



**THE GREEN SCHOOL  
TRUST**

CHIEF EXECUTIVE OFFICER/  
EXECUTIVE HEADTEACHER

CANDIDATE PACK





## WELCOME LETTER

### WELCOME FROM THE CHAIR OF TRUSTEES

Thank you for your interest in the role of Chief Executive Officer/Executive Headteacher at The Green School Trust.

This is a pivotal moment in our journey. Following the upcoming retirement of our current CEO, the Board is seeking an inspirational and forward-thinking Christian leader to guide the Trust into an exciting new chapter. We are looking for someone who not only shares our values but has the vision, courage, and creativity to help shape our future.

Rooted in Christian principles and inclusive in spirit, our Trust serves a vibrant and diverse community. Our mission is to grow a family of schools where collaboration and compassion empower all students and staff to flourish — expanding hearts as well as minds. As we look ahead, we need a leader who will not only uphold and strengthen our SERVICE values but also be unafraid to innovate and drive meaningful change.

We seek someone who can:

- Inspire and motivate our staff, students, and wider community.
- Embrace and celebrate the diversity of our student body.
- Strengthen and develop the Christian ethos that lies at the heart of our Trust.
- Confidently navigate and improve upon educational challenges with vision and resilience.
- Build on our heritage while leading us boldly into the future.

As CEO/EHT, you will work in close partnership with the Board of Trustees to shape and deliver the next stage of our development. You will bring strategic insight, a proven track record of impactful leadership, and above all, a commitment to nurturing educational excellence across our schools.

We believe this is a rare and exciting opportunity for a passionate, collaborative, and spiritually grounded leader to make a lasting difference in the lives of young people and the future of our Trust.

If this resonates with your own calling and experience, we warmly invite you to explore this opportunity further.

With every blessing,

Karen Doe,

Chair of Trustees  
The Green School Trust



## ROLE OVERVIEW



The Chief Executive Officer/Executive Headteacher (CEO/EHT) will be a visionary Christian leader, accountable to the Trust Board for the overall performance, strategic direction, and flourishing of The Green School Trust. This is a transformative role for an individual who combines deep educational insight with moral courage, inclusivity, and a passion for shaping lives through faith-informed education.

As the spiritual and strategic lead of the Trust, the CEO/EHT will embody and promote our core SERVICE values — Stewardship, Empathy, Respect, Vision, Inclusion, Community, and Excellence — ensuring that every decision and initiative reflects our commitment to Christian principles and inclusive education.

### Strategic Leadership and Vision

- Lead the Trust with purpose and clarity, working closely with the Board to shape and implement the next phase of our development.
- Drive positive change and educational excellence, building on our Trust's rich heritage while embracing innovation for the future.
- Be a courageous, forward-thinking voice in education, championing improvement and encouraging staff and students alike to aim higher and think bigger.

### Ethos and Culture

- Strengthen and celebrate the Christian ethos across the Trust, fostering a spiritually nourishing and inclusive environment where every student and staff member feels valued, seen, and supported.
- Embrace the cultural diversity within our schools, ensuring our policies and practices reflect equity and respect for all backgrounds and beliefs.
- Enhances the Trust's reputation in the community for excellence in education, attainment and wellbeing.

### Educational Excellence and People Leadership

- Ensure consistently high standards of teaching, learning, and outcomes across all schools in the Trust.
- Cultivate and develop a strong, distributed leadership model, empowering senior and middle leaders to thrive.
- Inspire, support, and retain dedicated staff, promoting a culture of collaboration, professional growth, and shared accountability.

### Operational and Statutory Accountability

As the Trust's Accounting Officer, the CEO/EHT will:

- Ensure compliance with all statutory and regulatory responsibilities, including safeguarding, health and safety, and data protection.
- Uphold the responsible stewardship of public funds, working in close partnership with the Director of Finance to oversee sound financial planning, reporting, and value for money.

### Community and Stakeholder Engagement

- Act as a role model and ambassador for the Trust, nurturing strong relationships with families, church and community partners, local authorities, and wider stakeholders.
- Promote the Trust and enhance its reputation as the first choice for families, united by a shared belief in excellence, inclusion, and values-based education.

### Governance and Support

- Directly line-manage the Heads of School and the Director of Finance, ensuring central enabling services (finance, HR, compliance) operate efficiently and in line with best practice.
- Report regularly to the Trust Board, participate in annual performance reviews, and receive monthly mentoring support from an executive coach to strengthen leadership impact.





## ABOUT US



The Green School Trust is a values-led, inclusive Church of England multi-academy trust comprising two distinctive but united schools: The Green School for Girls, with a proud heritage dating back to 1796, and The Green School for Boys, established in 2017 to meet the growing needs of our local community. Together, these schools form a unique and thriving educational environment where tradition meets innovation.

Our Trust is rooted in Christian values and committed to providing an outstanding education for all students, including those with SEND, across a richly diverse and dynamic student body. The Trust's co-educational sixth form, judged Outstanding by Ofsted in October 2023, is a particular strength — offering students access to specialist teaching, a wide curriculum, and tailored progression pathways across both schools.

Both schools are rated Good by Ofsted and are led by experienced Heads of School, each supported by active and effective local governing bodies. Our governance model empowers each school to retain its distinct identity while benefiting from the strategic oversight and collaboration enabled by the Trust.

As a family of schools, we work closely to deliver a broad, ambitious curriculum, enriched by a vibrant co-curricular programme and a strong focus on careers education. Our staff benefit from shared professional development, cross-school learning opportunities, and clear pathways for progression within the Trust.

We are also proud of our growing network of partnerships and are committed to deepening collaboration with other schools, faith-based organisations, and community groups to serve the wider community for the common good.

As we look to the future, our new CEO/EHT will lead us through a period of strategic development, addressing key sector-wide challenges — including demographic shifts and staff recruitment and retention — while continuing to nurture our staff teams and enrich the lives of the young people we serve.



# CEO/EHT JOB DESCRIPTION



**Job Title:** Chief Executive Officer/ Executive Headteacher

**Salary:** Excellent

**Trust:** The Green School Trust

**Responsible to:** Trust Board

**Responsible for:** Heads of School, Director of Finance, Chaplain(s), Trust Administrator/PA

## Job Purpose:

To be accountable to the Trust Board for the overall performance of the Trust, its schools and students, and to lead on the implementation of the Trust's strategic plan. To provide strategic leadership and direction towards the vision and aims set by the Trust Board, in line with the Trust's SERVICE values and policies. To fulfil the legal responsibilities of a headteacher in relation to The Trust's schools. As the accounting officer for the Trust, to ensure that the Trust fulfils its statutory and regulatory responsibilities and that public funds are used responsibly and appropriately. As the executive leader of a Church of England Trust, to uphold the Christian ethos and values within to promote and protect the Christian character of the schools.

## 1. Providing strong and inspirational leadership

- Crafting and communicating a compelling and faith-informed vision for the Trust's continued development, rooted in its Christian ethos and aligned with the Board's strategic priorities, and successfully positioning the Trust as such within the community.
- Building and sustaining purposeful, trust-based relationships with key partners and stakeholders — including the Regional Schools Director, the Department for Education, the London Diocesan Board for Schools (LDBS), the local authority, neighbouring schools, and the wider community.
- Engaging proactively with sector thought-leaders, research, and national trends, drawing on current evidence and innovation to inform strategy, challenge thinking, and support continuous improvement.
- Championing equity and inclusion, placing a strong emphasis on closing gaps for disadvantaged students and those with SEND, while ensuring consistently high expectations for academic achievement and behaviour across all student groups.
- Modelling authentic Christian leadership, demonstrating a deep commitment to the Trust's SERVICE values and to ethical governance, and actively nurturing a culture of compassion, integrity, and purpose.





# CEO/EHT JOB DESCRIPTION



- Recognising and celebrating success across the Trust, highlighting examples of excellent practice that exemplify and strengthen the Trust's shared vision, ethos, and strategic goals.
- Leading the continuous refinement of Trust-wide systems and structures, identifying and implementing organisational improvements that enhance operational efficiency, educational outcomes, and long-term sustainability, with the Board's oversight and approval.

## 2. Building open, transparent and effective relationships to embrace accountability

- **Embedding a culture of reflective practice, high expectations, and accountability**, where robust performance management is embraced as a driver of continuous improvement across every level of the Trust.
- **Building a strong, open, and trusted relationship with the Board of Trustees**, including regular and transparent communication with the Chair, ensuring that key developments, achievements, and risks are shared in a timely and constructive way.
- **Clarifying and strengthening strategic leadership processes**, ensuring their own role in shaping strategy is clearly defined, while actively involving the Board in co-creating and approving the Trust's long-term direction.

- **Designing and embedding strong, efficient central services systems across the Trust**, alongside developing clear and purposeful reporting mechanisms within the Central Team that support effective decision-making, enable strong governance, and ensure transparent oversight of Trust performance
- **Welcoming constructive challenge and accountability from the Board**, recognising that rigorous scrutiny is vital to strong leadership and positive outcomes for students and staff.
- **Valuing and seeking the wisdom and experience of the Board**, working collaboratively to uphold the highest standards of ethical governance, operational compliance, and delivery of all statutory responsibilities.
- **Maintaining a clear understanding of the Trust's Scheme of Delegation**, ensuring roles and responsibilities are respected, enabling smooth and effective governance and executive functioning without duplication or conflict.

## 3. People and Culture Leadership

- **Able to bring people alongside and foster trust during periods of change, providing clear communication**, empathetic and motivational leadership, and practical support to ensure staff feel valued, engaged, and empowered throughout change management processes.



## CEO/EHT JOB DESCRIPTION



- **Prioritising staff engagement** and actively supporting their development and wellbeing.
- **Embedding a strong commitment to equality, diversity, and inclusion** across the organisation, leading by example and driving inclusive practices at every level.
- **Line managing key senior leaders including Heads of School and the Director of Finance**, ensuring performance excellence and operational effectiveness across all areas of the Trust.
- **Addressing underperformance and behaviour** misaligned with the Trust's SERVICE values in a confident and constructive manner.
- **Investing in leadership development** and implementing a robust succession planning strategy for both senior and middle leadership positions.
- **Cultivating a culture that positions the Trust as an 'employer of choice'**, built on a clear sense of purpose, talent development, sustainable workloads, wellbeing, flexibility, and attractive employment benefits—while fostering positive, resilient working relationships, aligned with the Trust's Christian ethos.
- **Enhancing HR systems, workforce planning, and management processes** to ensure they are fit for purpose and future ready.
- **Leading organisational change and continuous improvement through inclusive staff engagement**, favouring a collaborative 'done with' rather than 'done to' approach.

#### 4. Strategic Leadership of Standards & Outcomes

- **Taking ownership for maintaining and raising high standards** in both academic and non-academic outcomes for all students across the Trust.
- **Inspiring and enabling others to cultivate a culture of high expectations, shared learning, and resilience**—leading by example and through empowering leadership structures.
- **Providing strong, compassionate accountability** by holding Heads of School and senior leaders to account for school performance, target achievement, and effective implementation of self-evaluation processes across the Trust.
- **Ensuring a coherent and consistently high-quality approach to curriculum, teaching, and assessment**—supported by central systems, clear expectations, and the consistent application of behaviour and conduct policies.
- **Promoting the effective use of data** by ensuring it is collected systematically, triangulated robustly, and used proactively to drive continuous improvement across all schools.
- **Confidently representing the Trust during Ofsted and SIAMS inspections**, articulating each school's strengths and areas for development with accuracy, integrity, and insight.





## CEO/EHT JOB DESCRIPTION



- **Encouraging a culture of disciplined innovation**—empowering staff to engage in purposeful research, collaborate professionally, and stay current with best practices to support the Trust's strategic vision.
  - **Demonstrating unwavering commitment to safeguarding**, ensuring rigorous compliance and proactive leadership through effective systems, training, and monitoring across all schools.
  - **Bringing staff alongside during improvement and change initiatives**, providing clear direction, reassurance, and the support needed to maintain morale and collective commitment through transitions.
- ### 5. Organisational Sustainability, Compliance, and Financial Stewardship
- **Providing visionary yet grounded leadership to ensure the long-term sustainability and compliance of the Trust**, with a clear focus on ethical governance, strategic resource management, and organisational resilience.
  - **Acting as the Accounting Officer with integrity and diligence**—upholding the highest standards of financial probity, compliance, and transparency, and ensuring robust internal controls, value for money, and clear accountability across the Trust.
  - **Collaborating with the Central Team to align the Trust's strategic goals with efficient and high-quality operational delivery**, ensuring central services are responsive, effective, and support excellence across all schools.
  - **Working in close partnership with the Director of Finance** to design and maintain effective financial planning and monitoring systems, respond swiftly to emerging financial risks, and provide the Board with accurate and timely financial insight.
  - **Actively engaging the Board in strategic sustainability planning**—ensuring that decisions on resource allocation are well-informed, forward-looking, and contribute meaningfully to the Trust's long-term success and impact.
  - **Promoting a strategic approach to cost-efficiency**, not only through procurement but by cultivating internal talent, building in-house capacity, and ensuring intelligent, purpose-driven deployment of resources.
  - **Driving sustainable financial and estates planning across the Trust**, including income generation, successful grant applications, effective use of reserves, and the delivery of estates improvement strategies.
  - **Embedding a culture of proactive risk management and full statutory compliance** through strong systems, continuous monitoring, and a commitment to anticipating and addressing potential challenges in a timely and inclusive manner.





## CEO/EHT JOB DESCRIPTION



### 6. External Partnerships and Civic Leadership

- Championing the role of the Trust as a civic leader by actively promoting the development of meaningful, high-impact relationships between schools, Local Governing Bodies (LGBs), and their local communities.
- **Creating a culture of openness and authentic engagement with local, regional, and national stakeholders**—strategically prioritising partnerships that align with the Trust’s vision and have clear, positive outcomes for students and the organisation.
- Ensuring that all external collaborations are **purposeful, balanced, and mutually beneficial**—enhancing educational opportunities and avoiding over-extension by focusing on initiatives that deliver real value.
- **Strengthening family engagement to support student success**, with a particular focus on improving outcomes for disadvantaged and vulnerable learners.
- **Actively engaging in peer-to-peer networks across and beyond the education sector**, ensuring personal and professional development for the CEO/EHT and Executive Team while drawing in insights and innovation to benefit the Trust.
- **Contributing to system leadership by supporting the wider education sector**—engaging with national bodies, sharing best practice, and constructively influencing the development of policy and practice across the sector.
- **Acting as an ambassador for the Trust**, building credibility and trust with key stakeholders, and confidently representing the organisation in public forums and media, always reflecting its values and Christian ethos.





## CEO/EHT PERSON SPECIFICATION

The criteria below will be assessed at one or more of the recruitment processes (application, references, and interview). Please address the aspects below in your supporting statement.

E: Essential D: Desirable

Qualifications:		E / D
1	Applicant must be a communicant member of the Church of England or a member of a church in communion with the Church of England or a member of a church which is a member of the Church Together in Britain and Ireland, the Evangelical Alliance, or the Fellowship of Independent Evangelical Churches	D
2	Bachelor's degree or Equivalent	E
3	Teaching qualification e.g., PGCE	E
4	Leadership qualification/training e.g., NPQH/MAT CEO	E
5	Relevant further education or training e.g., Masters/Post Graduate degree	D
Experience:		
6	Proven experience of successfully leading a complex educational organisation e.g., a secondary school	D
7	Proven track record in leading and managing whole organisation change management activities	E
8	Experience of budget management and monitoring including financial procedures to ensure probity	E
9	Experience of working across settings to drive improvement e.g., within the Executive team in a Trust, through secondment, part of a cross-school working group	E
10	Working knowledge of common HR procedures and their implementation	E
11	Recent relevant professional development	D
Knowledge and understanding of:		
12	The role of the Trust Board and Local Governing Bodies in educational trusts	E
13	Leading initiatives and changes in education settings and the impact of these for an educational Trust	E
14	How to formulate, develop and implement strategy, monitoring its effectiveness	E
15	Educational organisational staffing and educational whole school systems	E
16	Self-evaluation processes and how to use these to improve provision	D
17	Curriculum structures and what makes a broad, rich and coherent curriculum	D
18	How to build effective working relationships and promote team working and accountability	E
19	How to use data and other analysis to target priorities for development	E
20	Strategies to tackle educational inequality, including support for those with SEND, or other groups classified as disadvantaged	E





## CEO/EHT PERSON SPECIFICATION

E: Essential D: Desirable

21	Financial accountability as it relates to the role of Accounting Officer and how to set and monitor budgets	E
22	How to support the implementation, and the use, of ICT software and facilities in the Trust	D
23	Awareness of STPCD and other conditions of service that apply to educational trusts	E
24	Statutory and regulatory responsibilities for an educational Trust including safeguarding, health and safety, and data protection	E
<b>Skills:</b>		
25	Able to articulate and define a clear vision for the future to a range of stakeholders, being able to motivate leaders, staff and students across the Trust	E
26	Able to engage positively and constructively with the Executive Team and Trust Board, seeking their views while being proactive and unafraid to display clear leadership	E
27	Able to negotiate and consult effectively with the capacity to influence others, managing change with respect and sensitivity and ensuring appropriate decisions are made	E
28	Able to hold others to account whilst maintaining positive working relationships	E
29	Able to think strategically, analyse and process complex information and data quickly and rigorously, in order to make effective decisions or undertake complex tasks in a systematic way	E
30	Demonstrates high levels of personal organisation and effective ICT skills, with excellent time management	E
31	Able to creatively solve problems and identify opportunities, showing sound judgement and prioritising issues/risks effectively	D
32	Able to learn areas relevant to the role quickly and apply what has been learnt with well-placed confidence	D
<b>Qualities:</b>		
33	Strong personal commitment to Christian education, Christian living within society whilst promoting the Trust's Christian ethos, values and culture, while upholding the Trust's SERVICE values	E
34	Demonstrate sensitivity and strength, and confidently able to hold difficult conversations when necessary	D
35	Awareness of the needs of others with the ability to work effectively with a range of stakeholders	D
36	Resilient and robust, whilst also showing compassion in dealing with people and issues, remaining calm under pressure	D
37	Vision, imagination and leadership, coupled with a strong work ethic and drive for improvement	D
38	Demonstrate a firm commitment to the concept of Multi-Academy Trusts, and a desire to see the Trust flourish and expand in a sustainable manner	D



## HOW TO APPLY

If you would like to discover more about this exciting opportunity, need any further information or have an informal discussion, please contact our retained consultant at Academicis, Ross Laird: **rlaird@academicis.co.uk** or 01223 907979 / 07901 585959

Please email your application to, Ross Laird: **rlaird@academicis.co.uk**

### Timeline

**Closing date:** 17th September 2025

**Shortlisting:** 18th September 2025

**Interview dates:** 23rd/24th September 2025



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