



BAYLIS COURT TRUST

Growing stronger together

Candidate information pack

Chief Executive Officer (CEO)





Chief Executive Officer

Baylis Court Trust

Schools in the trust...



Baylis Court School



Phoenix Infant Academy



Reading Girls' School

Dear Applicant,

Thank you for your interest in the post of **Chief Executive Officer (CEO) of the Baylis Court Trust.**

In this letter I want to give you a flavour of the Trust and an indication of the type of candidate that we are looking for.

Baylis Court Trust is a successful multi academy trust (MAT) consisting of two high performing secondary schools and one infant school. The Regional Schools Commissioners for South Central England and North West London (RSC) Headteacher Panel has recently approved Battle Primary School, in Reading, to come into the Baylis Court Trust and we are currently going through a 'due diligence' process.

When we appointed the current CEO, seven years ago, Baylis Court School was a stand-alone academy and Deborah Ajose has been instrumental in taking us to MAT status and soon to be a MAT consisting of four schools.

We are looking for a leader to carry on the inspirational work achieved so far and to take the MAT to yet greater heights. Our objective is to grow the Trust in a structured way to a size of a minimum of six schools within a radius of about 20 miles from Slough. We are viewed highly by the RSC and we expect that office to introduce us to other schools or academies, although we target our CEO to actively seek out appropriate schools to bring our Trust to the level indicated.

We also expect our CEO to operate in a collaborative way with other schools and academies and to be involved nationally in the academy's movement. We also see it as beneficial for our secondary schools to be members of national and local organisations and to be involved in local head teacher groups. The CEO will encourage Principals to be active in these organisations and will be the person responsible for their performance management.

I am privileged to lead a Board of Trustees which is strong and is made up of a variety of backgrounds. My team and I are committed to the Trust's continued development and we will do all we can to support and encourage a new CEO in taking on this rewarding but challenging role.

I hope the information accompanying this letter stimulates you to apply for this exciting opportunity and I look forward to receiving your application.

Yours faithfully

Jon Reekie

Chairman of the Trustees



Job Description

Role title:

Chief Executive Officer

Responsible to:

Board of Trustees

Responsible for:

Executive leadership of the Baylis Court Trust

Location:

Based at Reading Girls' School –
Northumberland Avenue
Reading, RG2 7PY.

T: 0118 986 1336

E: info@bayliscourttrust.co.uk

Primarily based at Reading Girls' School but to be available at any of the Trust's schools as required.

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Main purpose of the role

- To provide leadership to the Trust, in ensuring that the Trustees fulfil their responsibilities in the governance of the Trust. Additionally, ensuring that the Trustees have accurate and timely information to enable that Board to function effectively as a unit.
- To be responsible for developing and expanding current services offered within the Trust, and developing new provisions and partnerships that benefit those within the local communities close to our schools.
- To work with the Trustees and Executive Leadership Team to achieve the Trust's business strategy, plans and targets.
- To ensure long term sustainability through effective governance, sound finance and delivery for positive outcomes for pupils.

Key result areas

To provide the leadership to deliver the agreed philosophy, vision, strategy values and specific objectives of the Trust by:

- Developing and agreeing with the Trustees the strategic business plan and marketing strategy.
- Developing existing and building new relationships with relevant Local Authority and other professional bodies, including health, libraries and social care and other community stakeholders as appropriate.
- Identifying and exploiting new business opportunities that are in line with the educational aims of the Trust.

Key responsibilities

1 Governance and relationship with the Trustees

- To ensure that the Trustees have at their disposal sufficient resources, guidance and professional advice on matters concerning compliance with the Articles of Association, the law and the need to remain solvent.
- To liaise with the Chair, Vice Chair and Board of Trustees as appropriate.
- In consultation with the Chair to prepare meeting agendas and draw the Trustees' attention to matters that need a decision.
- To enable proper constitution Board of the Board of Trustees working with the Chair to provide good governance.
- To fulfil the role of the Trust's Accounting Officer.

2 Strategic Leadership

- To continue to 'horizon scan' in order to maintain and improve the Trust in a time of change, as it meets the challenges of Ofsted, social, financial and administrative developments and changes.
- To integrate the plans and strategies of the Trust, and its schools, to ensure continuity whilst keeping abreast of developments and benchmarking, both nationally in order to be responsive to the local community.
- To facilitate the establishment and development of training and education at all levels for all staff, in the light of growth of the Trust.
- To promote the corporate image of the Trust through interpersonal relations with referrers and businesses, with the maintenance of its corporate identity.
- To represent the Trust at a range of external events and opportunities, through carefully devised PR and marketing strategies.

- To ensure that at all times the Trust's staff, clients and its Board of Trustees comply with all laws and expectations related to its activities and operations.

3 Business Development

- To undertake research and to arrange for the procurement of bidding opportunities, to ensure the economic viability and furtherance of the Trust.
- To make proposals to the Trustees on the philosophy, aims and objectives (short, medium and long term) of the Trust.
- To procure and secure partnerships from a range of providers, and enter into such contracts with agreement of the Trustees, in the pursuit of providing a range of services which support our educational goals.

4 Leadership and co-ordination of Managers

- To manage and lead the Trust Director of Finance, Executive Leadership Team in order to meet the agreed plan and strategies of the Trust
- To provide leadership, supervision and direction to staff within the framework of Employment Law.
- To line manage the Principals in each school in the Trust.
- To line manage the Human Resources Manager of the Trust.

5 Culture

- To promote diversity and equality of opportunity in all of the Trust's work and practices.
- To build a staff culture Trust-wide where everyone is valued, respected and well-equipped to perform their role.

6 Operational Framework

- To ensure that the full range of statutory and other policies and procedures are in place.
- To create and maintain a consistent work culture, relating to Human Resources, Finance and premises.
- To oversee the monitoring of quality as it pertains to the provision within the Trust.
- To review the overall performance of the Trust.
- To supply all reports required by the Trustees in the exercise of their legal, financial and other responsibilities, in accordance with Ofsted, the Education and Skills Funding Agency (ESFA) and the Governance Handbook and the latest Academies Financial Handbook.
- To monitor HR strategy and oversee the rigour of the appraisal system and the impact of the training programmes.

7 Finance

- To consult with the Trustees and liaise with the Director of Finance to present an Annual Budget to Trustees and regular monitoring information.
- To ensure the probity of use of the overall budgets and resources of the Trust as a whole, as well as ring-fenced budgets for PPG and Sports Funding as appropriate.
- To ensure the timely and complete preparation of the annual audited accounts and Annual Report.



Person specification

Qualifications and Education

Degree or Equivalent.	Essential
Vocational/Professional Qualification.	Desirable
Principal's Qualification or equivalent Leadership development Programme.	Desirable
MAT CEO Development programme.	Desirable
Accredited Ofsted Inspector and/or DFE Educational Advisor LLE or NLE accredited.	Desirable
Safer Recruitment accreditation.	Essential
QTS.	Essential

Knowledge & Experience

Proven experience of successful high level leadership of an educational or similar organisation of equivalent scale and complexity.	Essential
Proven track record of successful school improvement.	Essential
Excellent understanding of Multi Academy Trust governance as required through the Governance Handbook.	Essential
Sound understanding of the Accounting Officer role requirements and understanding of the Academies Financial Handbook.	Essential
High level of understanding of legal and Human Resources legislation and processes.	Desirable
Significant proven experience of leading and delivering strategic innovation, expansion and organisational change to take an organisation forward.	Essential
Experience of being accountable to, and working alongside, a committed and engaged Board of Trustees or Governing Body.	Essential
Proven experience to influence others gaining support and commitment from others including internal governors, external governors, Headteachers/Principals.	Essential
A track record of setting, responding to and successfully delivering challenging performance targets through robust quality management procedures.	Essential

Cont.

Knowledge & Experience

Proven experience in managing a Senior Leadership Team including development, coaching and mentoring.	Essential
Proven experience in building and developing professional relationships with internal and external, as appropriate.	Essential
Proven experience in delivering Marketing strategies in line with a Business plan.	Desirable
A successful track record of operating as a high level Ambassador and being the public face of the organisation.	Essential
PPG Reviewer accreditation.	Desirable
Knowledge of how the Regional Schools Commissioners office works and the wider political context.	Desirable

Abilities, Skills & Competence

Business acumen and financially astute.	Essential
The ability to grow and reshape the organisation while retaining quality in its core provision & services.	Essential
The ability to manage resources, scrutinise finances, address risk and ensure transparency of public money.	Essential
Entrepreneurial ability in order to identify & develop new opportunities to enhance the Trust's reputation, brand, status.	Desirable
Ability to deliver clear messages including 'challenging' conversations.	Essential
Proven passion for education and overall commitment to learners.	Essential

Personal Qualities

A high level of personal integrity.	Essential
Highly developed, effective communication and interpersonal skills.	Essential
Ability to work under pressure and to meet deadlines (Completer Finisher).	Essential
Drive, resilience and enthusiasm.	Essential
Excellent organisational and time management skills.	Essential

How to apply:

To find out more about Baylis Court Trust, go to:
www.bayliscourttrust.co.uk

Please send your CV and a cover letter explaining why you are suitable for this position to:
AWorley@bayliscourttrust.co.uk

If you would like to visit, please contact Allison Worley, HR Manager on: **01753 916065**.

Application closing date:

Midday, 24 February 2019

2 day interview:

20/21 March 2019

Start Date:

September 2019