

Chief Executive Officer

February 2026



Dear Prospective Applicant,

Welcome.

On behalf of the Board of Trustees welcome to Create Partnership Trust.

Thank you for your interest in the position of Chief Executive Officer. I hope you will find the details within this pack both helpful and stimulating.

Create Partnership Trust is one of the longest established MATs in Birmingham being first formed in 2016. We now have four primary schools with a total of 2750 pupils. Brookfields, Conway, Greet and Hodge Hill.

Our name indicates our founding principles of Creativity and Innovation, Partnership and Collaboration and mutual Trust within and between the diverse communities we serve in providing the best of education to our children. These principles remain fundamental to our being.

We are proud of our many successes and achievements, thanks to our eager and well-behaved children and our highly-skilled, loyal and committed staff at every level.

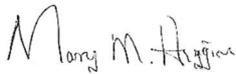
Ofsted inspection reports on all four schools over the last two years describe them as Good.

This is an exciting time for Create, full of scope for even further improvement and development in teaching and learning. A new school is about to be built on the Hodge Hill site. Plans for the establishment of a SEND Resource base are being considered.

This key position of CEO will of course provide challenge, but also many opportunities and reward for a strategic leader of vision, integrity, ambition for all our children and staff, energy and a sincere wish to make a positive difference in our communities. You will be well supported by an experienced, highly professional, forward-thinking Board with wide-ranging skills who are optimistic for the future of our Trust.

We look forward to hearing from you.

Yours sincerely,



Mary Higgins

Chair of Trustees



About The Trust

Create Partnership Trust was founded in Birmingham in September 2016 and is made up of four primary schools across the city. Greet Primary and Conway Primary—federated in 2009—were the first schools to form the Trust. Hodge Hill Primary joined in January 2017, followed by Brookfields Primary in November 2018.

While each school has its own unique identity, the Trust celebrates these differences and works collaboratively to share best practice, address common challenges, and move forward as a collective. At the heart of all our work is a commitment to ensuring that children's opportunities, experiences, and outcomes remain our highest priority.

Our mission is based on an innovative approach to supporting schools:

- To create the **best opportunities for our children**
- To create the **best education**
- To create the **best teachers**
- To create the **best leaders**

Our aim is to create the best possible education for children in Birmingham, by:

- Creating ambitious schools with aspirational outcomes for children
- Creating a culture of integrity between the Trust and the schools where every person is valued; people work with kindness and a moral purpose and each school's unique character is celebrated
- Creating a collaborative approach to school improvement with a strong partnership between the Trust and the schools and between the school staff across the Trust
- Creating an innovative central team with capacity to support school leaders with all aspects of school improvement and school leadership



Benefits offered by the Trust

Commitment to family

- We are a family friendly employer – we always give proper consideration of requests to visit family special occasions
- Staff have access to tax free childcare voucher scheme

Commitment to wellbeing

- We provide Employee Assistance for all staff and family with access to a 24 hour helpline including GP assistance; one to one face-to-face counselling and online health portal
- We provide all relevant staff (Headteachers, Designated Safeguarding Leads and other leaders) with regular, free psycho-dynamic supervision
- We are committed to considering flexible working requests
- We offer all staff access to Trust Occupational Health

Commitment to Health

- We provide a contribution to cost of eye tests
- We provide access to Birmingham Hospital Saturday Fund

Commitment to working ethically

- We contribute to the Teacher and Local Government Pension scheme
- We are committed to national pay scales and terms of conditions
- We are a living wage employer
- We offer generous annual leave for support staff
- We are committed to supporting the cost of living pay rises each year

Commitment to continuous professional development

- We provide all staff with a CPD pathway with relevant, accredited training or apprenticeship

Our schools

There are 4 schools in the Create Partnership Trust Family; Brookfields Primary, Conway Primary, Greet Primary and Hodge Hill Primary.



The schools work closely together - developing policies, sharing good practice and supporting and challenging each other. All our schools are committed to ensuring that every child receives a broad and balanced education, that they're happy, safe and well prepared for moving on to the next stage of their education.

Our schools have joined the Trust with different experiences and legacies. Each school serves its unique community and has the freedom to interpret the needs of that community and identify appropriate solutions. The Trust provides the value added – the support structure, the back-office systems and the opportunities for collaboration and shared endeavour.



The Central Team

Our schools are supported by create central, a growing team of specialists building the MAT's infrastructure. The Create Executive Team offers support in the following areas:

- Finance
- HR
- Estates Management
- Marketing and Policy Compliance
- Health & Safety

The Trustees

The Board of Trustees comprises highly skilled professionals with extensive experience across education, governance, finance, HR, estates and commercial operations. Collectively, they bring:

Educational Leadership & School Improvement

- Senior leaders from multi-academy trusts, including former headteachers, regional directors and trust executives.
- Strong track record in delivering school improvement, quality assurance and curriculum development.

High-Quality Governance

- National governance leaders, including former Chairs of Governors, National Leaders of Governance and senior figures from the National Governance Association.
- Significant experience in trust governance, interim executive boards and supporting governance in complex or challenging contexts.

HR, Workforce & Safeguarding Expertise

- Specialist knowledge in employee relations, workforce reform, recruitment and performance management.
- Board-level safeguarding leadership and experience in leading executive appraisal processes.

Finance, Procurement & Commercial Skills

- Professionals with deep procurement, contract management and commercial expertise from large, regulated industries.
- Experience overseeing high-value projects, budget assurance and audit processes.

Estates, Facilities & Health and Safety

- Senior estates leaders from education and higher education sectors with expertise in compliance, maintenance, capital planning and health and safety.
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Policy, Advocacy & Sector Influence

- Trustees with national-level policy, advocacy and advisory experience, bringing insight into governance best practice and regulatory expectations.

Commitment to Inclusion & Community

- Strong focus on ethical leadership, equality, diversity, inclusion and community engagement, ensuring decisions support positive outcomes for all children.



Appointment of Chief Executive Officer (CEO)

Reports to:	Board of Trustees
Location:	Hybrid with regular travel to schools
Contract:	Permanent
Pattern:	Full time
Closing date:	10th April 2026
Interviews:	21st and 22nd April 2026
Salary:	£125,000 – £135,000 determined upon appointment, dependent on candidate experience and qualifications

About the role:

The Board of Directors (Trustees) is seeking an inspirational Chief Executive Officer with a proven track record of school improvement to lead the next phase of the Trust's development. This is an exciting time to join Create to lead the Trust through its next stage of growth while building on already strong foundations.

Our new CEO will uphold the highest standards of educational leadership and embody the Trust's values, ensuring that children's outcomes, opportunities and life chances remain the driving priority of every strategic decision.

Key Responsibilities:

The CEO will be accountable to the Trust Board for:

- Providing exceptional strategic leadership that places pupils at the centre of all Trust activity, ensuring high-quality education, strong outcomes and enriched opportunities across every school.
- Leading and overseeing the efficient, effective and compliant management of the Trust and its schools.
- Driving improvement and performance across all schools within the Trust and within the Executive Team.
- Championing the Trust's vision, culture and long-term strategic aims, ensuring alignment with the ambition to deliver excellent education for all children.
- Building strong, transparent and purposeful relationships with stakeholders, communities and partners to strengthen opportunities for pupils.
- Supporting the Board of Trustees and Members, ensuring excellence in governance and the effective operation of Local Governing Bodies.

To act as the Accounting Officer

- Ensure the Trust fully meets all statutory, financial and regulatory responsibilities as set out in the Academy Trust Handbook.
- Guarantee the responsible, transparent and effective use of public funds.
- Oversee internal and external financial planning, reporting and assurance systems.

Will have the following skills/experience.

- Qualified teacher status, a good honours degree and evidence of continued professional development.
- Strong understanding of the operational and strategic functions of a multi-academy trust and its relationship with individual schools.
- Proven ability to manage multiple resources effectively—people, time, systems and budgets.
- Experience in a senior executive role with a track record of developing high-performing teams and a positive, collaborative culture.
- Skills in relationship-building, communicating and influencing across diverse stakeholder groups including colleagues, Trustees and local governing bodies

How to Apply:

For further information including the job description, person specification please visit MyNewTerm.

<https://mynewterm.com/jobs/16326/EDV-2026-CPT-93602>

Please contact Collette O'Connell (People Lead) on 07548 123037 for further information about the process. Collette will also make arrangements for you to hold a conversation prior to application with Mary Higgins, Chair of Trustees as well as arrangements for informal visits prior to application.

Create Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

Online searches are carried out on all shortlisted candidates for positions at Create Partnership Trust. The searches are carried out to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the candidate at interview.

Please find a link to our safeguarding policy <https://www.create.org.uk/governance/policies-documents>
You are encouraged to read this policy prior to applying to work with us.



Chief Executive Officer JOB DESCRIPTION

Responsible to:	Board of Trustees
Direct Reports:	Deputy CEO, Chief Finance and Operations Officer
Contract:	Permanent
Pattern:	Full Time
Salary:	Determined upon appointment, will be dependent on candidate experience and qualifications

Main purpose of the role

The CEO will be accountable to the Trust board for

- Leading and overseeing the efficient, effective and compliant management of the Trust and its schools.
- Providing strong strategic leadership towards the Trust's growth, aims, vision and goals. The performance of all schools within the Trust and of the Executive Team.
- Ensuring effective strategic engagement with stakeholders, communities, and partners.
- Servicing and supporting the board of Trustees and Members in providing and ensuring excellence in governance including the operation of Local Governing Bodies.

To act as the Accounting Officer

- 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. Planning, implementing and monitoring the Trust's internal and external financial reporting.

Duties and Responsibilities

STRATEGIC LEADERSHIP AND DEVELOPMENT OF THE TRUST

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

- Support and advise the Trust Board in the formulation, development, and implementation of its strategy, including taking responsibility for key documents such as the business plan, long-term strategic plan, and self-evaluation and improvement plans and effective monitoring arrangements.
- Develop and maintain effective relationships with key partners and stakeholders including the Regional Schools Commissioner, the Department for Education (DfE), the Education Skills Funding Agency, local authorities, the wider local community and other local schools and providers.
- Work with the Trust Board, Committee Chairs, and other senior leaders to ensure proactive, robust, and appropriate risk management for the Trust and its academies.

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- Lead the growth and development of the Trust, including consultation, due diligence, planning and supporting schools joining the Trust.
 - Maintain an outward-facing role on behalf of the Trust and its schools, to support future growth and development.

LEADERSHIP AND MANAGEMENT

The CEO will be accountable for the management of all Trust operations, both directly and through the management of the agreed organisational structure.

- To provide strategic leadership and management across all aspects of the Trust's activities
- Model the Trust's commitment to continuous improvement and high achievement across all areas of its work.
- Develop, implement and review Trust-level policies to ensure the achievement of the Trust's aims.
- Ensure the Trust's management and organisational structures, and operational models, are fit for purpose and facilitate continuous improvement.
- Develop and effectively manage the Trust's resources and facilities, including overseeing major capital projects and assets.
- Ensure the Trust effectively manages its talent through appropriate and effective CPD and succession planning, including developing and empowering senior staff, supporting recruitment and CPD at academy-level and the development of staff at all levels.
- Take responsibility for guiding the Trust through strategic, policy and guidance changes to education sector initiatives and practice, such as curriculum changes or changes to Ofsted and accountability frameworks, financial accountability, and specific guidance from Government and Agencies.

QUALITY OF EDUCATION AND PUPIL OUTCOMES

The CEO 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.

- Develop and lead the Trust's school improvement strategy and processes, including identifying and analysing academy improvement needs, prioritising appropriately resourced solutions, and evaluating the impact of improvement strategies.
 - Provide quality assurance and accountability through a rigorous and robust system of target setting.
 - Provide strategic direction and leadership for teaching and learning across the Trust, especially in response to sector changes or changes to government policy.
 - Oversee school-to-school support across the Trust.
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SAFEGUARDING AND COMPLIANCE

The CEO will be accountable for the Trust, and its academies, meeting its legal and statutory responsibilities

- Develop and lead the Trust's safeguarding strategy and processes, including engaging with all stakeholders and staff. Ensure that the Trust, and each school within the Trust, meets its safeguarding responsibilities in line with current legislation.
- Ensure that the Trust meets requirements related to health and safety and data protection.
- Ensure the Trust meets requirements set out by Companies House, the Charity Commission, the Department for Education (DfE), and the Education Skills Funding Agency. Embed Trust-wide accountability and quality assurance procedures to achieve compliance

FINANCE AND PROCUREMENT

The CEO will be accountable for the financial propriety and sustainability of the Trust.

- Act as Accounting Officer for the Trust, ensuring that it works to the standards set out in the Academy Trust Handbook and related documentation.
- Work closely with the Trust's finance lead 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 Trust's finance team to establish and ensure compliance with effective procurement procedures to achieve financial efficiencies.
- Service and support the work of the Trust Committee responsible for Resources, Personnel, Audit and Risk.
- Work, with Trust auditors or accountants to ensure best practice, improvement and any responses are made effectively to issues to be addressed

GOVERNANCE, ASSURANCE AND ORGANISATIONAL EFFECTIVENESS

- Provide strategic leadership for the effectiveness of governance across the Trust, working with the CEO, Chair of Trustees, Members, governance professional and committee chairs.
 - Strengthen and develop the Trust Board, Members and local governance committees to ensure clear delegation, robust reporting and informed, timely decision-making.
 - Ensure governance structures, policies and processes remain compliant and aligned to the Trust's growth and strategic direction.
 - Deliver high-quality financial, operational and risk analysis to enable strong challenge, assurance and oversight at all levels of governance.
 - Participate in Board and committee meetings, contributing insight and professional expertise to support effective governance.
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The duties and responsibilities listed are indicative of the tasks the CEO will perform and are not intended to be an exhaustive list.

Reference must be made to the requirements and guidelines defined in the Academy Trust Handbook and the model set of core responsibilities for School Trust Chief Executive Officers (initially developed by the Confederation of School Trusts in November 2021 and as updated).

The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

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

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 jobholder 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.

Health and safety

- The jobholder 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 jobholder 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.

STAFF CODE OF CONDUCT

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

SECURITY OF INFORMATION

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





RIGHT TO WORK

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

Other

- The duties and responsibilities listed are indicative of the tasks the CEO will perform and are not intended to be an exhaustive list.
- Reference must be made to the requirements and guidelines defined in the Academy Trust Handbook and the model set of core responsibilities for School Trust Chief Executive Officers (initially developed by the Confederation of School Trusts in November 2021 and as updated).
- The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.
- This job description may be amended at any time in consultation with the postholder.

Signature of CEO	Signature of Chair of Trustees
Date:	Date:



Chief Executive Officer

PERSON SPECIFICATION

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

	CRITERIA	ESSENTIAL / DESIRABLE	M.O.A.	
EXPERIENCE and KNOWLEDGE	<ul style="list-style-type: none"> Proven successful leadership within an Academy Trust 	E	AF/I/T/P	
	<ul style="list-style-type: none"> Good working knowledge of the central functions and operations of a MAT and its relationship with schools 	D	AF/I/T/P	
	<ul style="list-style-type: none"> Highly effective management of multiple resources across various timeframes and financial bands 	E	AF/I/T/P	
	<ul style="list-style-type: none"> Have held a senior executive post developing a strong team culture with senior leaders, fostering a positive work ethos 	E	AF/I	
	<ul style="list-style-type: none"> Demonstrate successful performance management of reportees towards outstanding outcomes 	E	AF/I/T	
	<ul style="list-style-type: none"> Working with and developing strong relationships with stakeholders, including colleagues, Trustees and local governing bodies. 	E	AF/I/T	
	<ul style="list-style-type: none"> Leadership experience within the education sector 	E	AF/I	
	<ul style="list-style-type: none"> Understanding of national educational research and policy, including the ability to interpret developments and identify implications and opportunities for the Trust 	E	AF/I	
	<ul style="list-style-type: none"> Knowledge of Ofsted inspection frameworks. 	E	AF/I	
	<ul style="list-style-type: none"> Significant experience effective teaching, learning and wider school improvement strategies to deliver excellent progress, including for groups who have greater barriers to learning. 	E	AF/I	
	<ul style="list-style-type: none"> Significant experience of the primary curriculum, pedagogy and assessment mechanisms. 	E	AF/I/T/P	
	<ul style="list-style-type: none"> Knowledge of legal issues relating to managing a school and leading a community, including safeguarding and child protection, equal opportunities, diversity, SEND and health and safety 	E	AF/I	
	SKILLS	<ul style="list-style-type: none"> Able to develop and articulate vision. 	E	AF/I
		<ul style="list-style-type: none"> Excellent analytical skills 	E	AF/I/T
<ul style="list-style-type: none"> Strong leader able to inspire and motivate 		E	AF/I	
<ul style="list-style-type: none"> Effective negotiator. 		E	AF/I/T	
<ul style="list-style-type: none"> Evidence based decision maker. 		E	AF/I	
<ul style="list-style-type: none"> Ability to interpret, analyse and present educational, financial and operational data. 		E	AF/I/P	
<ul style="list-style-type: none"> Well organised and able to prioritise effectively. 		E	AF/I/T	
<ul style="list-style-type: none"> Strong inter-personal skills (verbal and written) and able to form effective relationships with a variety of people 		E	AF/I	
	<ul style="list-style-type: none"> 	E	AF/I	

PERSONAL QUALITIES

Visible and approachable, empathetic and enjoys engaging with children, staff, parents and the wider community

- Resilient and robust whilst also showing compassion in dealing with people and issues and is calm under pressure E AF/I
- Able to demonstrate sound judgement and prioritise issues/risks effectively E AF/I
- Can negotiate and consult effectively with the capacity to influence others, managing change with respect and sensitivity and ensuring appropriate decisions are made E AF/I
- Able to inspire high levels of performance in children and staff E AF/I
- Personal Effectiveness High levels of personal organisation with excellent time management E AF/I
- Able to make clear and transparent decisions about the direction of the Trust E AF/I
- Able to develop and maintain an inclusive and collaborative ethos between schools and senior staff in the Trust E AF/I

TRAINING QUALIFICATIONS

- Willing to undertake job related training
- Degree level qualification E AF/I
- Masters/postgraduate degree (desirable) D AF/I
- Qualified Teacher Status. E AF/I
- Evidence of further formal professional learning, such as NPQH or master's degree. D AF/I

OTHER

Right to work in the UK.

Commitment to equality of opportunity and the safeguarding and welfare of all students.

Willingness to undertake training.

This post is subject to an enhanced DBS check.

Create Partnership Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. In order to meet this responsibility, its schools follow a rigorous selection process to discourage and screen out unsuitable applicants.

Create requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about the Trust's safer recruitment process, please click this [Policies & Documents | Create Partnership Trust](#)