



Candidate Information Pack

Trustee Roles



In this candidate information pack you will find further information on our search for three Trustees, together with details on the application process with Moon Executive Search

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Excellence



Collaboration



Opportunity

An introduction from our Chair of Trustees

Thank you for your interest in becoming an Olympus Trustee as this will add capacity to our Trust Board which puts learners at the heart of everything we do. I hope that you will find our information pack interesting and, if you feel the role is right for you, we look forward to receiving your application.

As a multi-academy trust, we depend on having a Trust Board and Executive Leadership Team which is able to support and challenge each of our schools. But our values also emphasise the critical role which is played at a local school level, where we have Trust Governors who are much closer to the school community – understanding its particular needs and having a real opportunity to make a difference to our learners.

Life within the Olympus Academy Trust has a habit of moving quite rapidly. We have five primary schools, one all-through school, three secondary schools - one with a specialist Engineering pathway. We are the sponsor Trust for Lyde Green Secondary School which is due to be built and open in the next two years, we are 6 months into planning a replacement secondary school for Patchway Community School under the Prime Minister's Schools Rebuilding Programme and we have ongoing expansion projects such as a new nursery provision and school field replacement schemes. Each of our schools has its own unique identity and culture but there are many things that we align and/or do in common across the Trust to maximise opportunities to collaborate, share best practice and reduce workload. A key part of your role, if appointed, will be to hold the Executive Leaders to account and provide strategic direction to help all our schools work together to form a high-quality 4-19 offer across the Trust.

To help you in this task, you will be working with a strong and experienced Board of Trustees and Executive Leadership Team, which help formulate the overall strategic direction of the Trust, all of whom are committed to providing every learner with the best possible learning opportunities. Strong, effective governance is absolutely essential to school improvement – the best schools have the best governance, which is why we have developed a training and induction programme to support you in your role.

The role is very rewarding, and all we ask in return is that you share our commitment to our schools, have a desire to learn more about how to be an effective member of our governance team and demonstrate our values. If you are as passionate about education as we are, if you want to make a difference for learners and their families and are up for the challenge afforded by this role, you will be joining us at a very exciting and challenging time for the Trust.



Sarah Williams
Chair of Trustees
Olympus Academy Trust

About Us

Our Vision and Values

To support and enable all learners to believe in themselves, achieve beyond their expectations and develop the skills needed to succeed and enjoy life.

At Olympus our vision as a multi-academy Trust is to develop excellence in every phase of a learner's journey from Early Years to Post 16, and to be considered an employer of choice, education provider of choice and community partner of choice.

Each school within the Trust to be:

- 1) recognised as a centre of excellence and nurture for its learners
- 2) independent, strongly led and self-improving
- 3) an integral part of its local community and valued as such
- 4) giving support to and receiving support from other schools within the Trust
- 5) successfully engaging with parents/carers to support learner progress, well-being and achievement
- 6) offering opportunities for learners beyond their own school, through collaboration

We aim to develop the Trust's core values, to promote respect and the skills for life-long learning.



Working in Partnership

Success through partnership

By working in partnership our schools enjoy additional opportunities for the benefit of staff, students and the local community.

By sharing best practice and enhancing access to expertise, we are enriching our students' experiences and providing them with an innovative educational offer for success in the 21st century.

Staff working together

Working together in a formal partnership means that staff can share examples of best teaching practice.

Staff also meet to plan and train together on a regular basis with coordinated training dates taking place between the schools. The Trust is committed to ensuring the highest quality of staff are recruited, trained and rewarded so that our learners benefit from outstanding teaching at all levels and our staff benefit from a rewarded personal development plan and CPD opportunities.



Our Performance

Olympus itself isn't inspected, only its schools. However, inspectors make judgements about the quality of our support and impact as part of every inspection visit.

Inspectors refer to Olympus as 'the trust' because we are a Multi Academy Trust.

- Since joining **the trust**, you and your leaders have set the school on an ambitious path of improvement. You have worked very successfully with the executive headteacher of the trust. School leadership has been strengthened considerably, and you have recruited and nurtured a team of committed and effective teachers. July 2019 [Filton Hill Primary School]
- **The trust**, the headteacher and all leaders at the school are ambitious to provide a high-quality education to all pupils. The values of the school are clear and underpin the school's management decisions. Nov 2019 [Abbeywood Community School]
- **The trust's** support for the school has brought about significant improvement. June 2018 [Callicroft Primary Academy]
- Staff training and support networks facilitated by **The Olympus Academy Trust** are leading to improving standards. November 2017 [Charborough Road Primary School]
- The **academy trust** provides effective support and training which has helped senior leaders improve the quality of teaching. November 2017 [Charborough Road Primary School].



Our Schools



Our Governance

We think it's important to have governance in our schools

We have a Board of trustees, who are accountable for all the school in the Olympus Academy Trust and provide oversight. Supporting the Board, each of our schools has a School Improvement Committee, with representatives from staff, parents, and community members

Why become a trustee?

Make a difference.

Trustees provide critical challenge and support to the leadership team of the Trust with the ultimate aim of improving learner progress and outcomes. Taking a Trustee role is a unique opportunity to positively influence children and young people's lives.

Get to know your community.

Our schools are tied to the fabric of their community, and it is part of the role of being a Trustee to ensure that we are accountable to the area we serve and representing the community as a whole.

Develop your skills.

You can expect to develop a range of both new and existing skills. Training is provided and there is a wealth of independent training providers which offer opportunities for professional development.

You might want to develop your professional expertise in a specific capacity, or it could be softer skills like team working as the Board deliberate and reach a significant decision.

Improve your knowledge about the education sector.

School staff make up part of a governing body so as a trustee you can join with a range of skills. What is more important to the role is a specific working skill set relevant to the operations of a Trustee Board and commitment to the position.

It's a challenge.

There's no denying that being involved in governance is a challenge, but that's a good thing. The role should be a challenge (because it's important) and it can put you out of your comfort zone when you have to get to grips with new policies, procedures and challenges.

This challenge does not necessarily mean the role is time consuming – though of course it can be – but it will certainly, at least initially, challenge you to think in new ways and work with new people.

Role Descriptions

(1) – Trustee senior leadership, Non-Exec, Trustee, Governor experience with a view of becoming the Chair of the Board in 2026.

(2) - Trustee with HR skills

(3) - Trustee with Secondary Education experience/knowledge

Remuneration: Voluntary and Unpaid. Reasonable out of pocket expenses reimbursed.

Location: Board Meetings – in person South Glos
Sub-committee Meetings – can be online

Time commitment: One Board Meeting every term 6 in total 5.30pm to 7.30pm
One Sub-committee meeting every term 6 in total 5.30pm to 7.30pm. (*The Trust Improvement Committee meeting however is held in the daytime, usually a morning, for 2 hours).

Trustee/Governor Development Sessions every term 6 in total 2 hours – varied discussions for examples reports and data, certain areas of concern 5.30pm to 7.30pm.

Total of circa 3-4 working days per annum + Reading

Term of Office: People are able to serve up to three terms of four years. Maximum of twelve years.

Reporting to: Chair of Trustees

The statutory role of a Trustee is to:

- Ensure the Trust is carrying out its purposes for the public benefit
- Comply with the Trust's governing document and the law
- Act in the Trust's best interests
- Manage the Trust's resources responsibly
- Act with reasonable care and skill
- Ensure the Trust is accountable

Trustees are expected to adhere to the Nolan Principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

PERSON SPECIFICATION - OVERALL EXPERIENCE

Trustees bring a diverse range of skills, knowledge, and experience to the Board.

The requirements for Candidates are enthusiasm and commitment to work with a team of others for the benefit of the Trust and its objectives with:

- Experience of operating at a senior level (ideally Executive or Non-Executive)
- Experience of successfully contributing to decision making at a strategic level
- Experience of business planning, financial management, who can probe, challenge and can bring strong business and commercial acumen to the board
- Experience of working as a Non-Exec, Governor or Trustee of a similar sized charity/MAT/organisation would be advantageous

COMPETENCE, KNOWLEDGE AND SKILLS

- Ability to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives
- Understanding of the difference between Trustee and Executive responsibilities
- Good, independent judgement and strategic vision
- An ability to work effectively as a member of a team
- Ability to understand and accept the legal duties, responsibilities and liabilities of trusteeship and the respective roles of the Chair, Trustees and Chief Executive
- Dedication to impartiality and fairness and the ability to respect confidences
- Commitment to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Commitment to promoting equality and diversity
- Commitment to the organisation and a willingness to devote the necessary time and effort.
- A willingness to bring a diverse range of perspectives to the table
-

PERSONAL QUALITIES

Trustees are expected to:

- Act in the best interests of the Trust
- Exercise due care and attention and use reasonable skill in dealing with the Trust's affairs
- Apply personal skills, knowledge, and experience to help the work of the board and assist in decision-making by the trustees
- Declare potential conflicts of interest
- Attend board meetings and play an active part in discussions and decisions.
- Serve on board committees and working groups as required
- Have a strong empathy with our vision to develop excellence in every phase of a learner's journey from Early Years to Post 16, and to be considered an employer of choice, education provider of choice and community partner of choice.

SKILLSETS REQUIRED:

Trustees 1 – A Trustee who in addition to usual trustee duties you will sit on the Trust Improvement Committee.

We would be interested to talk to Candidates from a range of backgrounds including secondary education, business and not-for-profit.

- You must be able to demonstrate experience of Chairing meetings, either as a Chair or Sub-Committee Chair.
- You will need to have experience working at Board level or in a Senior role reporting to a Board.
- Experience of working with a large people-driven organisation, would be an advantage. The Trust employs approximately 600 staff across 10 sites.
- Have a good understanding of governance.
- Be able to show sound judgement in making measured and fair strategic decisions.
- Have excellent communication and interpersonal skills.

Trustee 2 - A Trustee who in addition to usual trustee duties can sit on the Remunerations and Nominations Committee.

- Preferably professionally qualified in HR.
- Senior level HR management experience with a similar sized organisation, The Trust employs approximately 600 staff across 10 sites
- The experience and ability to provide strategic input around people strategy, recruitment and retention, policies and legal compliance, and risk management and safety.
- Experience of setting strategic direction and supporting delivery, using analytical skills and wise judgement.
- Knowledge of governance, statutory requirements.

Trustee 3 – A Trustee who in addition to usual trustee duties you will sit on the Trust Improvement Committee.

- You must be able to demonstrate an In-depth knowledge of the secondary education sector.
- An understanding of the challenges faced by the secondary education schools.
- Experience of strategic planning within secondary education.
- Experience of working within a senior management levelled role in a secondary educational setting.
- Knowledge of governance, statutory requirements.

Recruitment Process

How to apply

Moon Executive Search has been appointed as chosen Search Partner to Olympus Academy Trust and will manage the recruitment process.

NB: ALL DIRECT APPLICATIONS WILL BE FORWARDED TO

MOON EXECUTIVE SEARCH

To apply, please send a copy of your latest CV together with a supporting statement (no more than 2 sides of A4) explaining your motivations for applying for the role, how your skills, knowledge and experience match the role outline and what you can additionally bring to the role. Please be clear on your application which role you are applying for.

To ensure fairness to all Candidates, any decision to shortlist you for initial telephone screening will be based solely on the information that you supply on your CV and supporting statement.

Therefore, it is important you give as much information as possible regarding why you wish to apply and what you think makes you a suitable applicant.

COMPLETED APPLICATIONS SHOULD BE SENT BY EMAIL TO:

recruit@moonexecsearch.com

**FAO: SANDY HINKS, HEAD OF CHARITY PRACTICE, QUOTING REF:
MC2354 CLOSING DATE FOR APPLICATIONS: SUNDAY, 9TH JULY 2023
INTERVIEWS LIKELY TO BE MID-AUGUST**

Preliminary interviews will be with Moon Executive Search virtually, we anticipate that only one round of panel interviews will be required but Olympus Academy Trust may invite Candidates back for a second round, depending on the candidate pool.

Olympus Academy Trust has retained Moon Executive Search to manage this campaign and are therefore unable to accept CVs from third party agencies. All CVs and expression of interest received will be forwarded directly to Moon Executive Search for consideration.

Moon Executive Search and Olympus Academy Trust are equal opportunities employers and welcome applications from all areas of society and recognises the strength in diversity.

Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status.

We particularly encourage applications from under-represented groups.

On behalf of Olympus Academy Trust, Moon Executive Search would like to thank you for your initial interest in their Trustee Roles.



Further information

About the Trust can be found at:

[About Olympus Academy Trust](#)

Current Trustee's of The Board

[Olympus Academy Trust - Members and Trustees](#)

About Moon Executive Search & Charity Practice

[Moon Executive Search](#)