



**Oldershaw Academy  
Board of Directors  
Trustee  
JOB DESCRIPTION**

**Salary Range:** Voluntary

**Term of office:** 3 years

## **ROLE AND RESPONSIBILITIES**

1.0 Trustees are subject to the duties and responsibilities of charitable trustees and company directors as well as any other conditions that the Secretary of State agrees with them. Trustees must advance education, for the public benefit and take ultimate responsibility for the Trust's resources; the employment of staff, land and building matters and school finances and funds. Trustees are responsible for ensuring that the Trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the Academies Financial Handbook. The Board of Trustees should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principal (CEO) and senior leaders to account for the educational performance of the schools and outcomes for learners, and the performance appraisal of staff.
- Holding the Chief Finance and Operations Officer (CFOO) to account for the operational and financial performance of the Trust and assuring value for money.

## **PRINCIPAL ACCOUNTABILITIES**

### **2.1 Vision, ethos and strategic direction**

Work with other members of the Board of Trustees to:

- Exercise leadership and direction and play a key role in the determination of the vision, values and ethos of the Trust
- Set clear and ambitious strategic priorities and targets for the Trust
- Work with the CEO to establish the principles to be used by leaders when setting school policies and making operational decisions
- Provide a creative and informed contribution to the Trust by offering constructive criticism and an independent view, removed from the day to day running of the organisation
- Work with the CEO to shape the future of the Trust, protecting its assets and reputation

### **2.2 Hold senior leaders to account by monitoring the performance of the school**

Work with other members of the Board of Trustees to:

- Agree the outcomes from the School self-evaluation and ensure they are used to inform the priorities in the School Development Plan
- Consider all relevant data and feedback provided by, or requested from, School leaders and external sources on all aspects of School performance
- Ask challenging questions of School leaders
- Ensure senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
- Listen to and report to the school's stakeholders: students, parents, staff and the wider community financial performance and resources

### **2.3 Financial Performance and resources**

Work with other members of the Board of Trustees to:

- Ensure that all resources are allocated in line with strategic priorities
- Secure best value for money from the Trust budget
- Make full use of the Trust's assets and efficient use of financial resources

- Work with the CFOO to shape the future business and operational strategy of the Trust, protecting its assets and reputation

#### 2.4 Other activities

In order to perform their role well a trustee is expected to:

- Attend induction training and regular relevant training and development events
- Attend meetings and read all the papers before the meeting
- Get to know the Trust, including visiting the Schools occasionally during the day
- Act in the best interest of all the children of the School
- Behave in a professional manner, as set down in the Board of Trustee Code of Conduct
- Adhere to the seven Nolan principles of public life; Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

#### TIME COMMITMENT

Currently there are 6 Full Board of Trustee meetings per year. In addition, there is a Finance and Resources Committee that meets 10 times per year and a Curriculum Standards Committee that meets 6 Times per year. There may be periods where time commitment will be increased; for example, to support the work of the Pay or Disciplinary Committees.

#### SPECIAL CONDITIONS OF THIS POST

##### Rehabilitation of Offenders Act 1974

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- Appointment is subject to an enhanced DBS (Disclosure and Barring Service) disclosure and any relevant convictions, cautions and reprimands being considered.
- The postholder must disclose any convictions, cautions or reprimands which have been acquired after DBS clearance has taken place. If this does not occur, the jobholder may be managed in accordance with the Trust's Disciplinary Procedure.
- Further information about the Disclosure and Barring Service is available from [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

##### Health and safety

- The postholder is required to exercise duty of care by taking responsibility for her/his own health and safety and that of others, who may be affected by their acts or omissions (failure to act).

##### Equality and inclusion

- The Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment.

##### Safeguarding

- The postholder is expected to observe her/his obligations in accordance with the Safeguarding Policy and to report any concerns that they might have regarding any child's welfare to the appropriate person.

##### Trustee Code of Conduct

- The postholder is expected to observe the Trustee code of conduct and be a role model for others.

##### Security of information

- The postholder is expected to observe all legislation and professional guidance in relation to data protection and confidentiality.

##### Right to work

- The postholder must have permission to live and work in the UK.

## PERSON SPECIFICATION

The ideal candidate will:

- Bring qualities to the Board of Trustees that enhance effectiveness, including independence, impartiality, professional integrity and the gravitas to make an effective contribution at this level
- Be numerate and able to interpret data, including financial data
- Have effective communication skills, including an ability to listen carefully and communicate with clarity, objectivity and brevity
- Display the strength of character and ability to stand back from the issue being discussed, as well as a pragmatic approach and the ability to compromise
- Exhibit courage, common sense, good judgement and diplomacy
- Show demonstrable expertise / necessary qualifications to provide advice and guidance
- Be passionate about, and committed to, the vision, ethos and values of the Trust

### Specific skills:

Ideally the Trust are looking for candidates with a specific skills set to complement the existing skills of the Board of Trustees:

- **Finance** – an ideal candidate would be a qualified accountant with experience in a finance role in a corporate organisation.
- **Facilities and Estates Management.** The ideal candidate may be a qualified chartered surveyor and or have experience of developing and maintaining lands/assets within property management.
- **IT/Infrastructure** - the Trust is seeking individuals who can demonstrate a clear understanding, and working knowledge of Information Technology systems and processes.
- **Legal.** The Trust is keen to recruit a candidate will relevant legal qualifications and or legal experience in fields that would be beneficial to the Trust.
- **PR Marketing and Branding.** A background in business, preferably with marketing experience, would be complementary to the existing skills of the board. The post would bring a more commercial view to operations as well as injecting impetus into taking advantage of marketing/branding/PR opportunities.
- **School improvement.** A good knowledge of the systems and processes to improve the quality of Leadership and teaching, including schools with challenge.
- **Human resources.** A good knowledge of HR systems and policies to produce a stronger, well supported and more efficient workforce.
- **Public Health.** An understanding of the health challenges faced in communities where a range of deprivation factors impact on lifestyle and ways that pupils can be supported through joint working between health and education.

Overall the Trust seeks someone who can commit to its values and principles, possess short and long term strategic vision and good, independent judgement as well as a willingness to speak their mind, understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an ability to work effectively as a member of a team.