

Job Description



Chief Executive of the Mowbray Education Trust

Accountable:

To the Board of Directors through the Chair of the Board

Responsible for the work of:

The Executive Team - Executive Head Teachers and the Chief Operating Officer

Key result areas

1. Act as the Board's chief strategy officer shaping the overall strategic direction of the Trust.
2. Ensure that the Trust delivers an outstanding educational experience for all students whilst ensuring value for money (the economic, efficient and effective use of resources).
3. Link the outside world (society, economy, technology and stakeholders) with the inside world of the Trust.
4. Act as Accounting Officer of the Company.

Responsibilities

1. Strategy

- Provide advice and guidance for the Board of Directors.
- Define the Trust's values (its identity) and standards (expectations) in ways that encourage positive behaviours.
- Communicate and embed these values and standards throughout the Trust.
- Develop a sustainable growth strategy for the Trust that builds on the Trust's strengths and leverages a hub strategy.
- Balance present and future investment in resources in order to promote sustainable development.
- Maintain awareness of both the external and internal competitive landscape, opportunities for expansion and new educational developments.

2. Delivery

- Ensure that academies have a relentless focus on improving the life chances of young people by delivering outstanding educational outcomes.
- Develop short, medium and long-term improvement and business plans to delivery the Trust's strategic vision.
- Ensure that the appropriate support services, governance and administrative structures are in place across the trust to enable the effective implementation of the Trust's plans.
- Ensure that the Trust meets all statutory, regulatory and reporting requirements including those set out by Ofsted, Companies House, the Charities Commission and the Educational Funding agency.
- Ensure that the Trust has essential policies in place covering HR, Finance, Health and Safety, Safeguarding, Data Protection etc. and that these are monitored regularly and reviewed and revised when necessary.
- Maintain effective financial control over individual academy budgets and the consolidated budget managing spending within agreed Trust limits.
- Build and develop an executive team responsible for implementing the Trust's strategy.
- Lead and performance manage members of the executive team.
- Create employment opportunities to attract and retain the very best people.
- Account to the Board for the performance of the Trust against key performance criteria.

3. Linking to the outside world

- Act as an ambassador for the Trust, representing the Trust at civic and professional events held locally, regionally and nationally.
- Represent the Trust effectively to stakeholders, external agencies, the media and the public at large.
- Develop and grow the reach, influence and reputation of the Trust.
- Build effective working relationships with Trust head teachers and chairs of local governing bodies, the regional commissioner's office, Local Authorities and the Educational Funding Agency.
- Secure effective partnership working with other schools and academies and training organisations so has to build a wider network of support and influence.

4. Accounting Officer

- Ensure regularity - that public money is spent for the purposes intended by Parliament.
- Ensure probity - develop and maintain appropriate standards of conduct, behaviour and corporate governance in the application of funds.
- Ensure value for money - the economic, efficient and effective use of available resources.
- Keep proper financial records and accounts.
- Ensure that appropriate risk management processes and procedures are in place to identify, quantify, priorities and mitigate risk.

Undertake such duties as are commensurate with the post and which may reasonably be required by the Board of Directors.