challenge to the Executive Team and Headteachers to ensure continual improvement. Manage the performance of direct reports and ensure that colleagues receive appropriate feedback and support to achieve those high standards.
4. Ensure that ongoing professional dialogue and appraisal are embedded for all colleagues across the Trust.
5. Undertake effective planning to ensure that the resource needs for the NEAT Central Team are proactively identified and managed and, ensure the Trust's organisational structures are fit for purpose to facilitate continuous improvement.
6. Work collaboratively with Headteachers to enable a culture and working environment where the well-being of all colleagues is promoted
7. Create a climate of innovation and reflective practice that builds on evidence-based approaches and enables all colleagues to achieve their best. Promote the sharing of expertise and resources. Lead and deliver shared CPD across NEAT.
8. Develop capacity across the trust to enable strategic priorities and operational plans to be delivered effectively and develop talent through CPD and succession planning, developing and empowering senior colleagues.

Financial and business management

1. Direct and oversee the Chief Operating and Finance Officer to ensure budgets are set and managed within the guidelines agreed by the NEAT Board of Directors.
2. Facilitate the central team to establish effective procurement procedures in order to achieve financial efficiencies and value for money
3. Develop and oversee the Trust's income generation strategies, including grant applications and other fundraising
4. With the support of the Chief Operating and Financial Officer, ensure that appropriate corporate services operate effectively, including Finance, HR, IT, governance, communications and policies and strategies for trust-wide priorities including diversity, equity and inclusion, risk and compliance.

5. Work with the Trust Board and other senior leaders to ensure proactive, robust and appropriate risk management for the Trust and its schools.
6. Ensure the trust's sites and facilities are utilised to the benefit of the schools, the trust and the local community.
7. Work with the Headteachers to optimise shared services, deliver cost efficiency, good value and achieve educational synergies.
8. Ensure sustainability of the Trust through growth and development, including due diligence and supporting converting schools.
9. Ensure that health and safety and data protection requirements are met.

Parental, community and sector engagement

1. Ensure an effective engagement strategy is developed and embedded for the trust and its schools including stakeholder relationships and building a positive reputation and public profile.
2. Develop a thriving sense of trust community and create proactive links with for example, businesses, feeder schools, other local schools, local community groups and religious organisations.
3. Act as an ambassador for the trust, promoting its vision and values, at local, regional and national level.
4. Contribute professionally to the local, regional and national education agenda and work collaboratively with partner organisations and other multi academy trusts.
5. Be the main point of contact for the members including representation from the Church of England, local authorities, Diocese, ESFA, DfE and other bodies in respect of all aspects of the Trust.

Main responsibilities as trust's accounting officer

1. Have personal responsibility to Parliament, and to the Education and Skills Funding Agency's accounting officer, for the trust's financial resources.
2. Provide assurance to Parliament, and the public, of high standards of probity in the management of public funds, particularly regularity, propriety and value for money.
3. Have appropriate oversight of financial transactions by:
 - ensuring that the trust's property and assets are under the control of the trustees, and measures exist to prevent losses or misuse;
 - ensuring that bank accounts, financial systems and financial records are operated by more than one person; and
 - keeping full and accurate accounting records to support the trust's annual accounts.
4. Take personal responsibility for assuring the trust board that there is compliance with the trust's funding agreements and the Academy Trust Handbook.

General responsibilities as NEAT employees

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.