

CANDIDATE INFORMATION

Chief Executive Officer
West Herts Schools Trust (WHST)



WHST

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BETTER FUTURE



Chief Executive Officer, West Herts Schools Trust (WHST)

Start date: 1st January 2019

Contract type: 0.6 fte (in the first instance)

Salary: 48K (80K fte)

Contract term: Permanent



WHST is seeking to appoint an innovative, strategic and inspirational Chief Executive Officer (CEO) to lead our Trust in its next stage of development. In the first instance this is a 0.6 fte equivalent role but is expected to increase over time as the Trust expands and schools increase in size.

A small multi-academy trust based in the West of Hertfordshire, WHST was founded in 2013 and comprises three primary free schools, two in Watford and one in Hemel Hempstead. The schools opened in 2014 with reception children, are still growing and will comprise all year groups by 2020. The trust aims to expand to between six to eight schools over the next few years.

The Trust has two strategic partners, the University of Hertfordshire and Hertfordshire County Council who are represented at both Member and Director level. The Trust Board comprises a range of directors with experience of business and commerce as well as education. In partnership with the Board the CEO will shape and guide the Trust's strategy in line with our vision of providing 'a better future' for the children in our schools.

This is an exciting opportunity to make a real difference to the lives of children and families and you will share our ambition to achieve educational and social success and outstanding outcomes for every child.

As CEO you will be responsible for the educational, organisational and financial performance of the trust, strategic developments and future growth. You will be supported by a small central trust team, an effective and professional Trust board and the Principals of the schools. The Principals - all recently-appointed, yet experienced - form a strong team which is highly motivated, ambitious and committed to collaboration. With a high level of integrity and excellent personal and communication skills, you will lead and nurture the development of this strong team within a culture of best practice, reflection and improvement.

As a confident ambassador, you will develop partnerships with a range of organisations beyond the Trust including the DfE, ESFA, the Regional Schools Commissioner and other MATs.

As an outstanding strategic leader with an educational background, you will be able to articulate the vision, values and ethos of WHST and inspire and empower others to achieve them.

The recruitment of the CEO is led by the Chair of the Trust, John Harris who can provide more detail about this exciting opportunity. You can contact John via admin@whcfst.org.uk.



Completed applications should be sent to Katy Silverton, the Trust Administrative Officer, at recruitment@whcfst.org.uk, by **noon on Monday 24th September 2018**.



Letter from the Chair, John Harris

Chief Executive Officer – West Herts Schools Trust

Thank you for your interest in the post of Chief Executive Officer for the West Herts Schools Trust (WHST). All the essential information that you need about the role is included in our information pack. In this brief letter of welcome I want to give you a sense of what our Trust is about: our educational vision, the capacity that we bring, how we work together and the remit we have set for our new CEO to take the Trust forward in the next phase of development.

Our Trust has a clear moral purpose focused on raising aspirations and promoting social mobility for disadvantaged children and their families. The strapline for our schools is 'for a better future', underpinned by a strong belief that every child can and will succeed.

Our Trust Board includes trustees from a wide range of backgrounds and benefits from the well-established strategic partnerships with the University of Hertfordshire and Hertfordshire County Council. In setting the strategic direction of the Trust, the Board works in partnership with the Local Governing Bodies for our schools, ensuring that each school can develop a distinctive character and ethos within the Trust's overall policy framework. Our governors are ambitious for the success of their schools and have built positive connections with parents and the communities that they serve.

You will be working with a strong team of Principals, each of whom came into post in the last twelve months. They work well together and model collaborative working across the Trust - which we see as the key to effective delivery, particularly in supporting school improvement, leadership development, and the provision of timely and effective support services for schools.

Under the leadership of our first CEO, Gill Jones, we have made great progress over the last four years to open new schools that command the confidence of parents and the wider community, with a focus on high quality teaching and learning, and high standards of achievement for our children. The remit for our new CEO will be to evaluate the progress and impact of our current three-year strategy and work with the Principals and Trust Board to set the direction for the next phase of our development, which is likely to include the opening of a further new school and the incorporation of other schools into the Trust. This will require a strong focus on educational leadership, promoting a culture of challenge, support and collaborative working, so that working together we live the Trust's educational vision – 'for a better future'.

John Harris - Chair – West Herts Schools Trust



Person specification

Attribute	Essential	Desirable
Education and Qualifications	Educated to degree level or equivalent with evidence of continuing professional development	
Experience	<ul style="list-style-type: none"> • Proven track record of senior leadership in education • Successful experience of raising standards • Evidence of collaborative working with other schools, with impact • Strong business acumen and successful experience of strategic financial management • A strong track record of performance management of professional staff and the promotion of staff wellbeing • Successful experience of team building, networking and building effective partnerships • Experience of working effectively with a Board/ Governing Body to promote the vision and strategic direction for an organisation • Experience of identifying and managing risk including in such areas as finance, safeguarding and reputation • Successful experience of managing change, particularly in a system leadership context 	<ul style="list-style-type: none"> • Experience of dealing with government officials and policy makers
Skills, Knowledge and Attributes	<ul style="list-style-type: none"> • Ability to think and plan strategically • A strong moral purpose and the ability to work with the Board/schools to promote the WHST vision and values • Ability to analyse and process complex information • A strong understanding of schools and knowledge of strategies to improve teaching and learning, leadership and standards • Ability to build strong relationships with all stakeholders • Excellent presentation skills and strong communication skills with a wide variety of audiences • Ability to be a strong ambassador for the Trust • Ability to promote a culture of equality and diversity 	<ul style="list-style-type: none"> • An understanding of current education issues and research • Knowledge of academies and the MAT landscape
Other Requirements	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children • Satisfactory DBS check, medical clearance and references • Clean driving license and the ability to travel between school sites 	

Job description

Job title:	Chief Executive Officer
Salary:	£48K - 0.6 contract (£80 fte)
Accountable to:	Trust Board
Reporting to:	Chair of Trust Board
Job Purpose:	Trust Board

Accountabilities and Responsibilities

- To provide strong and effective leadership, vision and strategic direction to WHST trustees and schools
- Working with the Chair, Board and Trust leadership team to develop plans and budgets to demonstrate that WHST has the capacity to move towards its strategic goals
- Working with the schemes of delegation for the Trust Board, Local Governing Bodies (LGBs) and Principals, to achieve smooth day-to-day operations
- Work in partnership with the Principals and other leaders across the Trust to achieve a collective and consistent strategy across the schools
- Ensure that performance management and wider administrative and governance arrangements are in place to allow the effective implementation of the Trust's corporate and business plans.
- Carry out performance management and objective setting for the Principals in partnership with the Chairs of the LGBs
- Review the progress of the schools liaising with the Principals and LGBs and act where improvement is needed
- Take a leadership role in recruiting and appointing new Principals and work in partnership with the Principals to appoint other senior leaders

Financial Accountability

- To act as Accounting Officer for WHST, ensuring that its educational and financial performance is effectively managed, and meets statutory obligations
- To ensure that WHST's long-term financial sustainability is secured
- To manage the Trust Business Manager, and with them, ensure: financial management and control are effective; risks to the financial viability of WHST or individual schools are identified; prompt action is taken to address any problems
- To present financial plans and statutory accounts for approval by the Board
- To develop strategies for the generation of additional income

Board Management

- Ensure that the Board receives reports that provide an accurate overview of the performance of the schools which allow them to monitor and challenge standards and quality
- Ensure the Board is advised of current education policy issues
- On behalf of the Board and the schools review and update statutory policies
- Ensure that confidentiality is maintained in line with agreed policies and protocols
- Comply with the Trust's policies and procedures on safeguarding and child protection and ensure strong safeguarding practices, culture, ethos across the Trust
- Ensure that the Whole Trust reflects an inclusive ethos which promotes and values diversity and challenges and addresses any discrimination

Stakeholder Relations

- Maintain positive and effective relationships with the Department for Education (DfE), Regional Schools Commissioner, Local Authority, Principals and LGBs, promoting the values and vision of the Trust
- Manage the public image and reputation of the Trust
- Represent the Trust with key external partners (particularly Hertfordshire County Council and the University of Hertfordshire), the media and the public
- Secure new partnerships with key agencies, individuals and groups that might enhance the work of the Trust

New schools

- Instigate and co-ordinate applications for the transfer of new schools into the Trust ensuring due diligence and risk assessment is carried out
- Manage transfers of schools into the Trust ensuring that secure project management is in place to achieve a smooth transition
- Ensure that incoming schools are properly led, managed and resourced so that they deliver the education outcomes expected by the Trust

Additional Duties

- Provide appropriate information and support to the Chair of the Trust and the clerk to the Board
 - Any other duties commensurate with the post as directed by the Trust Board
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