

# CFO/COO Recruitment Pack

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March 2025



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# Welcome from the CEO

Mr Tim Sullivan



Excellence,  
Aspiration  
& Care in  
Partnership

## Dear Prospective Applicant,

Thank you for your interest in Ashmole Trust. We are a community built on Excellence, Aspiration, and Care - values that shape everything we do. Whether in the classroom, through professional development, or in the way we support one another, we are relentless in our pursuit of excellence.

Our Trust was founded on the success of two outstanding schools, Ashmole Academy and Ashmole Primary, and has now grown to include Osidge School. Each of these schools is a testament to our unwavering commitment to high standards in education, leadership, and school improvement.

Working with us means joining a community driven by ambition, growth, and innovation. High standards go hand in hand with a deep sense of care and collaboration, ensuring both staff and students excel.

We believe that great schools are shaped by great people, which is why we invest in our staff—offering high-quality professional development, clear career progression pathways, and a working environment that values wellbeing and work-life balance. Whether you are an experienced professional or at the start of your career, you will find a place here to grow, inspire, and make a real impact.

If you share our ambition and want to be part of a Trust that is leading the way in education, I encourage you to apply for the post of CFO/COO. I warmly invite you to visit our schools and see first-hand why Ashmole Trust is such a rewarding place to build your career.

Mr Tim Sullivan  
CEO, Ashmole Trust

# Our Schools



## Ashmole Academy

A high-performing 11-19 secondary school recognised by The Sunday Times Parent Power Guide 2025 as one of the top 400 state secondary schools. With a strong emphasis on academic excellence, leadership, and character development, Ashmole Academy consistently achieves outstanding outcomes for its students.

## Ashmole Sixth Form

Ashmole Sixth Form is a thriving and aspirational environment with many opportunities for young people to develop, nurture, and master themselves as accomplished young learners who are prepared for the world of higher education and employment.





## Ashmole Primary School

A vibrant two-form entry primary school committed to providing all pupils with an outstanding early education. With a focus on curiosity, creativity, and strong foundations in learning, Ashmole Primary nurtures young learners to become confident, ambitious, and well-rounded individuals.



## Osidge School

A dynamic and inclusive primary school rated 'Outstanding' in Early Years by Ofsted. With over 380 pupils, Osidge School offers a welcoming and supportive learning environment, celebrates diversity, and strives to maximise the achievement of every child.

# Our Vision & Values



At Ashmole Trust, we believe in limitless ambition and nurturing every member's potential through our vision of Excellence, Aspiration, and Care in Partnership. We are dedicated to making a meaningful impact, ensuring that our students, staff, and communities become the best versions of themselves.

## Our Vision:

### Excellence, Aspiration & Care in Partnership

#### Excellence

We set the highest standards in teaching, leadership, and school improvement. As part of our team, you'll have access to exceptional training, career development, and the opportunity to innovate in your field.

#### Care

Our people are at the heart of everything we do. We foster a positive working environment, invest in staff wellbeing, and ensure that everyone feels valued, supported, and inspired.

#### Aspiration

Every staff member is encouraged to reach their full potential. Whether you're an experienced educator or just starting your career, we provide the resources and mentorship you need to excel.

#### Partnership

We believe in the power of collaboration. By working together with our schools, communities, and industry partners, we create a network of support, shared learning, and professional growth.



# Job Advert

## CFO/COO - Education North London Based

Ashmole Trust was created upon the foundation stones of two excellent schools – primarily Ashmole Academy and subsequently, Ashmole Primary. In September 2024, Osidge School, an excellent local Primary, joined our Trust. All of these schools demonstrate and deliver excellence in everything that they do. For us, this means excellence in learning outcomes, Staff Development, Financial Management, HR and IT services, Estate Management and all other facets of what it takes to make a school a success.

We see the pursuit of excellence as relentless – it requires our schools to be at the forefront of innovative educative practice, but also needs to emanate from a contented and safe community of both staff and pupils. Both the Trust and its schools therefore put ‘care’ at the heart of their visions.

The Trust is currently recruiting a CFO/COO to support our expansion programme. The CFO is key in providing leadership and strategic management in pursuit of our modern and forward-thinking vision in the areas of Finance, Estates, Health & Safety and IT. Working collaboratively with the CEO & Board of Trustees to ensure the Trust’s resources are used efficiently and support the Trust’s vision.

The successful candidate will have overall responsibility for developing and implementing the Trust’s Financial, Estates and Health and Safety strategies and will lead on Audit and Risk Management. You will provide financial recommendations to the CEO and Board of Trustees and oversee all financial reporting. You will lead the Finance and Site Teams, providing strategic guidance while ensuring compliance with the funding agreement, financial regulations and charity law. You will lead on all areas of Estates ensuring compliance with statutory, health and safety and relevant legislation and oversee the development and implementation of an IT Strategy.

The successful candidate will be a fully qualified accountant (CIPFA, ACCA, ACA, CIPFA) or equivalent and have extensive experience at a senior and strategic level. Experience of a MAT or education, while desirable, is not essential. The ability to meet the financial challenges in education, be a strategic thinker, have relevant

experience and have good interpersonal skills to be able to influence decisions makers and communicate across all stakeholders is more important.

This is an exciting time to be joining the Trust and be at the forefront in a time of growth and expansion for the Trust.

In exchange you will receive a competitive salary and membership of the local government pension scheme, life assurance and company sickness benefits among many other benefits. Extensive professional development through high quality mentoring. Throughout the Trust we have a focus on wellbeing for all our staff. We are proud to be a flexible working employer.

# Job Description

**Job Title:** CFO/COO

**Salary:** Pay band 64 – 67: £66,705 – £70,562 (actual)

**Contract Type:** Full Time (36 hours per week) Term Time + 10 days

**Location:** London

**Responsible to:** CEO

## Strategy

- Lead the development and delivery of the Ashmole Trust financial strategy, aligned with its objectives and long-term plans as the Trust expands.
- Work in close partnership with the CEO and the Trustees to implement the vision and the broader plan particularly in respect of finance, commercial development, alternative revenue generation and operational strategy.
- Provide high-level financial advice to the CEO, Trustees and Head Teachers to ensure alignment between financial strategies and organisational priorities.
- Contribute to the overall strategy and direction of the Trust by providing financial insights, ensuring the Trust takes advantage of commercial opportunities that present, educationally, politically and/or economically, which enable effective resource allocation and risk management.

## Leadership and Management

- Build close and effective working relationships with all staff.
- Encourage a culture that encourages staff to feel they can take initiative and ownership, fostering a culture of excellence at all levels.
- Maintain a presence in national professional networks and through these and other means ensure a current overview of sector policies and developments.
- Manage and promote relationships with external stakeholders, including the bank, internal and external auditors and lawyers.

## Compliance and Risk Management

- Act as Company Secretary, and ensure company secretarial compliance returns and changes to directors at Companies House are filed in a timely fashion.
- Ensure the Trust complies with all charity and commission legislation and adheres to its Articles of Association.
- Oversee the Trusts Data Protection Policy.
- Ensure effective management of financial risks, including those related to cashflow.

## Finance and Financial Planning

- Develop central finance services, for the Trust ensuring these are fit for purpose and provide a high-quality service to all schools in the Trust.
- Ensure Ashmole Trust financial Management complies with all relevant statutory, regulatory and governance frameworks including the Academies Handbook, Charities Commission and Companies House.
- Advise on all matters relating to financial strategy, aligned with the Trusts objectives and long-term plans.
- Responsible for all aspects of payroll and pensions.



- Prepare the Trust’s annual budgets, 3-year financial forecasts and funding requirements in consultation with the CEO/ Head Teachers and develop and implement strategies for maximising the Trusts current finances, while maintain financial sustainability.
- Prepare timely monthly management accounts including profit and loss, balance sheet and cashflow statement in accordance with the Academies Trust Handbook for the Trustees.
- Review monthly accounts against forecasts to ensure the Trust and schools stay on track, making adjustments or recommendations where required, including identifying and informing the CEO/ Trustees and or Head Teachers the causes of significant variations and take corrective action as determined appropriate.
- Monitor the income and expenditure budgets across the schools in the Trust and give early warning of difficulties.
- Manage the cash position of the Trust, schools and its operating activities reporting regularly on this aspect of financial management to the Trustees including maximising returns on cash deposits.
- Maintain the academy’s accounts in accordance with the funding agreement and the Academy Trust Handbook in accordance with the financial regulations and Financial Procedures of the Trust.
- Conduct Financial due diligence on schools proposing to join the Trust and report to the Trust Board and the CEO on findings and recommendations.
- To proactively review the additional sources of funding through bid writing, partnerships or joint ventures and business development, to maximise income generation.
- Ensure the finance team seeks continuing improvement in its management and financial systems.
- Prepare policy and review papers as required and present to the CEO/Board of Trustees or Head Teachers where required.
- Ensure all regulatory returns including the annual accounts (including the AAR), budget forecast return and land and building return are all finalised and reported in a timely manner.
- Work with the Responsible Officer to set and deliver a yearly work plan for agreement with the Trustees.
- Monitor the effectiveness and implementation of service contracts and annual agreements across the Trust to ensure value for money is being achieved and economies of scale are taken advantage of where possible.
- Establish relevant benchmarking and performance standards against which to monitor and evaluate the efficiency and effectiveness of finance within the Trust paying particular regard Integrated Curriculum and Financial Planning tools.
- Provide monthly departmental budgetary information to schools and departments and report to Head Teachers and make changes where budgets are not on track.
- Liaise with the Trust Director of Human Resources to monitor developments to legislation around payroll, pensions and benefits, implementing changes and adapting process where required.

## Excellence, Aspiration & Care in Partnership



## Compliance and Risk Management

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## Estate Management

- Ensure all buildings and staff are compliant to Statutory, Health and Safety and all relevant legislation.
- Ensure all maintenance data is accurate and up to date and produce accurate and timely reports to CEO/Trustees and Head Teachers.
- Provide a comprehensive facilities management service to ensure all amenities are resourced and maintained to a specified standard, including security, cleaning caretaking, M & E and Health and Safety in all schools in the Trust.
- To lead on environmental issues.
- To lead on all site projects in all schools and manage these with the school site teams.
- Manage security in all schools in the Trust including CCTV contracts.
- Manage fire alarm contracts in all schools in the Trust and coordinate regular servicing.
- Manage all landscape contracts, including regular tree inspections in all schools in the Trust.
- Ensure all contractors working on school sites have a current DBS and all paper is kept on file, in the event of an Ofsted Inspection. (Any contractors that do not have a DBS whilst onsite ensure that they are accompanied at all times by a member of staff).

## Health and Safety

- To ensure all adherence to all procedures related to Health and Safety and COSHH regulations in all schools.
- Implement a positive health and safety culture and ensure all staff comply with all Health and Safety policies and procedures.
- To keep up to date on relevant facilities management, Health and Safety legislation and best practice.

## Information Technology

- Oversee the development and implementation of an IT strategy aligned with the Trusts strategic plan.
- Oversee the development, procurement, delivery and management of cost-effective IT infrastructure, data and service to support high-quality teaching and learning, communications and administration for all areas of the Trust and schools within the Trust.
- Facilitate the safety, security and integrity of the Trusts IT network and digital data.

## Ongoing Training

- Must maintain continuing professional development and/or personal development and undertake relevant ongoing training.

# Person Specification

**Key to Evidence:**  
A = Application  
I = Interview

Qualifications and Experience		Essential	Desirable	Evidence
1	Qualified Accountant (CIPFA, ACA, ACCA, CIMA, or equivalent)	✓		A
2	Significant experience in financial management at a senior level	✓		A
3	Proven track record of financial leadership	✓		AI
4	Experience of working in an educational environment or school funding		✓	AI
5	Designing and implementing financial management processes and controls	✓		AI
6	Ability to manage complex financial processes and deliver on financial targets	✓		AI
7	Experience of managing procurement and contracts	✓		AI
8	Working knowledge of Health and Safety in the workplace		✓	
9	Managing estates across multiple sites		✓	AI
Skills, Qualities and Knowledge				
10	Working knowledge of charity law, governance law, policy and practice in relation to academy schools		✓	AI
11	Lead with energy, enthusiasm and tenacity to provide an environment where others feels valued and motivated	✓		AI
12	Ability to work under pressure while maintaining a positive, professional attitude	✓		AI
13	Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils	✓		AI
14	Excellent personal, oral and written presentation skills	✓		AI



15	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard assets, financial probity and reputation of the Trust	✓		AI
16	The confidence to challenge opposing views by presenting robust arguments and reasons for the contrary view	✓		AI
17	Working knowledge of statutory and regulatory issues relating to the role	✓		AI
18	Awareness of current issues affecting Academy Trusts		✓	AI
19	High level of competency in the use of a computerised financial system, excel spreadsheets	✓		AI
20	Knowledge of PSF Accounting System		✓	AI
21	The ability to negotiate and act on behalf of the Trust in all relevant business areas	✓		AI
22	Work within the seven Principles of Public Life	✓		
23	Strong decision-making skills with the ability to make recommendations to the Board of Trustees	✓		AI
<b>Leading and Managing the Organisation</b>				
24	Work collaboratively with a 'hands on' approach to lead multi-functional team within the Trust	✓		AI
25	Effective leadership and management style that encourages participation, innovation and develops colleagues' confidence and Trust.	✓		AI
26	Ability to build strong working relationships with the Board of Trustees, Governors and other Senior Managers and other stakeholders	✓		AI

# Trust Benefits

By joining Ashmole Trust, you will have access to a comprehensive range of employee benefits tailored to support you in various aspects of your professional and personal life.



A focus on staff well-being promoting activities such as workplace massage and subsidised yoga



Join a friendly and inclusive team of staff with many social events



Commitment to our staff to ensure the right balance between home and work life including flexible working opportunities



Extensive CPD programmes and opportunities within the Trust. Free access to The National College



All staff have access to financial and emotional counselling services



Staff at Ashmole Trust are enrolled into the Local Government Pension Scheme, providing both with life assurance and generous employer contributions



All staff have access to annual flu vaccinations



Eligible staff are entitled to an eyesight test every two years



On-site parking with electric parking bays



Excellent facilities with a large modern building and large staff room, and a 'Proud to Serve' Starbucks café on site



Excellent transport links

# Trust Structure

## Governance Structure - Responsibility & Accountability

	Role	Governance	Accountability	Responsibility
<b>Executive</b>	<p><b>The Members</b> Responsible for overseeing and holding the Trustees to account for the governance arrangements of the Trust</p>	<p><b>Members</b> - Mr M Bourke, Mrs S Lawrence, Mr R Ramdarshan, Mr A Ugorji, Mr E Vadillonga</p>	<p><b>The Members</b> The guardians of the constitution (articles of association) and the application of Ashmole Trust vision and goals within the Trust</p>	<p>Ashmole Trust Development Trustee Accountability</p>
<b>Trustee</b>	<p><b>The Trust Board</b> Ensure clarity of vision, ethos and strategic direction Hold the executive leaders to account for the educational performance of the Trust and it's students, and the performance management of staff Oversee the financial performance of the Trust and make sure its money is spent well</p>	<p><b>Trustees</b> - Mr R Ramdarshan (Chair), Ms A Vlachochristos (Vice Chair), Mr T Sullivan (CEO), Mr G Bateman, Mr R Everett, Ms A Nicou, Mr T Pillay, Mr A Salehian, Mrs L Scott, Mrs N Stapleton &amp; Mrs A Walling</p> <p><b>Finance, Audit &amp; Risk Committee</b></p> <p><b>Education Committee</b></p>	<p><b>The Trust Board</b> Is accountable to the Members, to the Secretary of State for Education and to the wider community for the quality of the education provided to all of our registered students and for appropriate expenditure of public money</p>	<p>Growth &amp; Development Financial Management Business Management Human Resources IT Infrastructure Monitoring outcomes</p>
<b>Local Governing Committees</b>	<p><b>Local Governing Committees</b> Responsible for carrying forward the Trust Vision, policy and priorities and provide internal assurance and to provide challenge and support to school leadership. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Vision &amp; Accountability</li> <li>• Leadership Development</li> <li>• Compliance Monitoring</li> <li>• Student Behaviour Management</li> <li>• Complaints Procedures</li> <li>• Staff Discipline</li> <li>• Ofsted Monitoring</li> <li>• Site</li> </ul>	<p><b>Chairs Committee</b> - CEO, Head Teachers, Chair of Trust and Chairs of Local Governing Committees</p> <p><b>Secondary Academies:</b> Ashmole Academy</p> <p><b>Primary Academies:</b> Ashmole Primary School, Osidge Primary School</p>	<p><b>Local Governing Committees:</b> Provides scrutiny of the delivery on the academy improvement plan, holding the schools leadership to account. It ensures that the Trust's vision is embedded in all aspects of school life and that the community is engaged with the academy, so that the school is properly meeting its community's needs</p>	<p>Teaching &amp; Learning Curriculum &amp; Assessment Culture, Ethics &amp; Wellbeing Parents &amp; Community Reporting &amp; Data</p>



# How to Apply

## To Apply

Please download an application form from the website and complete all standard information on the application form and submit a supporting statement outlining your suitability for the role.

## Selection Procedure

Shortlisted candidates will be invited to complete proficiency assessments and be interviewed by a panel.

## Discussion & Visits

Confidential and informal discussions with our team are welcomed. We offer site visits so that you can observe what makes Ashmole Trust the wonderful learning environment that we are so proud of. Please arrange a suitable time through our HR team at [kfo@ashmoleTrust.org](mailto:kfo@ashmoleTrust.org).

## References

References will be sought immediately after shortlisting. Please ensure that referees are warned of the need to respond within the timescale set. In all cases, at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks including DBS & online searches.



## Equality & Safeguarding

Equality, diversity and inclusion are essential elements of our culture. We strive to create a work environment in which all individuals are treated fairly and with respect and have equal access to opportunities and resources.

Ashmole is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

We look forward to receiving your application.

**Closing Date: Tuesday 22<sup>nd</sup> April 2025  
at 9am**

School visits are available from 25<sup>th</sup> March 2025 - 3<sup>rd</sup> April 2025 - please contact [office@ashmoletrust.org](mailto:office@ashmoletrust.org) to arrange.

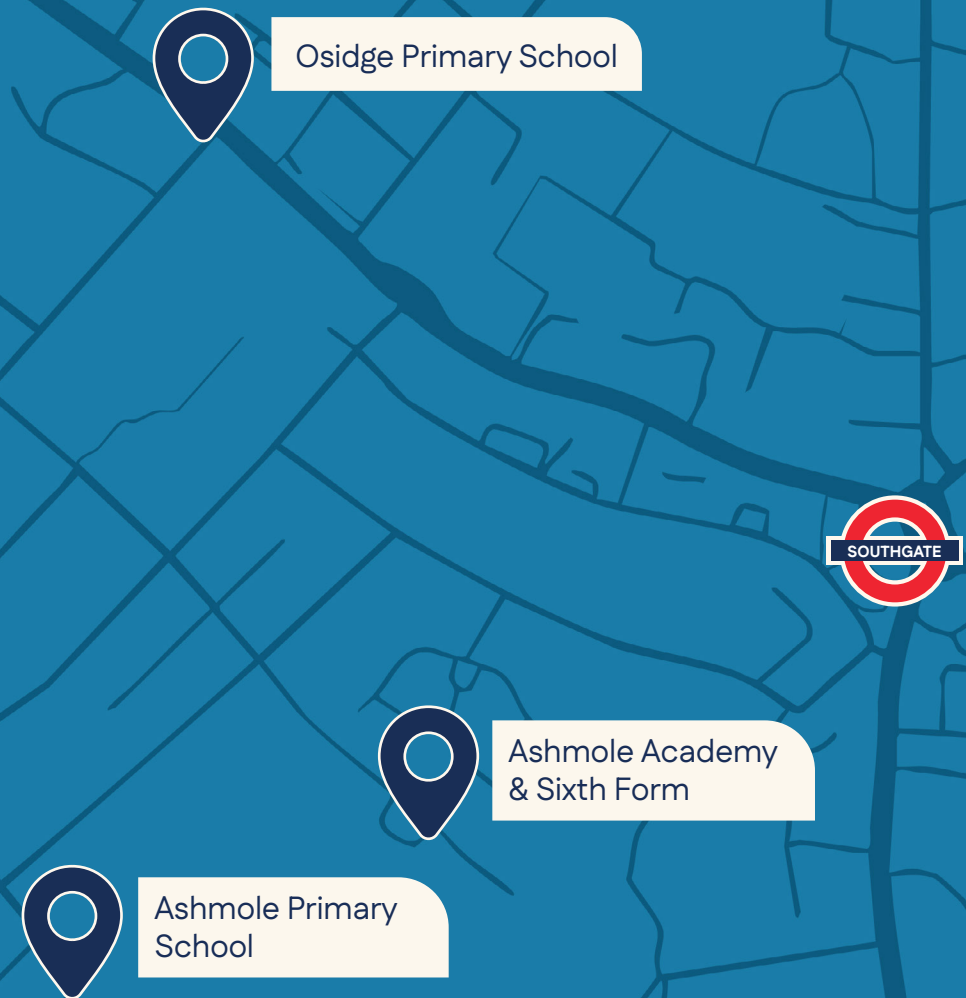
# Our Location

Ashmole Trust is situated in Southgate, North London, only 5-minute walk from Southgate Tube Station. This lies on the Piccadilly Line.

Just a short distance from Central London, with excellent transport links by road, bus and the London Underground. Staff travel from all boroughs of London and surrounding areas.

Southgate is a vibrant suburb just nine miles north of Central London, offering the perfect balance between city connectivity and a welcoming community environment.

The outstanding schools, green spaces, and an array of shops, restaurants, and leisure activities make Southgate an ideal location to live, work, and thrive.





Excellence, Aspiration and Care in Partnership

## Get in Touch

Ashmole Trust  
Cecil Road, Southgate, London  
N14 5RJ

Tel: 020 8361 2703  
Email: [office@ashmoletrust.org](mailto:office@ashmoletrust.org)  
Website: [www.ashmoletrust.org](http://www.ashmoletrust.org)