**HOLY FAMILY OF NAZARETH CATHOLIC ACADEMY TRUST**

**Job Description**

**Job Title:** Chief Executive Officer

**Salary**: Up to £79,000 [Pro Rata] to be negotiated depending on qualifications and experience.

**Responsible to:** The Holy Family of Nazareth Catholic Academy Trust

**Responsible for**: The Trust’s Head teachers and Strategic Support roles.

**Main Responsibility**

As an outstanding strategic leader the Chief Executive Officer will develop, articulate and maintain the Catholic vision, values and ethos of the Trust inspiring and empowering others, throughout the organisation, to ensure the optimum educational opportunities for all students across the Trust and to undertake the responsibility of the Accounting Officer.

The CEO will be accountable for, and take responsibility for, the performance of all academies within the Trust.

**Main Duties**

**Strategic**

* Develop and facilitate the Trust in accordance with the Trust Board’s stated aims, objectives and values.
* Establish and maintain a culture of constant improvement, through developing an effective corporate environment that enables the Trust and its constituent academies to achieve excellence.
* Assist the Shrewsbury Diocese in developing and maintaining effective relationships with the Regional School Commissioner (RSC), Department for Education (DFE), Education Funding Agency (EFA), Cheshire East Local Authority, Directors and Head teachers in order to ensure the success of the Trust and its academies.
* Maintain an outward facing role with the local community on behalf of the Trust to further its external relationships, future growth and development and in particular lead the growth and development of the Trust in response to local demographic changes.
* Together with the Trust Board ensure robust and appropriate, proactive risk mitigation and management for the Trust and that the risk strategy is aligned to local academy risk strategies.

**Leadership and Management**

* Proactively drive the strategic priorities ensuring that the local academy plans fully align with the Trust’s strategic plan.
* Lead & manage all operations through the agreed organisation structure and accountability matrix, and through the development, implementation and review of Trust level policies to achieve the Board’s stated objectives and ensure the Board’s Catholic vision, values and ethos are taken into account
* Ensure the effective capture of all data to meet statutory and legislative standards.
* Provide motivational and inspirational leadership at all levels of the organisation.
* Ensure the Trust’s management and organisational structures are fit for purpose and facilitate continuous improvement.
* Support the Chair of the Trust Board in developing the Trust including the development of governance structures.
* Ensure that there are clear quality assurances systems embedded across the Trust that drive consistency and improvement in performance.
* Achieve effective communication, both internally and externally to the Trust, including liaising with all stakeholders and the local and national media.

**Resources / Change Management**

* Responsible for meeting the demands of changing legislation, new initiatives and changing practice.
* Lead, oversee and advise on the allocation of resources across the Trust

**Teaching & Learning / School Improvement**

* Hold and articulate Catholic doctrine values and moral purpose, focussed on providing a Catholic education for all children and young people
* Accountable for all aspects of Teaching and Learning and Standards across the Trust, setting high professional standards and ensuring the Trust’s educational vision is understood and embraced.
* Responsible for developing and leading the process for improvement across the Trust, providing quality assurance and accountability; this will be achieved through a rigorous and robust system of target setting which will be reviewed regularly by the CEO, who will report progress to the Trust Board.
* Provide dynamic and strategic direction and leadership for Teaching and Learning across the academies.
* Lead a Trust-wide improvement function that will ensure that the requirements in each academy’s performance are identified and analysed, appropriately costed and prioritised solutions are developed and secured. This includes the commissioning of internal resources through academy-to-academy support and/or external support from a range of providers or individuals who meet strict and agreed criteria for quality, including evidence of effectiveness and impact.

**Finance and Procurement**

* The CEO will be the Accounting Officer for the Trust ensuring that the Trust works to the standards set out in the Academies Financial Handbook and that Directors are presented with accurate and timely reports.
* Oversee and approve the development of the Trust’s financial sustainability, by ensuring that proper financial systems are established and effectively monitored and that appropriate action is taken to address problems identified.
* Ensure that all budgetary targets are met by individual academies, efficiencies are maximised and that annual budgets are reviewed and approved in line with the Trust’s Strategic Financial Plan and EFSA requirements
* Ensure systems and processes are in place to negotiate and agree optimum prices with various service providers in order to achieve economies of scale, and that appropriate procurement process are adopted.
* Ensure strategies are in place to generate additional revenue and resources for the Trust.

**Compliance**

* Ensure that Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding, Equal Opportunities and those required by Companies House, and the Charity Commissioners, Data protection, the Master and Supplementary Funding agreements.

**Partnerships**

* Develop and lead a partnership strategy that ensures the Trust and its academies work in collaboration with other schools in the area and participate in local, national and international education networks.
* Identify key agencies, individuals and groups that can enhance the delivery of the Trust’s strategy at local level and national level.
* Share skills expertise and capacity across the Trust and its academies and embed system leadership practice.
* Build and maintain strong relationships with parents/carers, students, staff, directors, governors and parishes across the Trust.

These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities which the Board of Directors may determine.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.

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

THIS POST REQUIRES ENHANCED DBS DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE, AND WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE.

**Date: October 2018**

**Job Description Reviewed: TBC**