

Chief Executive Officer template job description

For CEOs of multi academy trusts

November 2021

In brief: The Chief Executive Officer (CEO) is the accounting officer of the trust. They have responsibility for informing and supporting the work of the board – including the board’s setting of the trust’s vision and strategy. The CEO is responsible for delivering the agreed strategy; overseeing all operations of the trust – including enabling educational and organisational improvement at scale; ensuring sustainability, compliance, and the mitigation of risk; and building strategic partnerships with a range of stakeholders to ensure both strong educational outcomes for pupils and the sustainable development of the trust. The ‘Being The CEO’ framework covers six areas, which are reflected in this template job description.

This template provides a starting point for trust boards to develop a job description for their CEO. It is intended that this template is used alongside other available resources.

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1. Develops a leadership narrative that articulates the board's vision and values in practice,

4. Enables improvement and disciplined innovation as an organisational habit

The Chief Executive Officer leads through:

- Providing a compelling narrative around improvement priorities and what is valued or considered to be success aligned with the trust's vision and the CEO's leadership narrative.
- Fostering a culture of 'collective commitment' to all the trust's schools among senior team members and more broadly across the trust's headteachers, leaders, and staff.
- Ensuring quality curriculum, teaching and assessment of pupil learning across the trust both through central systems and the clear setting of standards and expectations across all schools.
- Ensuring that their role is about enabling improvement at scale and as an organisational habit, not least by recruiting improvement leadership specialists who have the skills to 'lead'

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APPENDIX A: Accounting Officer's responsibilities
The Chief Executive Officer

APPENDIX B: The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) as set out on the government website (as of November 2021):

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service (local government, the police, state and private organisations), the T1 (h)nedwhe (0)ins 57c (2) a w g e a s (10) 12 a) 10 l e y (s) a n d p r o b a t i o n s e (v) e s 8 i c 9, 10 (g) 2 (p p 1 e 3 3