**Job Title: Chief Executive Officer (“CEO”)**

**Salary L30** £80,309 pro rata

**Reporting to:** Chair of Board

**Accountable to:** ATOM Board of Trustees

**Directly responsible for:** Headteachers of academies (check Scheme)

**Location:** Melksham, Wiltshire

**Main responsibility**

The CEO will be an outstanding strategic leader, who is able to develop and articulate the vision, values and ethos for ATOM and who will inspire and empower others to share in achieving them. The CEO will be accountable and take responsibility for the performance of all academies within ATOM.

**Strategic**

* To provide strategic leadership to ATOM in accordance with its stated aims, objectives and values
* To develop and deliver ATOM’s strategic business plan with the support of the ATOM Board
* To develop and implement effective strategies that allow ATOM and its constituent academies to achieve excellence, including strategies for school improvement and enhancing leadership capacities
* To take responsibility for the annual business plan and key documents such as ATOM’s long term strategic plan, self-evaluation and improvement plans of the academies
* To lead the development and growth (where appropriate) of ATOM
* Together with ATOM’s Board and relevant members of the senior management team, to ensure robust and appropriate proactive risk mitigation and management for the Trust and that the risk strategy is aligned to local academy risk strategies
* To create a culture of constant improvement and be an inspirational leader, committed to the highest achievement in all areas of ATOM’s work
* To develop and maintain effective relationships with the Regional School Commissioner, Department for Education, Education and Skills Funding Agency, Wiltshire Council, Salisbury Diocese, Trustees, Headteachers, Local Governing Boards, pupils, parents/carers, and staff

**Leadership and management**

* To provide positive and inspirational leadership across ATOM, with a focus on maintaining the highest standards of achievement across all areas of ATOM’s work
* To be proactive in turning ATOM’s strategic vision into operational reality, ensuring that its management and organisational structures are fit for purpose and facilitate continuous improvement
* To lead and manage all operations through the agreed organisational structure and accountability matrix, and through the development, implementation and review of Trust level policies to achieve the Board’s stated objectives
* To ensure the effective capture of all data to meet statutory and legislative standards, including the provision of accurate, timely and precise management information to ATOM’s Board to allow for effective decision-making
* To ensure effective communication, both internally and externally, including liaising with all stakeholders and the local and national media

**Teaching and Learning/School Improvement**

* To be accountable for all aspects of teaching and learning and standards across ATOM, setting high professional standards and ensuring that ATOM’s education vision is understood and embraced
* To be accountable for developing and leading the process for improvement across ATOM, providing quality assurance and accountability through a rigorous and robust system of target setting
* To develop the leadership capacity across ATOM, ensuring that academies are supported to improve in a positive culture of challenge
* To lead an ATOM-wide improvement function that will ensure that the requirements of each academy is identified and analysed, appropriately costed and prioritised, and that solutions are developed and secured
* To ensure that data analysis and evaluation of pupil achievement and progress is fit for purpose, rigorous and precise including but not limited to the rigorous monitoring of the impact of teaching and learning assessment, including the impact on key groups
* To ensure rigorous and precise data analysis of other key management information such as attendance and behaviour, with a clear focus on the impact of any initiatives
* To commission internal resources through academy-to-academy support and/or external support from those who meet strict and agreed criteria for quality

**Resources/change management**

* To hold academies to account in ensuring the effective and efficient management of local learning environments, resources and facilities
* To be accountable for large scale asset management across the estate including the oversight of major capital projects
* To ensure effective talent-management including developing an effective succession planning strategy
* To be responsible for meeting the demands of changing legislation, new initiatives and changing practice
* To lead, oversee and advise on the allocation of resources across ATOM
* In line with the agreed ATOM Scheme of Governance and Delegation, to select, train, develop, empower, and motivate senior staff of ATOM including the appointment of appropriate external support

**Finance and procurement**

* To act as Accounting Officer for ATOM, ensuring that it works to the standards set out in the Academies Financial Handbook
* To ensure ATOM’s long-term financial sustainability by confirming that proper financial systems are established and effectively monitored, that appropriate action is recommended to address problems identified, and to ensure that the Trustees are presented with accurate and timely financial reports
* To review and approve annual budgets of each academy within ATOM to ensure all budgetary targets are met and efficiencies are maximised
* To adopt appropriate procurement processes in order to negotiate and agree optimum costs with service providers
* To develop and implement strategies for generating additional revenue and resources for ATOM

**Compliance**

* To ensure ATOM meets all legislative and statutory requirements including Health and Safety, Safeguarding, and those required by Companies House, the Charity Commissioners, Data Protection and funding agreements

**Partnerships**

* To develop and lead a partnership strategy that ensures that ATOM and academies participate in local, national and international education networks
* To identify key agencies, individuals and groups that could enhance the delivery of ATOM strategy at local level and build relationships to secure support

**This job description will be reviewed annually to reflect the plans, growth and development of ATOM**

**CEO Person Specification**

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| --- | --- | --- |
| **Key criteria** | **Essential** | **Desirable** |
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| **Professional qualifications** | * Degree and recognised professional qualification relevant to role * A record of recent and relevant continuing professional development | * Postgraduate educational/leadership or management qualification * Accredited as a National Leader of Education |
|  |  |  |
| **Experience** | * Demonstrable track record of successful leadership within a school, trust or business environment * Demonstrable experience of strategic planning (including review) and of leading organisational implementation of strategy * Proven experience of successfully leading and supporting school improvement priorities/outcomes and understanding of OFSTED and SIAMS frameworks (preferably across primary and secondary) * A successful track record of human and financial resources management * Demonstrable experience of successful, positive working within governance structures | * Successful CEO or board leadership role in a Trust environment/educational setting * Evidence of working with Church of England governance structures * Business development/organisational growth |
|  |  |  |
| **Skills, Knowledge and Understanding** | * Comprehensive knowledge of current OFTSED inspection criteria and processes and up-to-date knowledge of the national education landscape * Strategic planning, monitoring and review of progress * Understanding of statutory educational framework and relevant legislation and policies * Project costing and budgetary management * Resource management including estimating, securing and monitoring resources * Excellent written and oral communication skills with the ability to address a range of audiences | * Experience of acting as an OFTSED inspector |
|  |  |  |
| **Personal qualities** | * Capable of leading by example – a credible leader capable of inspiring respect and support * Excellent relationship management at all levels including being comfortable operating in an environment with clear lines of accountability * A strategic thinker, capable of objective and independent thought * Reliable and resilient, with the ability to remain calm under pressure * Emotionally intelligent and perceptive * Reliable and trustworthy * Intellectually versatile and innovative * Proactive and positive approach to problem-solving | * Christian belief * Demonstrable experience of working successfully and collaboratively with Local Governing Boards |