JOB DESCRIPTION

Job Title: Chief Executive Officer

Salary Range: £130,000 to £145,000, depending on experience

Reports to: Board of Trustees

Location: Portico House (with travel to all academies)

Hours of work: This is a permanent, full-time, year-round position.
Your contractual hours of work are 37 hours per week, to be worked Monday to Friday, excluding an unpaid lunch break.
Your normal working hours will fall within the Trust's core operating hours of 8:00am to 5:00pm. However, due to the nature of the role, a degree of flexibility is required. You may therefore be required to work outside these hours, including attending meetings, undertaking duties during evenings, and working occasional weekends where necessary to meet the operational needs of the Trust.
Your annual leave entitlement is 23 days per annum, in addition to the 8 statutory bank holidays. Annual leave must be taken during school closure periods, subject to the Trust's leave approval procedures.

Contract: The terms and conditions of employment for this post will be aligned with those applicable to the Trust's support staff and Executive Leadership Team (ELT), rather than teacher terms and conditions. The post will offer membership of the Local Government Pension Scheme (LGPS).

Job Summary

The Chief Executive Officer provides strategic, educational and operational leadership across Portico Academy Trust. Working in close partnership with the Board of Trustees, the CEO is responsible for turning the Trust's vision and values into measurable outcomes for pupils, staff and the communities it serves. The postholder acts as Accounting Officer and is the principal point of accountability for all aspects of the Trust's performance.

Key Responsibilities

1. Strategic Educational Leadership

- Provide clear vision and strategic direction to all Trust staff, driving a culture of continuous improvement and high performance.
- Lead the development and implementation of the Trust's strategic plan, ensuring it is rooted in the Trust's values.
- Ensure that education, curriculum quality and school performance remain the central priority of all Trust activity.

- For all schools, Ofsted inspection gradings must be “met” for Safeguarding and at least “expected” or “strong” in all of the six core areas.
- Hold education, the curriculum and learning and continuous improvement of the performance of the trust schools, as a core priority
- Prioritise the outcomes of all pupils, including those eligible for Pupil Premium, those with SEND and looked-after children.
- Lead the growth of the Trust through effective due diligence and integration of new schools.
- Provide operational leadership to the central team.
- Build staff capacity at all levels, with a particular focus on developing the Senior Leadership Team and succession planning.
- Ensure that appropriate performance management and wider administrative and governance arrangements are in place to ensure the effective implementation of the organisation’s strategic and business strategies and plans
- Promote the wellbeing of pupils, staff and the wider school community.
- Create a culture of constant improvement and be an inspirational leader, committed to the highest achievement in all areas of the Trust’s work

2. Financial Accountability

- As Accounting Officer, ensure Trust funds are used properly, efficiently and effectively in compliance with all relevant regulations.
- Working closely with the Director of Finance, ensure the Trust’s long-term financial sustainability, by confirming the proper financial systems are established and effectively monitored, that appropriate action is recommended to address problems identified and that the Trustees are presented with accurate and timely financial reports.
- Make the Trusts money work effectively across all areas.
- Develop and maintain strong and effective relationships with the DfE and relevant funding bodies to ensure the funding streams are secured that support the forecast growth
- Review and approve the annual budgets of each of the academies in the Trust to ensure that all budgetary targets are met by individual academies and efficiencies are maximised
- Through the most appropriate agreed roles within the Trust structure negotiate and agree optimum prices with various service providers to achieve economies of scale and to adopt the appropriate procurement process
- Develop and implement strategies for the generation of additional revenue and resources for the Trust
- Lead proactive risk management in partnership with the Board and operations team, ensuring alignment with academy-level risk strategies.

3. Strategic Operations

- Develop and lead a robust framework for school improvement, providing quality assurance and accountability across all academies.
- Manage the Trust’s strategic operations and delivery of key objectives, with full accountability to Trustees.
- Ensure management and organisational structures are fit for purpose and support the Trust’s ambitions.

- Take responsibility for safeguarding, health and safety, and environmental performance across the Trust.
- Inspire and motivate staff at all levels, modelling the Trust's values and a commitment to excellence.

4. Communication and Representation

- In partnership with the Chair, ensure an effective internal and external communications strategy is in place.
- Develop and maintain effective relationships with the Regional School Commissioner (RSC) and Department for Education (DfE), local authority, Trustees, Principals, and Members to ensure the success of the Trust.
- Communicate clearly and regularly with Principals, teachers, pupils, parents, Trustees and Members.
- 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 support of the individual academies within the Trust.
- Represent the Trust to key external partners, the media and the public at a national level.

5. Safeguarding, Compliance and Confidentiality

- Ensure the Trust meets all legislative and statutory requirements, including those of Companies House, the Charity Commission, data protection legislation and funding agreements.
- Uphold and embed Trust policies on safeguarding and child protection, ensuring compliance at all levels.
- Maintain confidentiality in accordance with agreed Trust policies and protocols.

6. Equality, Diversity and Inclusion

- Foster a vibrant, inclusive ethos that actively promotes equality, diversity and inclusion (EDI), community cohesion and the development of successful, integrated citizens.
- Actively challenge and address all forms of discrimination.
- Maintain a continual focus on equity as evidenced by pupil outcomes.

7. Resources

- Develop and effectively and efficiently manage the learning environment, resources (people / assets / finances) and facilities of each academy within the Trust
- In close collaboration with the Director of Estates, be accountable for large scale asset management across the estate including the oversight of major capital projects,
- Work closely with the Trustees and local Academy leaders in the school design and development
- Ensure the Trust effectively manages its talent through strategic and local CPD and succession planning
- Be 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

- In line with the agreed Trust models of delegation, select, train, develop, empower and motivate the senior staff of the Trust; to appoint associate consultants as appropriate and to support academy principals in local academy recruitment and staff recruitment.

8. Board and Stakeholder Relations

- Support the Board in formulating strategy and ensure all decisions are recorded and implemented effectively.
- Maintain productive relationships with a wide range of external stakeholders, including the Regional Director (formerly RSC), the Department for Education (DfE), Local Authority, Trustees, Principals, Members, pupils, parents, staff and local communities in order to ensure the success of the Trust and its academies.

Post holder will be based at Portico House; however, they will need to travel by car to all schools within the Trust from time to time for meetings. You will not be permitted to claim expenses for travel between sites as this is deemed as part of the role's remuneration.