

SAFFRON ACADEMY TRUST



Chief People Officer

Candidate Information Pack

EVERY CHILD DESERVES TO GO TO A GREAT SCHOOL



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LETTER FROM THE CHAIR OF TRUSTEES

Dear Applicant,

Thank you for your interest in our Chief People Officer (CPO) vacancy. I hope you find the information we have provided helpful. The appointment of a CPO is one of the most important tasks any Trust Board will undertake, and it is vital that we find the right person for the role - someone who recognises our Trust's many strengths and is committed to maintaining its ethos and stability, whilst also possessing the skill set to be an innovative and visionary leader who is able to support our Trust as it grows.



This is a strong and very successful Trust. As I write I can confirm that all our schools are now 'good' or better as far as Ofsted is concerned. This has been the result of, in no small measure, the careful intervention of the Trust where necessary. We are a community of schools, each with its own character but aligned to the overall ethos and values of the Trust. Collectively we aspire to provide a state education of exceptional quality and we believe, quite simply, that every child deserves to go to a great school.

We welcome informal visits to the Trust's Central Services offices, which are based at Saffron Walden County High School, giving you a chance to find out more about Saffron Academy Trust and how our Central Services team operates. We can also arrange for you to visit one or more of our schools if you wish. There will be opportunities on the first interview day for shortlisted candidates to ask further questions and you will find additional information on the Trust's website, including links to our individual schools' websites.

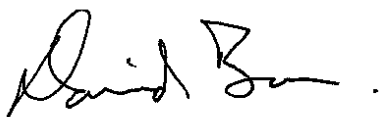
All shortlisted candidates will be advised of the timetable and programme of activities for the assessment and interview days. This process is expected to take place during the week beginning Monday 13th July 2026.

I fully appreciate the time and effort required to complete an application for a post of this nature and I therefore thank you in advance.

Please do not hesitate to contact the Trust if you require any further information or would like to arrange a visit. Information can be found at the end of this document.

I look forward to receiving your application.

Kind regards,



Mr David Barrs
Chair, Saffron Academy Trust

MESSAGE FROM THE CEO

Thank you for your interest in the position of Chief People Officer (CPO) at Saffron Academy Trust. We are excited to start our search to find the right person to take this role forward as our Trust, which currently comprises nine schools but is also supporting a tenth stand-alone academy, continues to grow and develop.

We are seeking an individual who can be a principled and effective leader of our HR function, co-ordinating the work of the HR leads in all of our Trust schools. You will work collaboratively as a leading member of our Trust Central Team, whilst building strong working relationships with all of our Trust Headteachers and their school senior leaders. You will work closely with me in my role as CEO to plan strategically for the Trust's development and growth over the coming years.



We are looking for someone who can shape our HR function as a single employer to meet the current and future needs of our growing Trust.

If you have not worked in the education sector before - or indeed if you have - we shall be looking for an individual who is committed to learning and improving opportunities for our young people and colleagues, deploying our resources most effectively to support a great education for all of the Trust's children from ages 4-19.

The post will be based at Saffron Walden County High School in Saffron Walden, and there will be some opportunities to work flexibly, alongside regular visits to Trust schools.

This is a rare opportunity within a highly regarded and successful Trust and I hope you choose to apply for this position if you have the necessary skills and personal attributes that we are looking for in our new CPO. I can assure you of a warm welcome and a future role which will be both challenging and rewarding.

I should be very happy for you to visit our Trust in advance of submitting an application. Please contact my PA, Kathleen Hutchinson (khutchinson@saffron.academy) to arrange a visit or a call with me to discuss the position.



Mark Guest
CEO, Saffron Academy Trust



THE VACANCY

Chief People Officer

Salary Range: LGPS points 54-60 (£73,983-£84,915 FTE - Pay award pending)
Start date: 1st September 2026, or by agreement.

Every child deserves to go to a great school

Saffron Academy Trust seeks a committed and passionate individual to embrace our Vision, Values and Ethos and build on our strong foundations already in place. Our new Chief People Officer will provide inspirational, strategic and professional leadership which will ensure the continuing development and success of the Trust and its academies as places of transformational learning with a reputation for high standards across all aspects of its work.

The Chief People Officer will seek to further develop and deliver the vision and the aims of the Trust to create a platform for high standards of learning for all.

We are a growing trust. We are currently a community of three secondary schools, one all-through school and five primary schools, serving more than 6,500 students and employing 1,000 staff.

The Chief People Officer will help to shape the evolution of the Trust as it seeks to build on its initial successes in bringing schools together to address disadvantages and to achieve outstanding outcomes for all pupils. The Chief People Officer will provide an outstanding HR service which supports the education of children and young people across the Trust's schools.

The successful candidate will possess:

- A strong HR management background
- Excellent interpersonal skills
- The ability to think strategically and creatively
- A commitment to supporting high quality education for all children

The role provides a very real opportunity to contribute to the leadership of the strategic direction of our Trust. The new Chief People Officer will be supported by a strong, committed Central Team, Board of Trustees and Members, whilst at school level we have a strong governance structure and highly skilled Headteachers.

Closing date for applications: Tuesday 7th July 2026 @ 10am

Interviews are expected to take place during week beginning Monday 13th July 2026

If you are interested in finding out more about this role prior to application, please contact Kathleen Hutchinson (PA to the CEO) at hr@saffron.academy or on 01799 512184.

Please see page 23 in the Candidate Information Pack for details regarding how to make an application.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure & Barring Service (DBS) Check. Saffron Academy 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 OVERVIEW OF SAT

Our Values & Beliefs

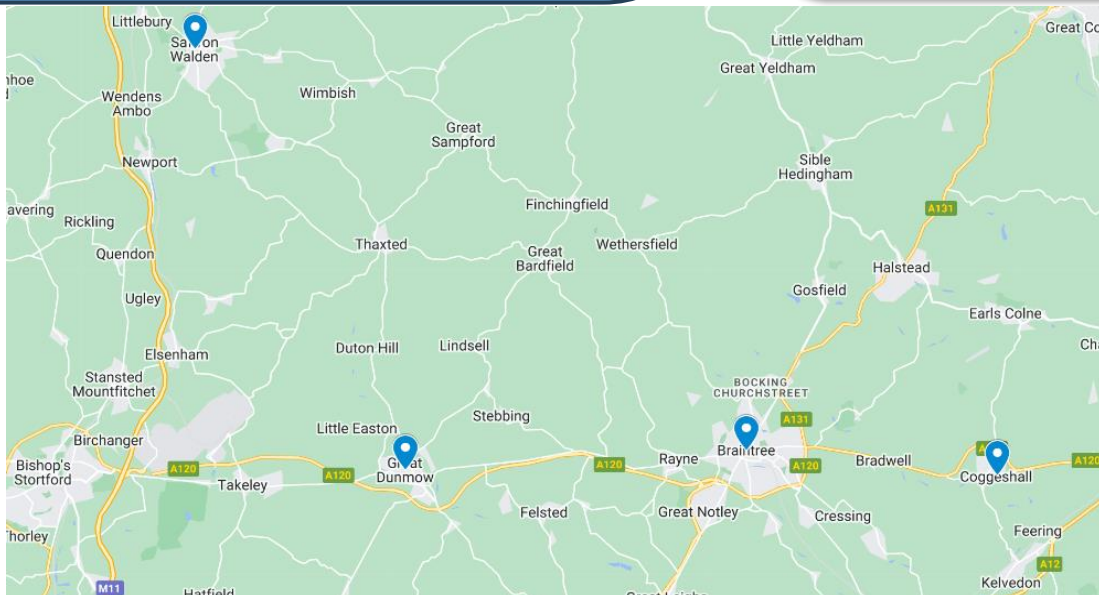
- Every child deserves to go to a great school.
- We are preparing young people for life in a 21st century world.
- Learning in our schools must inspire and lead to achievement and progress for every child.
- Learning opportunities must be broad and of the highest quality.
- We respect the unique character and context of the schools in our partnership, while maintaining high expectations of performance.
- We are all learners and we embrace evidence-based research and value teamwork.

Our Schools

Alec Hunter Academy (AHA), Braintree
Beckers Green Primary School (BG), Braintree
Helena Romanes School (HRS), Great Dunmow
Honywood School (HWD), Coggeshall
Katherine Semar Infant & Junior Schools (KS),
Saffron Walden
R A Butler Infant & Junior Schools (RAB), Saffron
Walden
Saffron Walden County High School (SWCHS)

Our Community

4 Secondary schools,
including 1 all-through
school
5 Primary schools
6,500+ children
1000 staff



THE AIMS OF THE TRUST

The educational aims of SAT are to support and promote:

- an education which enables pupils and young people, aged 3-19, of all abilities to fulfil their academic potential and achieve their personal best
- a broad curriculum across all key stages which promotes excellence
- teaching and learning which is highly engaging and geared to students making excellent progress through the key stages
- transition between key stages which delivers outstanding continuity of learning
- a focus on developing all professionals to deliver the highest quality of teaching and support to all our learners
- schooling which is outward looking and allows students to interact with ideas and people from around the world
- educational research into factors underpinning successful schools and highly effective learning
- involvement with the local area in a way which promotes community cohesion and cultural excellence



We are a community of schools which aspire to provide state education of exceptional quality for their communities because we believe, quite simply, that every child deserves to go to a great school.

ABOUT SAFFRON ACADEMY TRUST

We are seeking a dynamic and principled individual with the skills and flair to support our schools to deliver an exceptional education for the pupils in our Trust. Our new Chief People Officer (CPO) will build on the strong relationships within our Trust and harness the potential of our talented school leaders and staff in order to realise the outstanding promise of our schools. The CPO must be committed to our central ethos, that ***‘Every child deserves to go to a great school’***.

Saffron Academy Trust (SAT) was formed in 2011 when its founder school, Saffron Walden County High School, converted to academy status. Since then, SAT has grown and now comprises 9 schools: Saffron Walden County High School, Katherine Semar Junior and Infant schools and R A Butler Junior and Infant schools in Saffron Walden, Alec Hunter Academy and Beckers Green Primary School in Braintree, Honywood School in Coggeshall, and Helena Romanes School in Great Dunmow, which is an all-through school.

The Trust also encompasses the Saffron Teaching School Hub, one of the first Teaching School Hubs to be designated nationally. Through the Hub and an extensive range of collaborative partnerships, the Trust provides support to over 260 primary, secondary and special schools. One key aspect of the support we provide is to deliver high quality CPD focused both on classroom practice and leadership development.



SAT enjoys an excellent reputation for school improvement. In order to work to achieve this SAT enhances each school’s own strategic plan with a bespoke support package developed in partnership with the Headteacher. A SAT Director of School Improvement oversees the implementation of this plan and reviews it on an annual basis.

All the Trust’s schools are rated Good or Outstanding by Ofsted, underpinning the impact of the collaborative approach we take to support our community of schools.



An exciting development, following several years of hard work and negotiation with the Department of Education, is that plans have been finalised to rebuild Helena Romanes School on a new site in Great Dunmow. Work has already started and the new Primary school building is due to open in 2027, followed by the Secondary school building the following year. This key project is being overseen by our CEO along with our Central Services team and the Executive Headteacher of the school.

School re-builds are also due to commence shortly at Katherine Semar Infant and Junior Schools and at Honywood School.

SAT's Central Services team supports our schools by providing financial services, IT management, premises management and higher level HR support so that school leaders and their Local Governing Bodies can focus their attention on standards of education.

The CPO we are seeking will be a source of inspiration who is creative and focused on enhancing our pupils' education, academic achievement and well-being. They will be a source of strength but also a considerate and wise manager of people with the capacity to motivate colleagues and sustain a high level of staff morale.

If you think that you have the skills, expertise and personal attributes to help to steer and support our Trust forward through its next phase of development, we would be delighted to hear from you.

Further information can be found on the Trust's website at www.saffron.academy



OUR GROWTH STRATEGY

Our vision is to be a local community of primary and secondary schools. We aspire to provide state education of exceptional quality and our emphasis is on school improvement rather than growth for growth's sake. As we grow, we will add other schools carefully and judiciously to our Trust if they share our values and wish to join us.

Since 2016 we have grown surely but steadily from 4 to 9 schools and, in addition, we have formed a Teaching School Hub. Remaining human in scale is important to us because our approach to school improvement is bespoke and done 'with' and not 'to' our schools. The Director of our Teaching School Hub, in conjunction with our Primary and Secondary Directors of School Improvement, develops SAT improvement plans in partnership with each Headteacher and we are careful to ensure that these add value to each school's own improvement plan.

Our Headteachers work closely together as part of a SAT Executive group and strategic decisions are consulted on through this forum. The CEO visits the Trust's schools regularly and works closely with every school leader. We regularly conduct reviews of aspects of school provision, including annual Fresh Eyes Reviews and external Safeguarding Audits in each school.

As we have grown, we have developed provision hubs in the Braintree and Uttlesford areas. Our financial services and IT networks are managed in this way.

As a medium sized Trust, we are open to new ideas and prepared to question our own practice. We also work collaboratively with other Trusts in our region for our mutual benefit.



OUR SCHOOL IMPROVEMENT STRATEGY

It is the aim of SAT to provide places for children in nothing less than ‘Good’ schools. Through our Scheme of Delegated Authority, many areas of decision making are delegated to our individual Academies. However, the Trust reserves the right to change the level of authority delegated to schools in order to support their continued improvement. Secondary Headteachers in SAT are line-managed by the CEO and Primary Headteachers are line-managed by a Deputy CEO through regular supportive and challenging meetings.

Each school is thoroughly risk assessed annually by the CEO and Director of School Improvement, in consultation with the Headteacher, to determine what level of support the school will receive from the Trust in that academic year. The SAT Director of School Improvement and Teaching School Hub works closely with the school to ensure that actions are completed and targets met. Specialist Leaders of Education (SLEs) from within the Trust are deployed in schools to support improvement strategies, along with the support of a wider team of Expert Practitioners drawn from schools across the Saffron Teaching School Hub area. The SAT Improvement Plan for the school dovetails with the school’s own improvement plan, which is a more comprehensive document.



The Trustees rigorously review the performance of each school through termly Board meetings.

THE SAFFRON TEACHING SCHOOL HUB

SAT runs the Saffron Teaching School Hub, which is one of 87 Teaching School Hubs across England. It is the designated Teaching School Hub for the area covering the local authority districts of Braintree, Chelmsford, Epping Forest, Harlow and Uttlesford. We work with strategic school and Trust partners, Essex County Council and Curriculum Hubs who are all dedicated to supporting the profession.



The remit of the Saffron Teaching School Hub is to deliver on the 'Golden Thread' set out in the DfE's Teacher Recruitment and Retention Strategy by transforming the training and support teachers and school leaders receive at every stage of their career. This 'Golden Thread' runs from Initial Teacher Training (ITT) through to school leadership.

Saffron Teaching School Hub plays a significant role in delivering:

- School-based [Initial Teacher Training](#)
- The [Early Career Programme](#)
- [National Professional Qualifications](#) (NPQs)
- [Appropriate Body](#) services

We also promote and deliver other high-quality evidence-based [professional development](#).

For more information, please visit the Hub's website at www.saffronteachingschoolhub.net



Doug Brechin
Director, Saffron Teaching School Hub

BENEFITS OF WORKING FOR SAT

Cycle to work scheme	Opportunities to work flexibly	Wellbeing We care deeply about our staff and are committed to their wellbeing. We have a Staff Charter and a supportive leave policy	Employee Benefits Package
Occupational Health			
Pensions			
All support staff have access to the Local Government Pension Scheme and benefit from generous employer contributions			
Onsite benefits & facilities at Saffron Walden County High School:			
Free parking for staff			
Free staff access to Fitness Suite			
Early Years Nursery available			
Dog Day Care available			
Generous Annual Leave Entitlement			



WHAT MAKES SAT A GREAT PLACE TO WORK?

Saffron Academy Trust is a community of schools who have chosen to work together, pooling our resources and sharing our ideas so that we can provide an exceptional standard of education to children in our community. We want all staff in Saffron Academy Trust to be able to do an exceptional job so that they can help to give our children and young people a great education. We understand that if staff enjoy going to work, feel valued, know they are listened to and have their talents nurtured they will perform at their best. Staff at SAT want to put in discretionary effort because they love their job.

In order to have excellent, motivated staff we are mindful about their health and welfare, their workload and the simple need for a job to be fun and rewarding. Our experience is that because we look after our staff they often stay and develop their careers within the Trust.

We aim to attract the very best people and to keep their talents we work hard to build loyalty via four strands:

1. Through leading the culture and climate
2. Through talent development
3. Through effective pupil behaviour management
4. Through creating manageable workloads and well-being approaches



At the heart of what we do is an investment in growing and developing our staff. We have a Staff Charter and leadership pathways, we give staff appraisal the time and attention it deserves, we create time for line-management and mentoring and offer coaching.

Our staff, consequently, tell us that they enjoy working in our Trust and feel valued as you can see from some of the comments made by our staff in response to our 2025 Staff Charter questionnaire:

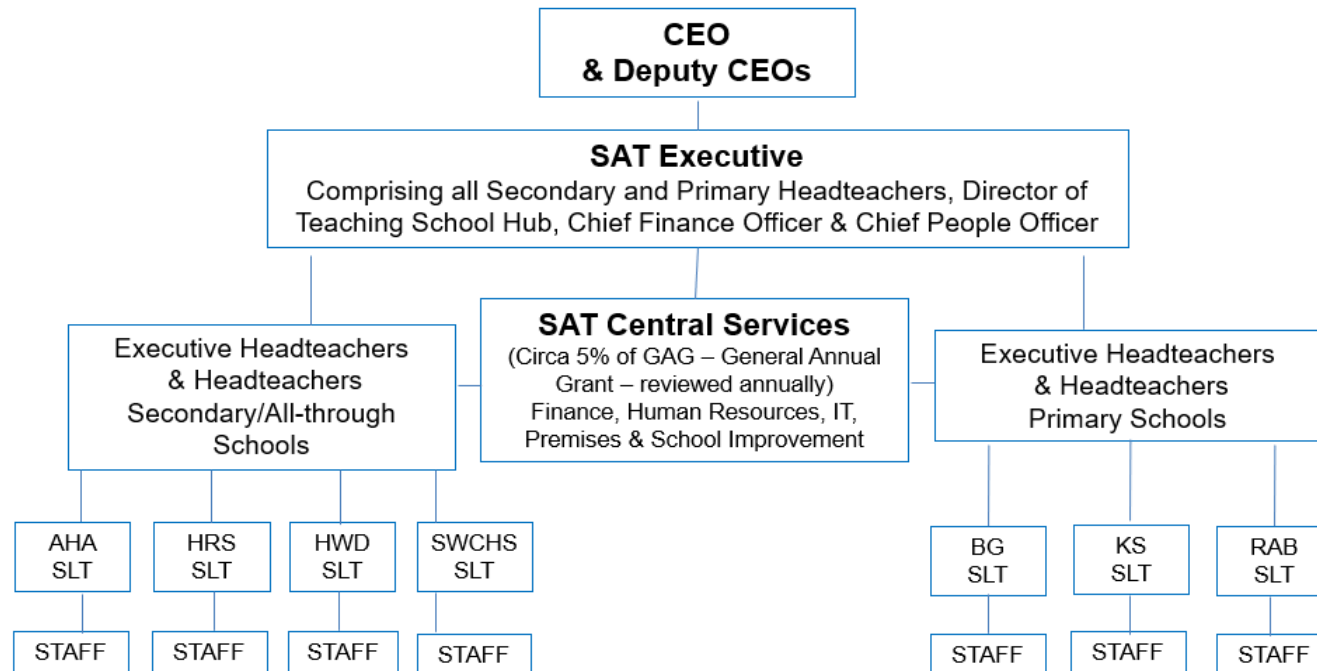
- “This is an excellent Trust to work for because it listens to the thoughts of its staff.”
- “Lovely school and my line manager is excellent.”
- “I love working at this school. My line managers are supportive, kind and keen to improve standards of education for our pupils. It is a privilege to work with leaders and staff who all care so deeply about safeguarding and education to give all pupils the best life chances.”
- “I love working at my school. The school has a wonderful supportive environment.”
- “I have never felt so valued in a workplace or any school I have ever worked at. I thoroughly enjoy coming to work every day!”
- “I adore working here - it is a wonderful school, and I am proud of what we achieve.”
- “My line manager is super, everyone in the school is so supportive, I cannot think of another school that would be so caring, and my work is a joy.”





LEADERSHIP STRUCTURE

Saffron Academy Trust Leadership Structure



Key:AHA: Alec Hunter Academy

HWD: Honywood School

RAB: R A Butler Infant & Junior Schools

BG: Beckers Green Primary School

KS: Katherine Semar Infant & Junior Schools

SWCHS: Saffron Walden County High School

HRS: Helena Romanes School



JOB DESCRIPTION

Salary Range: LGPS points 54-60 (£73,983-£84,915 FTE - Pay award pending)

Line Manager: CEO of Saffron Academy Trust

Reports to: CEO, Saffron Academy Trust Board

Responsible for Human Resource Services across the Trust

- Human Resource Management: including workforce planning, recruitment, remuneration, performance management, employee relations, staff wellbeing
- To support Senior Leaders and school staff with HR-related responsibilities
- To ensure that the Trust operates as a single employer

Overall purpose of Chief People Officer role

- To provide an outstanding HR service which supports the education of children and young people across the Trust's schools.
- To oversee the central HR function and those of its partner schools, and lead on key projects across the schools.
- To work as part of the SAT Executive Group (with the Chief Executive Officer, Chief Finance Officer, Trust Headteachers and Trust Directors of School Improvement), to serve as a catalyst and agent for improvement and innovation, whilst ensuring outstanding service provision and providing targeted support where necessary.

The Chief People Officer is responsible for setting an example of rigorous accountability, providing strategic direction and leadership on a range of HR initiatives including staff recruitment, deployment and engagement; staff wellbeing; internal communication; and Equality and Diversity.

In addition, to support the Chief Executive Officer in the strategic development, growth and operation of the Trust, upholding, promoting and modelling the values of the Trust, and always to adhere to the seven principles of public life (also known as the *Nolan Principles*).

Key Responsibilities of Chief People Officer

- Work with Executive Leaders and Trustees to develop and implement a people-centred strategy across the Trust
- Work to shape and enhance the Trust's culture through introduction of new and innovative approaches to people management and workforce deployment
- Work with Executive Leaders and Trustees to ensure appropriate leadership and management structures are in place
- Lead on a range of organisational change matters
- Provide strategic and professional Human Resources advice to the CEO and Trust Board and facilitate informed decision making around staff engagement and deployment



- Develop and deliver a strategic and integrated approach to workforce planning - building and extending upon the Trust's existing capacity and capability

Operational Leadership

- Act as a focal point for the development of the Trust's People Strategy which supports the Trust Development Plan
- Provision of day-to-day leadership and management support to school-based colleagues dealing with HR matters
- Ensure staff are aware of and comply with HR policies and procedures, together with those relating to safeguarding, equality and diversity, confidentiality and data protection (GDPR, etc).
- Lead on safer recruitment for the Trust, maintaining up-to-date training, and providing advice where appropriate and ensuring that statutory and procedural requirements are met in full
- Ensure that HR policies are up-to-date, regularly reviewed and compliant with current legislation, whether these are adopted from service providers for Trust use, or developed in-house
- Maintain high-quality working relationships with staff, students and other school/Trust stakeholders that contribute to creating an effective and happy working environment
- Evaluate HR support services (e.g. employment law advice, payroll, benefits package) and ensure that all employment procedures within the Trust reflect best practice and are fit for purpose.
- Develop HR reporting and effective use of workforce data - including staff turnover, absences, succession planning.
- Attend Trust Board meetings and other management meetings as requested.

Staff Engagement, Deployment & Support

- Work collaboratively with the CEO, CFO, Headteachers and school HR Leads to develop and implement a recruitment strategy which enables the schools to recruit the highest calibre of staff, with the appropriate skillset, whilst also developing greater cultural and ethnic diversity across the Trust
- Create and deliver appropriate benefits and remuneration packages, to position the Trust as the local 'Employer of Choice'
- Lead the delivery and analysis of employee feedback and data, including staff surveys
- Provide advice and guidance on Single Central Record administration and staff safeguarding/pre-employment checks to schools and the Central Trust Team
- Ensure induction programmes are tailored and delivered to integrate staff quickly into their roles
- Work with Headteachers and their SLT to develop and embed clear line management structures across and within Trust schools
- Work with the Directors of School Improvement, Headteachers and CEO to facilitate high quality CPD, aligned to Trust and school improvement priorities
- Work with the CEO and CFO to develop a Trust-wide approach to succession planning for all key roles in the Trust, which is both effective, flexible and affordable
- Support and where required direct the work of the school HR Leads, leading on HR-related cases that move beyond the level of the staff within schools.



- Provide advice to Trust and School Leaders regarding employment law and recruitment (supported by external legal advisors where appropriate)
- Monitor and support with staff attendance management, including the use of supply agencies and cover staff across the Trust.
- Attend to employee relations matters, including liaison with recognised Trade Unions and Professional Associations where appropriate
- Develop and contribute to an annual programme of wellbeing-related activities, to support and promote the wellbeing and engagement of staff.

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our Trust play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR STAFF AND OUR RESOURCES - HEALTH AND SAFETY

Adherence to health and safety requirements, which include proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

Saffron Academy Trust has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people and expects all staff to understand and to promote its policies in their work.

General

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. At the discretion of the CEO, the post-holder may be asked to carry out any other duties as commensurate within the grade to ensure the smooth running of the Trust.

As a member of staff at Saffron Academy Trust, the post holder will be expected to participate in the Appraisal arrangements.

The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.

The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.



PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
Education and Training			
<ul style="list-style-type: none"> Educated to degree level or equivalent Evidence of continuing professional development Relevant professional HR qualification e.g. MCIPD Additional leadership qualifications e.g. DSBM, Masters' degree, additional HR or management qualifications etc. 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ 	Application Form
Experience			
<ul style="list-style-type: none"> Experience of working in a similar role in either the public or private sector Knowledge and experience of managing external relationships with professional and regulatory bodies and trade unions Management experience with a proven track record in empowering colleagues and teams Understanding of and a passion for education, with a strong moral purpose Experience of managing major change initiatives and balancing competing priorities Up-to-date knowledge of employment law 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	Application Form & References
Knowledge and Skills			
<ul style="list-style-type: none"> Strategic thinker with the ability to exercise strong leadership Extensive analytical skills to provide perspective and insight 	<ul style="list-style-type: none"> ✓ ✓ 		Application Form & Interview



<ul style="list-style-type: none"> • Strong technical ability, with experience of people and team management • Excellent ICT skills (particularly Office 365) • Excellent ability to build consensus across a variety of different stakeholder groups in challenging circumstances • Exceptional problem-solving abilities • Excellent negotiating and presentational skills • Ability to prioritise effectively and to manage own time to meet competing demands and deadlines 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
<p>Personal Attributes</p>			
<ul style="list-style-type: none"> • Outstanding professional profile with an excellent track record in financial management, strong leadership and interpersonal skills • Analytical problem-solving capability with well-developed emotional intelligence, judgement and political awareness • Resilience and ability to drive change, both through their own practice, team and across the Trust schools • Highly effective communication skills, with ability to influence and negotiate effectively • Diplomacy, openness and approachability • Personable, but principled style of strategic leadership and contextual, pragmatic understanding of resource management • Personal integrity, self-awareness and a commitment to personal development and self-reflection • Capacity to work under pressure to meet deadlines and organisational priorities • Ability to work on own initiative and have confidence in dealing with problems as they 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application Form, References & Interview</p>



<p>arise in a professional manner and able to manage changing priorities</p> <ul style="list-style-type: none"> • Strong values that align to those of the Trust • Driving licence, vehicle access and willingness to travel to Trust schools and those who work with us • Willingness to work flexibly to join, as required, Board and/or local governors' meetings • Commitment to the highest standards of child protection and safeguarding 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post holder will be subject to Safer Recruitment checks in line with the *Keeping Children Safe in Education* guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.



APPLICATIONS

If you would like to apply for this vacancy, please download and complete the application form which can be found on our website:

[Vacancies - Saffron Academy Trust](#)

Application forms should be completed electronically or sent as a scanned document to Mrs Kathleen Hutchinson at: hr@saffron.academy Should you experience any technical problems, please do not hesitate to contact Mrs Hutchinson via the above email address or at Saffron Walden County High School: 01799 512184.

If you would like to arrange an informal conversation with a Trustee and/or the CEO prior to application, or to arrange a visit to our Central Services offices or to one of our schools, please contact Mrs Kathleen Hutchinson at hr@saffron.academy or on 01799 512184.

- Please be advised that we **do not accept CVs** as a form of application. You **must** complete the SAT Application Form (see above).
- Our Trustees are committed to safeguarding and promoting the welfare of all children and young people and expect all staff and volunteers to share in this commitment.
- Members of the Trust's Board of Trustees will be involved in the interview process.
- Employment is subject to satisfactory medical checks, enhanced DBS clearance and suitable references.

We look forward to hearing from you.

