



## CHIEF EXECUTIVE OFFICER – PERSON SPECIFICATION

	Essential	How assessed
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Degree level qualification.</li> <li>• Qualified Teacher Status</li> <li>• Taking advantage of regular training within current role.</li> <li>• Masters/postgraduate degree (desirable).</li> </ul>	App/Doc
<b>Experience</b>	<ul style="list-style-type: none"> <li>• An educationalist, research informed with a strong track record of securing school improvement and with proven leadership and management skills.</li> <li>• Highly effective management of multiple resources across various timeframes and financial bands.</li> <li>• Have held a senior executive post.</li> <li>• Experience in the secondary sector.</li> <li>• Experience in the primary sector (desirable)</li> <li>• Developing a strong team culture with senior leaders and fostering a positive work ethos, which reflects the values of the Trust and be values driven.</li> <li>• Working with and developing strong relationships with all stakeholders.</li> <li>• Experience of successfully leading, supporting, and managing senior leaders towards outstanding outcomes.</li> <li>• An organiser able to establish a clear planning and performance management and improvement framework.</li> <li>• Business awareness: not the primary 'doer' on support functions but able to clearly identify need and put in place structures and systems to meet it effectively and efficiently, whilst ensuring the Trust meets its statutory requirements.</li> <li>• Experience of successful school improvement, including development and delivery of a Trust strategic development plan. (desirable)</li> <li>• Leadership experience in the education sector, with a clear educational vision.</li> <li>• Proven track record of managing and implementing change.</li> <li>• Evidence of coaching and mentoring skills</li> <li>• Recent experience of improvement in curriculum development.</li> <li>• Up-to-date Safeguarding knowledge and training.</li> </ul>	App/Ref/ Int
<b>Thinking ability</b>	<ul style="list-style-type: none"> <li>• Able to see the bigger picture and context within which Trust's operate and understand how to act positively.</li> <li>• A strategic thinker who can analyse and process complex information and data quickly and rigorously in order to make effective decisions.</li> <li>• Can think analytically to undertake complex tasks in a systematic way.</li> <li>• Thinks creatively and imaginatively to solve problems and identify opportunities.</li> <li>• Celebrates diversity and makes decisions to actively promote inclusion.</li> <li>• Able to articulate and define a clear vision for the future.</li> <li>• Able to demonstrate having planned appropriately for future success.</li> </ul>	App/Ref/ Int
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• An inspirational leader able to command the respect of Headteachers and Local Governing Boards and work with them to secure school improvement (challenging and supporting as required).</li> <li>• Proven track record of building relationships and working as part of a team.</li> </ul>	App/Ref/ Int



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	Essential	How assessed
	<ul style="list-style-type: none"> <li>• High level of emotional intelligence and openness to receive feedback from senior leaders, staff and Trustees.</li> <li>• Visible and approachable, empathetic and enjoys engaging with students, staff, parents and the wider community.</li> <li>• Resilient and robust whilst also showing compassion in dealing with people and issues and is calm under pressure.</li> <li>• Able to demonstrate sound judgement and prioritise issues/risks effectively.</li> <li>• Can negotiate and consult effectively with the capacity to influence others, managing change with respect and sensitivity and ensuring appropriate decisions are made.</li> <li>• A passion for securing the best possible outcomes for all our students.</li> <li>• Caring for both students and staff.</li> <li>• An ability to balance the strategic requirements of the Trust with scope for local discretion on how this is achieved, when this makes sense.</li> <li>• High levels of personal organisation with excellent time management.</li> <li>• Able to make clear and transparent decisions about the direction of the Trust.</li> <li>• Able to develop and maintain an inclusive and collaborative ethos between the Central Team, schools and senior staff in the Trust.</li> </ul>	
<b>Interpersonal relationships</b>	<ul style="list-style-type: none"> <li>• An ambassador and advocate who can command the respect of the educational and local communities and can seek out collaborations and partnerships with other local Trusts, schools and organisations.</li> <li>• Demonstrates a variety of leadership styles and management approaches according to context.</li> <li>• Ability to establish positive and productive working relationships with a wide range of stakeholders at all levels.</li> <li>• Effectively engage and communicate at all levels, including listening to and inspiring students, staff, parents and the wider community, as well as having a personal presence.</li> <li>• Shows concerns for impact – identifies the most important concerns and issues of others – modifies own behaviour to achieve the required outcomes.</li> <li>• Able to bring presence and gravitas to the role whilst remaining approachable and professional at all times.</li> </ul>	App/Ref/ Int
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrate a firm commitment to the concept of Multi-Academy Trust and desire to see the Trust flourish and expand in a sustainable manner.</li> <li>• Applicants must not be disqualified by law from holding directorships and must undergo an enhanced DBS check.</li> <li>• Display appropriate coping strategies, including sense of proportion, humility, and a sense of humour.</li> </ul>	App/Ref/ Int

**App = Application Form**

**Int = Interview**

**Doc = Documentary Evidence (e.g. Certificates)**