



*Herts & Essex Multi-Academy Trust*

# Chief Executive Officer and Executive Headteacher





## *Herts & Essex Multi-Academy Trust*

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## *Herts & Essex Multi-Academy Trust*

# Welcome from the Chair of Trustees

*Dear Applicant,*

*On behalf of the Board of Trustees, thank you for your interest in the post of Executive Headteacher and Chief Executive Officer (CEO) of the Herts & Essex Multi-Academy Trust (HEMAT).*

*We are seeking an exceptional individual to guide us through the next critical and exciting phase of the Trust's development. This appointment is one of the most important tasks the Trust Board will undertake, and we are committed to finding the right person for this pivotal role.*

*The ideal candidate will be a visionary leader who can grow HEMAT while preserving and enhancing its many strengths, ethos, and standards. We warmly welcome applications from individuals who can articulate and champion our vision.*

*HEMAT is a strong and successful Trust, with The Hertfordshire & Essex High School recognised as a World Class school. Both The Hertfordshire & Essex High School and Manor Fields have been judged by Ofsted as outstanding and good respectively. Additionally, our Sports Centre which opened in 2019 is the home of a number of community sports clubs, and the expanding school outreach services including Maths and Science Hubs, offer exciting opportunities for our Trust and its future Executive Leader.*

*Our departing post holder joined us in September 2009 as Headteacher and became CEO in September 2013 when the Trust was formed. The new post holder will, therefore, be expected to take on the role of Headteacher at Herts & Essex, alongside the responsibilities of CEO, subject to review in the event of other schools joining HEMAT as part of a growth initiative.*

*If you share our culture and ethos and believe you can help us achieve our ambitions and unlock the full potential of our incredible pupils, both present and future, we encourage you to apply.*

*Should you require further information, please do not hesitate to contact us. Details of the recruitment timeline can be found at the end of this document which should help you plan your application.*

*I, along with everyone at HEMAT, look forward to engaging with you further.*

*Yours faithfully,*

**Pippa Bull**  
**Chair of Trustees**





## *Herts & Essex Multi-Academy Trust*

# About our Trust

HEMAT is a highly regarded and respected Trust located in a leafy, affluent area of Bishop's Stortford on the Hertfordshire/Essex border.

Our Trust comprises The Hertfordshire & Essex High School, an outstanding non-selective secondary school for girls from Years 7 - 11 with a mixed Sixth Form in Years 12 and 13, and Manor Fields Primary School, a well-established primary school for pupils from Nursery to Year 6. We also manage the Herts & Essex Sports Centre and host local science and maths hubs.

Our schools are located just a few minutes' walk from the nearby railway station, affording easy access for staff and students joining us from further afield.

Our schools are popular and regularly over subscribed at Reception, Year 7 and Year 12 intakes, attracting students from nearby Harlow as well as from other local schools to our excellent sixth form. We have a good level of community support, not least from our active school PTAs and incredibly supportive parents.

Recruitment and retention are also strong within the Trust. We have a well-earned reputation for offering excellent training and career development opportunities for staff at all levels. We conduct regular wellbeing chats, staff feel listened to and workload is managed well. We have a superb leadership team who are rightly proud of their schools and the difference they make.

New ideas are encouraged here, both from students and from staff. Our student leadership structures are well-established, enabling all our students to have a strong voice. We facilitate a wide range of student leadership development opportunities for all age groups.

The Trust is a valued and respected asset to the community and remains committed to providing high standards of education. As a strong and successful Trust, HEMAT is involved in school improvement initiatives with the Department for Education (DfE), supporting other schools as well as playing an active role in teacher training through the local SCITT and a long-standing partnership with the Faculty of Education at Cambridge University.

We are active participants and play key roles in the partnership of local secondary schools known as BSET (The Bishop's Stortford Educational Trust) and a similar partnership of local primary schools known as Envision. Through both organisations, our staff benefit from sharing training and best practice.

HEMAT is a dynamic and ambitious organisation, and Trustees are keen to grow the Trust further. A research group, led by one of our Members, a Cambridge Fellow, is currently working to identify opportunities for expansion and we are keen for our new CEO to join us and to play a central role in driving forward growth opportunities that will benefit our students and wider community.

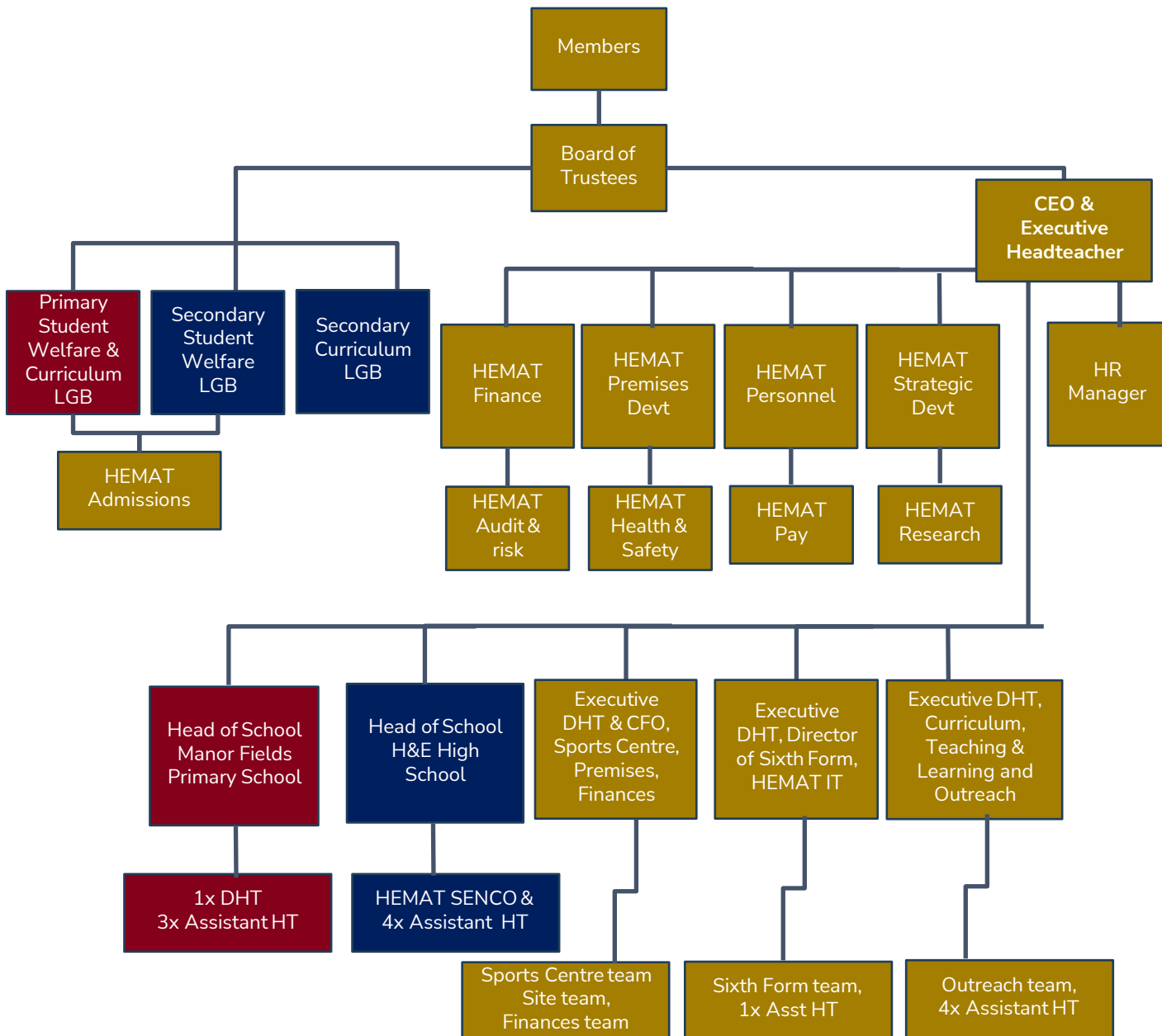




## Herts & Essex Multi-Academy Trust

# Organisational structure

Under our scheme of delegation, each academy in the Trust has a local governing body, which sits alongside the overarching Trust Board. Many policies exist at MAT level and are reviewed and approved by Trustees. Local governing bodies focus on the quality of teaching, outcomes and pastoral care.





# Herts & Essex High School

Focused on delivering *Excellence for All*, The Hertfordshire & Essex High School provides a vibrant and welcoming working environment in a popular, non-selective school with an excellent academic record. Rated as an 'outstanding school with an outstanding sixth form' in our last Ofsted inspection, Herts & Essex provides an excellent educational experience for students, and a first-rate experience for staff at all levels.

Herts & Essex is a vibrant and happy secondary school for girls aged 11 to 18 and for boys aged 16 to 18. In the Sixth Form we provide for both girls and boys, but retain the nurturing environment which has been so strongly developed in the school alongside encouraging students to grow into independent and creative learners and thinkers.

We have an excellent team of highly committed, well-qualified teachers and support staff, working in close partnership with governors, parents and carers to provide the best possible education, laying firm foundations for our students' successful futures. We are a highly reflective organisation, in which all teaching staff are engaged in research which underpins the reviews and development of our exceptional practice.

We offer a vast range of extra-curricular activities and enrich the curriculum with many visits throughout the year to places of interest in the UK and abroad.

We are a happy and caring community which believes in traditional values, and we are very proud of everyone who plays their part in it. In line with our school motto '*Sic Itur Ad Astra*' which translates as 'reach for the stars', we are highly aspirational for all our students. They leave Herts & Essex confident and well-rounded, ready and keen to take their place in society, sure in the self-belief that they can achieve anything.



**Outstanding**  
Nov 2023

Location:

*Bishop's Stortford*



Quality of education **Outstanding**

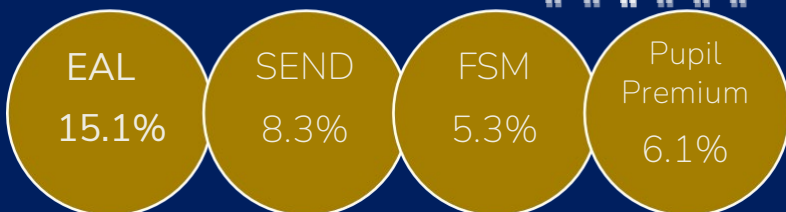
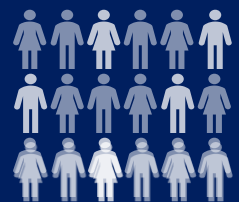
Behaviour & attitudes **Outstanding**

Personal development **Outstanding**

Leadership & management **Outstanding**

Early years provision **Outstanding**

Number  
on Roll:  
**1449**





# Manor Fields Primary School

Manor Fields is a friendly and aspirational school. We welcome children from age three to eleven years old, providing a culture of possibility where every child really does matter, coupled with a belief that all things are possible. Our holistic approach to education aims to genuinely prepare children for life as global citizens, giving them solid foundations for secondary school and an enthusiasm for life-long learning.

Our school community is built on trust and respect for one another and a belief that everyone has the capacity to succeed. All staff are passionate about education and seek to inspire and ignite a love of learning. We provide a very stimulating academic curriculum together with a strong tradition of music and sport. Some of our additional activities include orchestra, debating club, dance and drama. The extensive school grounds are used regularly by children of all ages to learn and explore beyond the classroom. We have a Forest School that encourages children to use natural habitats in which to learn a wide range of skills, as well as a gym trail and wildlife area. A breakfast club and after school club are provided on the school site as well as a holiday club run by FunZone, with whom we have worked for over twenty years.

Both staff and governors bring expertise, enthusiasm and experience and we are passionate about sharing high expectations and ensuring every child achieves his or her full potential, both academically and personally. Children learn best when they feel safe to take on challenges, when they feel inspired, when they feel valued and when their achievements are celebrated. Manor Fields' children are ambitious, motivated and caring, and we are very proud of their achievements in all aspects of the curriculum.



**Good**  
Mar 2022

Quality of education	Good
Behaviour & attitudes	Good
Personal development	Good
Leadership & management	Good
Early years provision	Good

Location:

*Bishop's Stortford*



Number  
on Roll:  
448



EAL  
13.2%

SEND  
8.7%

FSM  
6.0%

Pupil  
Premium  
6.7%

Our status as the lead Matrix Maths Hub School in Hertfordshire (including Harlow) and as a part of the Science Learning Partnership, affords our students wide-ranging and stimulating learning experiences. We encourage debate on moral issues including those linked to scientific development, wealth creation and personal values. It is no surprise, therefore, that our talented students often achieve local and national success in a wide range of Science, Technology and Mathematics competitions. Both hubs are successful and well run by our Executive Deputy Headteacher, under the oversight of the CEO.

**The Maths Hubs programme is DfE funded and led by the NCETM (National Centre for Excellence in the Teaching of Mathematics).**

We bring together mathematics education professionals as part of a collaborative national network of 40 Hubs each locally led by an outstanding school or college, to develop and spread excellent practice, for the benefit of all pupils and students.

The Matrix Herts Maths Hub supports schools and colleges to achieve excellence in mathematics education from Early Years to post-16, serving education establishments across the whole of Hertfordshire and Harlow.

Our strategic partners include representatives from a range of primary and secondary schools, FE Colleges and Universities .

**The Science Hub (formerly the Science Learning Partnership)** supports schools and educators across Herts, Essex, Southend, Thurrock, Beds and Milton Keynes to provide a quality science education through the delivery of a local programme of impactful high quality cost-effective CPD, networking opportunities and events.

We offer a programme for teachers of science and science technicians across all phases and all stages of their careers that is responsive to the needs of schools and young people in our region. We have various subscription packages available for schools and Trusts.

Our annual programme also includes events for schools and we offer bespoke training for departmental meetings and inset days and school to school support alongside our scheduled programme.





# Herts & Essex Sports Centre

Located at our Beldams Lane site in Bishop's Stortford, our fantastic sports centre enables us to offer high quality PE and extra curricular sports activities for students.

The facilities are also offered for hire to local community groups. We are proud to work successfully with a wide range of local clubs and support sport for all ages and abilities within the local community. This state-of-the-art facility includes:

- A spacious sports hall (4 badminton courts size)
- A purpose built dojo for martial arts training
- A sand-dressed, all-weather astro turf pitch with floodlighting
- 6 tennis/netball courts with floodlighting
- A dance studio
- A boutique gym
- A multi-use social space and sports bar

“Serving our local community in sport, leisure and recreation by providing affordable high-quality facilities in a welcoming, friendly and safe environment.”





*Herts & Essex Multi-Academy Trust*

## Our values & mission

### Our Values

The six Herts & Essex Multi-Academy Trust values are:

- **Compassion** – for those in school and within the wider community, both locally and globally
- **Creativity** – to be innovative in how we think, act, learn and teach
- **Initiative** – to take the lead, to use our knowledge and adapt accordingly
- **Independence** – to nurture students to be independent in both thought and deed, to motivate them to strive forward with a confident and mature manner
- **Resilience** – to face and overcome challenges both personally and together, to strengthen links and bonds as a result, to grow through and beyond adversity
- **Respect** – to be inclusive of all, to respect each other, our similarities and our differences

With these values in mind, the staff at Herts & Essex provide the students with challenges that capture their interests and develop their thinking inside and outside the classroom.

### Our Mission

Our mission statement is **Excellence for All**, encapsulating our philosophy that we deliver a personalised high quality experience for every student.

### Reach for the Stars

Our motto is **sic itur ad astra** or 'reach for the stars', and we strive to give our students the opportunities to reach for their own stars, aiming high, building self-belief and settling for nothing less than their best. Our aim is to help every student fulfil their highest potential at GCSE and A Level, and for each one to recognise their unique talents both academically and beyond.

**SIC ITUR AD ASTRA**



*HEMAT – Chief Executive Officer and Executive Headteacher*



## *Herts & Essex Multi-Academy Trust*

# Our new CEO and Executive Headteacher

Herts & Essex Multi Academy Trust (HEMAT) is seeking a visionary and dynamic CEO to lead the Trust through its next phase of growth and development.

We are looking for an outward-looking individual who can promote and enhance links and partnerships outside our organisation, driving growth for the benefit of our students and the community.

The successful candidate will be highly respected within the educational sector, familiar with government policy, school management, and strategies for improving outcomes. They will have a proven track record of initiating, implementing, and evaluating change and development across multiple schools.

They will need to be highly skilled at building and maintaining relationships, motivating and developing staff across the Trust, and working towards a common vision.

The CEO must align with the Trust's vision and culture, demonstrating the ability to lead across diverse settings and foster a sense of ownership and accountability within the team. The ability to inspire and manage change without losing momentum is crucial.

Maintaining the excellent standards of care and education in our existing schools during this time of change is paramount. The Trust seeks a leader who instils confidence, is knowledgeable, has a strong presence, and speaks with conviction. The CEO should be hard-working, bright, passionate, and caring, ensuring that every child who leaves the Trust has a clear path forward. They must preserve the unique identity of the girls' school within the Trust and support our students, families, and staff, balancing toughness with reasonableness.

The ideal candidate will be an excellent leader with strong business acumen, capable of identifying and driving opportunities for our Trust while maintaining our reputation for excellence and ensuring a happy and successful experience for all students.

Our new CEO will benefit from the full support of a strong, experienced, and dedicated team of Trustees, local governors, and senior leaders who are keen to work with the new CEO under their strategic leadership, consolidating and accelerating our upward trajectory.





## *Herts & Essex Multi-Academy Trust*

# Job description

**Job title:** Chief Executive Officer (CEO) and Executive Headteacher

**Reporting to:** HEMAT Board of Trustees

**Line manager responsibility for:**

- Executive Deputy Headteacher x 3
- Head of School x 2
- HR Manager
- Governance Professional

**Core Purpose:**

The post holder is Chief Executive Officer, Executive Headteacher and lead professional of the Hertfordshire & Essex Multi-Academy Trust. The role includes full accountability to the Board of Trustees for building and articulating the strategic vision for the organisation, for the safety and well-being of students and staff across the MAT, for delivering outstanding learning outcomes at all levels and for ensuring that outstanding leadership and management are consistently sustained.

In addition to the Conditions of Employment for Headteachers laid down in the [School Teachers' Pay & Conditions Document](#), the CEO and Executive Headteacher will work alongside Trustees to provide strategic leadership, and will hold overall accountability for direction, standards achieved and quality, in order to:

- Enable the MAT to provide high quality education for every student, promoting and inspiring the highest possible standards of achievement
- Secure the long-term success of the schools within the MAT by maximising potential through the skills and resources held within them
- Build leadership capacity throughout the MAT
- Deliver efficient, effective and compliant management of the Trust and its academies, hubs and sports centre
- Provide strong strategic leadership towards the Trust's vision and aims

As CEO, the postholder is also the Trust's Accounting Officer, responsible for:

- Ensuring the Trust fulfils the statutory and regulatory responsibilities set out in the Academy Trust Handbook
- Ensuring the responsible and appropriate use of public funds to achieve value for money
- Planning, implementing and monitoring the Trust's internal and external financial reporting





## *Herts & Essex Multi-Academy Trust*

### **Duties and responsibilities**

The duties and responsibilities listed below are indicative of the tasks the CEO and Executive Headteacher will perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

### **Strategic leadership and development of the Trust**

towards the vision and aims set by the Trust Board, in line with the Trust's values. The post holder will be accountable for providing strategic leadership and direction for the Trust and its academies

The CEO and Executive Headteacher will:

- Support the Trust Board in the formulation, development and implementation of a shared vision and strategic plans which will inspire and motivate students, staff, families and the wider community for each school and the MAT
- Translate the vision into agreed objectives and take responsibility for key documents and operational plans, securing support and commitment from key stakeholders and successfully delivering against them
- Ensure evidence-based improvement plans and policies promote continuous school improvement linked to each school's self-evaluation
- Maintain an outward-facing role on behalf of the Trust and its academies to support future growth and development
- Lead the growth and development of the Trust, including due diligence and supporting converting schools
- Develop and maintain effective relationships with key partners and stakeholders including the Department for Education (DfE), Regional Director, Education and Skills Funding Agency (ESFA), local authorities, Teaching School Hubs, the wider local community and other local schools and organisations in a climate of mutual challenge, whilst championing best practice
- Work with the Trust Board and other senior leaders to ensure proactive, robust and appropriate risk management for the Trust and its academies
- Promote HEMAT as an education provider of choice, employer of choice and community partner of choice





## *Herts & Essex Multi-Academy Trust*

### Leadership and management

The post holder will be accountable for the management of all Trust operations, both directly and through the management of the organisation.

The CEO and Executive Headteacher will:

- Provide dynamic, motivational and inspirational leadership at all levels of the organisation.
- Create and develop an organisation in which all staff recognise that they are accountable for the success of the MAT.
- Ensure consistency of approach and processes across the MAT as appropriate.
- Model the Trust's commitment to continuous improvement and high achievement across all areas of its work.
- Facilitate effective communication at all levels via the Trustees, SLT groups, Local Governing Bodies, Committees, etc.
- Develop and effectively manage the Trust's policies, resources and facilities, including overseeing major projects.
- Work with Trustees to recruit and retain high-quality staff and deploy them effectively in order to ensure a consistently high quality of education.
- Ensure the Trust effectively manages its talent through appropriate and effective CPD and succession planning.
- Ensure individual staff accountabilities are clearly defined, understood and agreed, to ensure excellent quality of teaching and learning and consistent high performance.
- Develop, implement and review staff wellbeing initiatives to aid staff recruitment and retention.
- Ensure schools self-evaluate and are well prepared for Ofsted inspections, in order to achieve Good or Outstanding outcomes.





## *Herts & Essex Multi-Academy Trust*

### Quality of education and pupil outcomes

The post holder will be accountable for all aspects of teaching and learning across the Trust, upholding high standards for academic and non-academic pupil outcomes and ensuring achievement of the Trust's educational vision.

The CEO and Executive Headteacher will:

- Develop and lead the Trust's improvement processes, including identifying and analysing academy improvement needs, prioritising appropriately resourced solutions and evaluating the impact of improvement strategies.
- Provide strategic direction and leadership for teaching and learning across the Trust.
- Oversee school-to-school support across the Trust.
- Commission external support for Trust and academy improvement.
- Ensure school improvement initiatives are focused on helping every pupil (including disadvantaged, Pupil Premium and SEND) achieve their potential.
- Promote an inclusive learning environment with excellent pastoral care and support.
- Promote co-curricular opportunities across the Trust.

### Continuous Improvement

- Model entrepreneurial and innovative approaches to school improvement, leadership and governance.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally and use this to share and implement best practice at the Trust.





## *Herts & Essex Multi-Academy Trust*

### **Safeguarding and compliance**

The post holder will be accountable for the Trust, and its academies, meeting its legal and statutory responsibilities.

The CEO and Executive Headteacher will:

- Ensure that the Trust, and each school within the Trust, meets its safeguarding responsibilities.
- Ensure that the Trust meets requirements related to health and safety and data protection.
- Continue to develop and maintain positive strategies for challenging racial and other prejudice.
- Continue to develop and maintain a strong anti-bullying position.
- Collaborate with all agencies to ensure pupil and community needs are met.
- Ensure the Trust meets requirements set out by Companies House, the Charity Commission, the Department for Education (DfE), and Education and Skills Funding Agency (ESFA).
- Act as a deputy designated safeguarding lead (DSL) for the Trust.

### **Finance and procurement**

The CEO and Executive Headteacher will:

- Act as Accountable Officer for the Trust, ensuring that it works to the standards set out in the Academy Trust Handbook.
- Work closely with the CFO to establish and oversee effective financial monitoring systems, take appropriate action to address financial risks, problems and irregularities, and present Trustees with accurate and timely financial reports.
- Develop and oversee the Trust's income generation strategies, including grant applications and other fundraising.
- Oversee resource allocation and budget-setting and approval for the Trust and its academies, and ensure budgetary targets are met.
- Work closely with the CFO to establish effective procurement procedures in order to achieve financial efficiencies.







## *Herts & Essex Multi-Academy Trust*

### Accountability

The CEO and Executive Headteacher will:

- Welcome strong governance and work collaboratively with Trustees, actively supporting their work and providing information and objective advice to enable them to fulfil their strategic monitoring and meet their statutory and wider responsibilities.
- Ensure the on-going development of an organisational structure which reflects the Trust's needs, and enables effective and efficient operations.
- Oversee the Trust's finances and human resources effectively and efficiently to achieve its educational goals and priorities.
- Advise the Trustees and Local Governing Bodies (LGBs) on the annual school priorities and formulation of budgets to ensure that each school achieves its objectives.
- Ensure that the MAT's systems and processes are well considered, efficient and fit for purpose.
- Create an inspiring, professional work environment.
- Work with each Senior Leadership Team and Trustees to ensure funding is allocated appropriately.

### The Learning and Working Environment

- Manage and organise the Trust's sites efficiently and effectively to ensure that all school buildings meet the needs of the curriculum and health and safety regulations
- Ensure effective supervision and security of the schools' environments and ensure good maintenance through appropriate agencies
- Maximise the potential of the sites to provide stimulating learning environments and community facilities
- Actively ensure compliance with Health and Safety policies, to ensure the safety of everyone using the school sites
- Ensure compliance with the Data Protection Act 2018 for the security, accuracy and significance of personal data held on the school's systems
- Ensure compliance with the Equality Act 2010 as it applies to the employment, management and leadership of staff and provision for all members of the school community

### Notes:

This job description may be amended at any time in consultation with the postholder.





## *Herts & Essex Multi-Academy Trust*

# Person specification

### **Part one: Criteria assessed at application stage:**

These criteria should be demonstrated in your application form and personal statement, with clear examples provided, backed up with evidence and impact:

#### **Educational Background and Experience**

- Educated to degree level, with QTS and relevant training for senior leadership.
- Recent and successful experience of school and/or outreach leadership with a proven track record of continuous improvement and outstanding impact.
- Active participant within the wider educational network at a local and/ or national level to support future growth and development.
- Experience of managing school finances effectively, understanding their contribution to school
  - development and pupil outcomes.
- Successful experience of initiating, implementing and evaluating change and development across one or more schools.

#### **Leadership and Management**

- Proven success in strategic roles including self-evaluation, data analysis and school improvement planning.
- Proven experience of motivating and leading effective teams, where all staff recognize their accountability for success.
- Strong influencing, negotiation and advocacy skills.

#### **Professional Competencies**

- Able to manage multiple projects or tasks simultaneously within a larger programme, coordinating and prioritising appropriately
- Finance – project costing and budgetary management.
- Experience in proactive, robust, and appropriate risk management for an organization.
- Excellent, adaptable communication skills, including written communication.

### **Part two: Criteria assessed at assessment stage:**

These criteria will be further assessed through references, interviews and other assessment tasks:

#### **Personal qualities and ethics**

- Demonstrates consistently high standards of principled and professional conduct both within and outside school, upholding the Seven Principles of Public Life at all times.
- Upholds fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect, and tolerance of those with different faiths and beliefs.



### **Strategic leadership and development of the Trust**

- Able to take a dynamic approach to the changing needs of the Trust -reviewing progress against plans in terms of standards, performance and finances, and take decisive action as necessary.
- Sound judgement, able to identify and escalate critical issues/risks effectively, with a proactive, pragmatic approach to problem resolution.
- Demonstrates sound business acumen/ commercial awareness.
- Able to set targets, meet deadlines and be resilient and calm under pressure.

### **Leadership and management**

- An innovative and inspirational leader, able to lead from the front with respected presence and gravitas mixed with collegiality.
- Strong interpersonal skills, able to establish effective relationships with Trustees, governors, school improvement partners, other schools and organisations to improve outcomes for pupils.
- Experience of identifying and developing talent and working to a common vision, creating a pipeline for succession.
- Consulting – enabling partners to identify and/or clarify problems and then developing and implementing appropriate solutions to address issues.

### **Quality of education and pupil outcomes**

- Upholds ambitious educational standards for all students
- Clear understanding of the curriculum and how to ensure this can be effectively accessed by all.
- Absolute commitment to inclusion and to ambitious expectations for all students including those with SEND and higher attainers.
- Able to understand the needs of children with challenging behaviours and develop strategies to successfully manage this.

### **Continuous improvement**

- Demonstrated commitment to continuous improvement and high achievement across all areas.
- Ability to model entrepreneurial and innovative approaches to school improvement, leadership and governance.

### **Safeguarding and compliance**

- Demonstrates commitment to safeguarding and promoting the welfare of young people.
- Knowledge and experience in ensuring that an organisation meets its safeguarding responsibilities in line with current legislation.
- Ability to develop and maintain positive strategies for inclusion and for challenging racial and other prejudice.

### **Finance & procurement**

- Experience of managing school finances effectively, understanding their contribution to school development and pupil outcomes.
- Experienced resource allocation and budget setting, able to establish and oversee effective financial monitoring systems.
- Familiar with effective procurement procedures and income generation strategies, including grant applications and fundraising.

### **Accountability**

- Understands and welcomes the role of effective governance, upholds their obligation to give account and accept responsibility.
- Understanding of and ability to ensure compliance with the standards set out in the Academy Trust Handbook.

### **The learning & working environment**

- Successful experience of managing school premises, ensuring that both the needs of the curriculum and health and safety regulations are met.





*Herts & Essex Multi-Academy Trust*

## Important information

<b>Salary:</b>	£120,000-£140,000
<b>Start Date:</b>	April 2026
<b>Closing Date:</b>	Monday 2 <sup>nd</sup> June 2025 09:00
<b>Shortlisting Date:</b>	Wednesday 11 <sup>th</sup> June 2025
<b>Interview Date:</b>	Monday 23 <sup>rd</sup> and Tuesday 24 <sup>th</sup> June 2025
<b>Visits to our schools:</b>	Tour dates are 7 <sup>th</sup> and 8 <sup>th</sup> May 2025. Please contact HR Manager, Nikki Kirby to arrange a visit <a href="mailto:Nikki.Kirby@hertsandessex.herts.sch.uk">Nikki.Kirby@hertsandessex.herts.sch.uk</a>
<b>To discuss the role:</b>	Please contact Chair of Trustees, Pippa Bull <a href="mailto:GOVPBU@Hemat.org.uk">GOVPBU@Hemat.org.uk</a>

HEMAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2024).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.



HEMAT – Chief Executive Officer and Executive Headteacher



*Herts & Essex Multi-Academy Trust*

## How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. You can contact us on 01438 544476.

Please apply online at [www.teachinherts.com](http://www.teachinherts.com) or send your completed application form to: [leadership.recruitment@hfleducation.org](mailto:leadership.recruitment@hfleducation.org)

### **Application Form**

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the relevant training you have completed, particularly those in recent years which have helped to prepare you for Trust leadership.

### **Person Specification and Personal Statement**

When writing your personal statement, it is important you address each of the requirements in part one of the person specification. Please keep to three sides of A4 or less.

### **References**

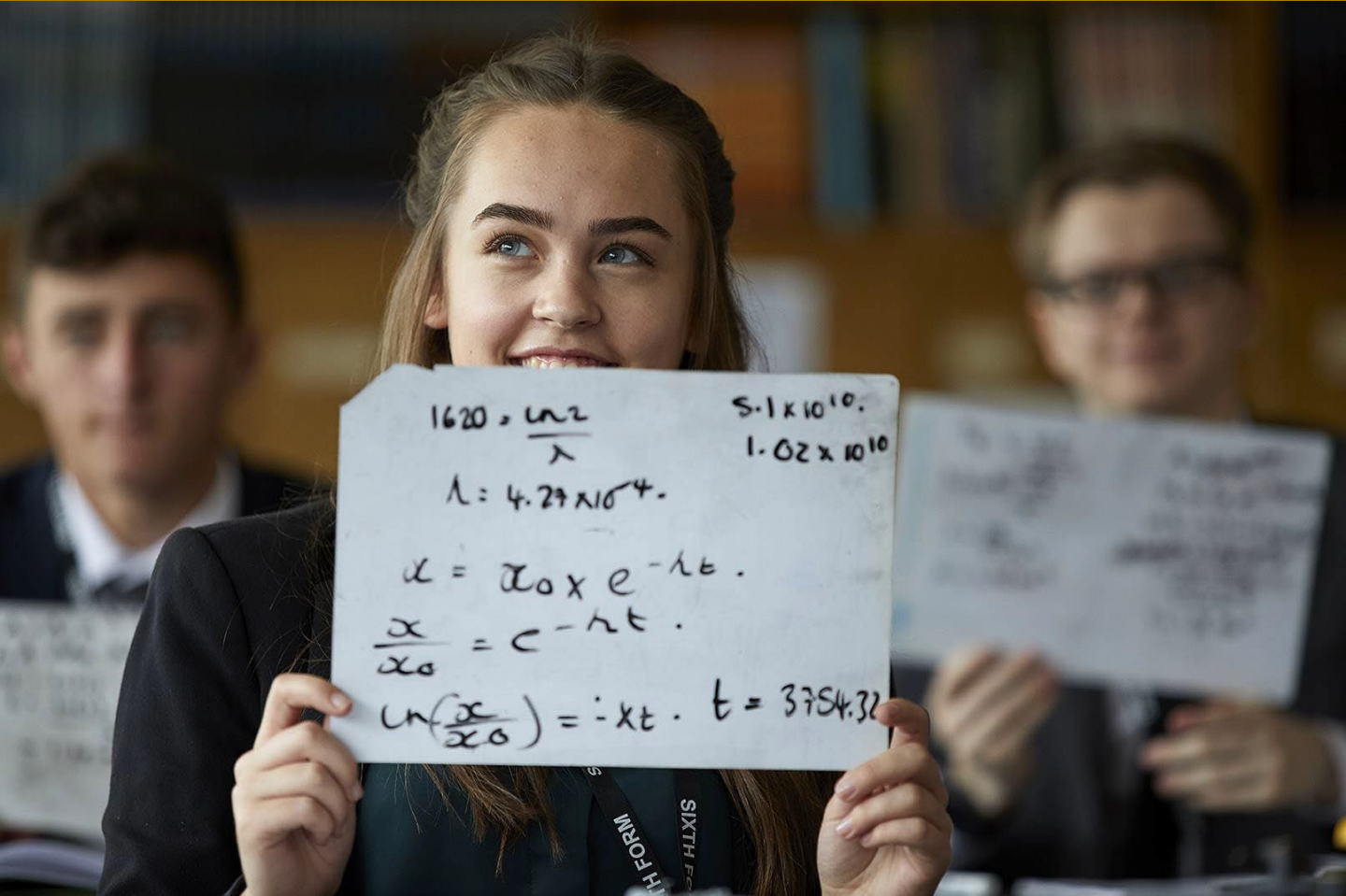
Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact.



*HEMAT – Chief Executive Officer and Executive Headteacher*



## *Herts & Essex Multi-Academy Trust*



Herts & Essex Multi-Academy Trust (HEMAT)

Warwick Road, Bishop's Stortford, CM23 5NJ

01279 654127

[admin@hertsandessex.herts.sch.uk](mailto:admin@hertsandessex.herts.sch.uk)

[www.hemat.org.uk](http://www.hemat.org.uk)

