Endeavour Partnership Trust

Excellence Through Partnership



Chief Finance and Operations Officer (CFOO)

Applicant Pack

Endeavour Partnership Trust



A small Trust with **big ambitions**

Welcome from our Trust Lead and CEO



Dear Applicant,

Thank you for your interest in joining Endeavour Partnership Trust as our Chief Finance and Operations Officer (CFOO).

We are a small Trust, currently comprising three primary schools, but we have big ambitions. We are proud of the communities we serve, of the distinct identity of each of our schools and of the way in which partnership allows us to achieve more together than we could alone.

As we move into the next stage of our development, this is a pivotal appointment. The CFOO will work closely with me, our Headteachers, the Trust Executive Team and Trustees to ensure that our financial and operational foundations are strong, sustainable and ready to support responsible growth. This is much broader than a traditional finance role. Alongside financial strategy and stewardship, the portfolio includes estates and premises, digital strategy, compliance and risk, procurement, income generation and wider operational development.

We are looking for someone who combines strategic judgement with a willingness to understand the detail. You will be credible with Trustees and senior leaders, able to offer clear professional advice and constructive challenge, and equally comfortable working alongside schools to find practical solutions. In a Trust of our size, relationships matter. We lead through influence, trust and partnership, and we want our schools to feel supported and strengthened by the central team.

Our ambition is not to create unnecessary central bureaucracy. It is to build proportionate, efficient and scalable systems that allow our Headteachers and staff to focus on what matters most: providing an excellent education and the very best opportunities for our pupils. The successful candidate will therefore have the opportunity to shape the role and make a visible contribution to the future of the Trust. We also recognise that attracting and retaining exceptional leaders means creating a working environment in which people feel supported and trusted. We value flexibility and are open to discussing working arrangements that enable the successful candidate to thrive, both professionally and personally.

If that combination of purpose, challenge and opportunity appeals to you, I hope you will consider applying. Thank you again for your interest in Endeavour Partnership Trust and I look forward to hearing from you.

With best wishes,

Jo Marchant
Trust Lead and CEO

About Endeavour Partnership Trust



Endeavour Partnership Trust is currently a family of three primary schools serving diverse communities in south-east London. Partnership, collaboration and school improvement are at the heart of the Trust. Schools retain their individual identities while benefiting from shared expertise, challenge, support and carefully procured central services.

Our vision is to provide an excellent education for every pupil in a climate of honesty, collaboration, happiness and transparency. We are committed to inclusive education and to pupils thriving academically, emotionally and socially.

A small Trust with big ambitions

Our Trust began in 2016 and has grown through a clear commitment to collaboration and school improvement. We are ready for the next stage of our development and are actively building the capacity, systems and infrastructure needed for sustainable growth.

What matters to us

- High standards and strong stewardship of public resources
- Partnership and collaboration rather than a one-size-fits-all model
- Inclusive schools where pupils are happy, safe and challenged
- Investment in people, professional learning and leadership
- Services and systems that directly benefit schools and create capacity for educational leadership
- Responsible growth that strengthens the Trust and the communities we serve

Our family of schools



Windrush Charlton Primary	A large and inclusive school serving a highly diverse community. The school promotes happiness, diversity, collaboration, kindness and respect, with a curriculum that reaches beyond the classroom.
Windrush Thamesmead Primary	A one-form entry primary school with nursery provision. The school is warm, caring and inclusive, with a whole-school approach to nurture and a strong commitment to successful learning and positive wellbeing.
Hawksmoor Primary	A two-form entry primary school in Thamesmead with a vibrant, nurturing ethos. Since joining the Trust in 2021, the school has made significant improvement and continues to develop a rich, values-led curriculum.

Partnership in practice

Schools do not work in silos. The Trust is built on sharing resources, expertise and best practice while recognising that each school has its own context and identity.

The opportunity



The Chief Finance and Operations Officer is a key member of the Trust Executive Leadership Team. The postholder will provide strategic leadership across finance, estates and premises, digital services, compliance, risk, procurement and wider business operations, ensuring that the Trust is financially sustainable, operationally effective and appropriately resourced to deliver its educational ambitions.

Headline accountabilities

Financial sustainability	**Estates & premises**	**Digital strategy**
Compliance & risk	**Income generation**	**Growth & operational development**

Why this role matters now

- The Trust is preparing for responsible growth and needs systems and services that are scalable without becoming unnecessarily bureaucratic.
- The CFOO will help translate strategic priorities into sustainable financial and operational plans, ensuring that resources remain focused on pupils and schools.
- The role brings together finance, estates, digital, compliance, risk and commercial thinking, providing a rare opportunity to shape the whole operating model of a growing Trust.
- The CFOO will be a trusted adviser to the CEO and Trustees while building strong, service-focused relationships with Headteachers and school leaders.

The role in a growing Trust

The CFOO is expected not only to administer existing arrangements, but to build sustainable, scalable systems and identify opportunities that strengthen the Trust's capacity as it grows from three schools and potentially beyond.

Role details

Accountable to	Chief Executive Officer
Responsible to	Chief Executive Officer and Board of Trustees
Location	Trust-wide, with regular presence across all Trust schools
Contract	Permanent, all year round. Full time (35 hours per week), with 0.8 FTE considered
Leadership role	Member of the Trust Executive Leadership Team
Salary	£80,000. Negotiable depending on experience.
Flexible working	We are committed to supporting flexible working and welcome discussions about arrangements that meet individual circumstances and the operational needs of the Trust. Options that may be considered include flexible start and finish times, compressed hours and some home working.

The person we are looking for

The successful candidate will be an accomplished, values-led finance and operations leader who combines strategic judgement with a thorough understanding of operational detail. They will bring credibility with Trustees and senior leaders, sound stewardship of public funds and the ability to build proportionate, efficient and scalable systems for a small and growing Trust.

They will be collaborative, solutions-focused and committed to ensuring that excellent finance and operational services enable Headteachers and staff to concentrate on delivering high-quality education for pupils.

What will distinguish the strongest candidates

- A recognised accountancy qualification and substantial senior-level financial leadership experience
- The capacity to lead a broad operational portfolio, not finance in isolation
- Strong governance, risk, compliance and assurance instincts
- Confidence with estates, digital services, procurement and external providers
- Commercial and entrepreneurial thinking balanced by public accountability and charitable purpose
- The ability to build trust, influence well and give independent professional advice
- A calm, practical and solutions-focused approach with strong attention to detail

Job Description

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Role purpose

The Chief Finance and Operations Officer will be a key member of the Trust's Executive Leadership Team, providing strategic leadership across finance, estates and premises, digital services, compliance, risk, procurement and wider business operations.

The CFOO will ensure that Endeavour Partnership Trust is financially sustainable, operationally effective and appropriately resourced to deliver its educational ambitions. Working closely with the CEO, Headteachers, Trustees, and other members of the Trust Executive Team the postholder will develop systems, services and infrastructure capable of supporting a growing Trust while ensuring that resources are used effectively for the benefit of pupils and staff.

The role will combine strategic leadership with effective operational oversight. In a small and growing Trust, the CFOO will be expected to understand the detail, provide practical solutions and ensure that Trust-wide systems are proportionate, efficient and scalable.

Strategic leadership and Trust development

- Contribute fully to the strategic leadership and future direction of Endeavour Partnership Trust as a member of the Executive Leadership Team.
- Work closely with the CEO and Trustees to translate the Trust's strategic priorities into sustainable financial and operational plans.
- Leads through influence, trust and partnership rather than title or position, ensuring schools feel co-improved rather than done to.
- Ensure that finance, estates, digital and operational strategies are aligned with the Trust's educational priorities.
- Contribute to the Trust's growth strategy and assess the financial, estates, digital and operational implications of schools potentially joining the Trust.

- Lead operational due diligence relating to potential Trust growth and support the successful onboarding and integration of new schools.
- Develop systems and services that are scalable and capable of supporting a larger Trust.
- Provide high-quality strategic advice, analysis and recommendations to the CEO, Trustees, committees and Headteachers.
- Maintain a strong culture of value for money, accountability, continuous improvement and effective stewardship of public resources.

Financial leadership and sustainability

- Lead the development and implementation of the Trust's financial strategy.
- Ensure robust medium and long-term financial planning, including multi-year forecasting and scenario planning.
- Lead the annual Trust and school budget-setting process.
- Oversee management accounts, cash-flow forecasting, reserves and financial performance.
- Provide clear and timely financial reporting to the CEO, Trustees, relevant committees and Headteachers.
- Ensure effective financial controls, delegated authorities and financial procedures operate across the Trust.
- Ensure compliance with the Academy Trust Handbook, funding agreements, accounting requirements and other relevant regulatory expectations.
- Lead preparation for the annual external audit and oversee implementation of audit recommendations.
- Oversee internal scrutiny and ensure that identified actions are addressed effectively.
- Advise Trustees and senior leaders on financial risk and affordability.
- Ensure effective procurement and contract management and demonstrate value for money.
- Maintain effective relationships with auditors, banks, insurers, professional advisers, funding bodies and other relevant organisations.
- Ensure that financial decisions remain focused on supporting the Trust's educational priorities and improving outcomes and opportunities for pupils.

Income generation and external funding

- Develop and implement a Trust-wide income-generation strategy.
- Proactively identify opportunities to diversify and increase income beyond core funding.
- Identify and coordinate applications for grants, capital funding and other external funding opportunities.
- Work with the CEO and other Trust leaders to identify opportunities to offer appropriate services, expertise or facilities externally.
- Explore opportunities for partnerships, sponsorship and other appropriate sources of income.
- Maintain an income-generation pipeline, including potential opportunities, applications, outcomes and income secured.
- Ensure that all income-generating activity is financially viable, appropriately governed and aligned with the Trust's values and charitable objectives.
- Report regularly to the CEO and Trustees on income-generation activity and progress.

Estates, premises and capital development

- Develop and maintain a Trust-wide estates and premises strategy.
- Ensure each school has appropriate asset-management and condition information informing Trust priorities.
- Develop a planned and prioritised programme of maintenance and capital investment.
- Oversee significant premises, refurbishment and capital projects.
- Identify and pursue appropriate capital funding opportunities.

- Ensure effective systems for statutory premises compliance, including testing, inspection and certification.
- Oversee arrangements for health and safety relating to premises and operations.
- Ensure effective management of contractors and facilities-related service providers.
- Oversee utilities, energy management and environmental sustainability.
- Ensure buildings and facilities are safe, well maintained, compliant and support high-quality education.
- Provide appropriate estates, compliance and capital reporting to Trustees.

Digital strategy and infrastructure

- Lead development and implementation of the Trust's digital strategy.
- Ensure that digital infrastructure supports teaching, learning and effective business operations.
- Oversee relationships and performance arrangements with digital and IT service providers.
- Lead the Trust's transition to and implementation of new digital service arrangements where required.
- Ensure appropriate investment planning for devices, infrastructure, connectivity and systems.
- Oversee arrangements for cybersecurity, resilience, backup and disaster recovery.
- Ensure that technology procurement provides quality and value for money.
- Work with educational leaders to ensure that digital development supports curriculum and pedagogical priorities.
- Oversee progress towards relevant DfE digital and technology standards.
- Ensure appropriate arrangements are in place for data protection and information governance.

Compliance, risk and assurance

- Establish and maintain a coherent Trust-wide compliance framework.
- Maintain the Trust's strategic risk register and ensure significant risks are identified, mitigated and reported appropriately.
- Provide assurance to the CEO and Trustees on compliance across the CFOO portfolio.
- Oversee relevant statutory and regulatory returns.
- Ensure appropriate arrangements for business continuity and emergency planning.
- Ensure effective arrangements for insurance and claims management.
- Maintain oversight of contracts and key service-level agreements.
- Ensure statutory and regulatory deadlines within the CFOO portfolio are understood and met.
- Oversee data protection and GDPR arrangements, including effective support from any external Data Protection Officer.
- Ensure that policies within the CFOO's areas of responsibility remain current, compliant and effectively implemented.
- Develop dashboards and reporting which enable Trustees and leaders to understand financial and operational performance.

Procurement, contracts and shared services

- Lead the Trust's approach to procurement and ensure compliance with relevant procurement requirements.
- Identify opportunities to secure efficiencies through Trust-wide purchasing and shared contracts.
- Lead significant tendering and contract-renewal exercises.
- Establish clear expectations and performance measures for external providers.
- Review the quality, effectiveness and value for money of Trust-wide services.
- Negotiate effectively with suppliers and professional advisers.
- Ensure contracts are appropriately recorded, monitored and renewed.
- Seek opportunities to increase purchasing power and efficiency as the Trust grows.

Supporting schools

- Build strong and trusted relationships with Headteachers and school leaders.
- Ensure central operational services are responsive to the needs of schools.
- Provide leaders with timely, accessible information to support decision-making.
- Work collaboratively with schools to solve operational problems.
- Seek feedback on the quality of Trust-wide services and continuously improve them.
- Support Headteachers to remain focused on their core educational leadership responsibilities by ensuring effective professional support is available in operational areas.

Leadership and management

- Provide professional leadership for staff and external providers working within the finance and operations portfolio.
- Establish clear expectations, accountability and performance measures.
- Develop capacity and expertise across Trust operational functions.
- Promote collaboration between school and Trust-based operational colleagues.
- Model the values and behaviours expected of senior leaders within Endeavour Partnership Trust.
- Contribute positively to the wider leadership and culture of the Trust.

Governance and accountability

- Attend Trust Board and committee meetings as required.
- Provide Trustees with concise, accurate and appropriately analytical information.
- Support Trustees to fulfil their responsibilities for financial and operational oversight.
- Ensure that recommendations and decisions are implemented and tracked.
- Work closely with the CEO to ensure there is clear accountability between executive and governance functions.
- Act at all times in accordance with the Trust's Scheme of Delegation, financial regulations and governance arrangements.

Safeguarding

Endeavour Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory pre-employment checks, including an Enhanced DBS check, references and an online search in line with Keeping Children Safe in Education. We are committed to equality, diversity and inclusion and welcome applications from all suitably qualified candidates.

The role in a growing Trust

The CFOO is expected not only to administer existing arrangements, but to build sustainable, scalable systems and identify opportunities that strengthen the Trust's capacity as it grows from three schools and potentially beyond.

This job description is intended to provide a clear summary of the principal responsibilities of the role. It may be reviewed and amended to reflect the changing needs and development of Endeavour Partnership Trust.

Person Specification

The selection process will assess candidates against the criteria below. E = Essential, D = Desirable, A = Application, I = Interview and R = References.

Qualifications and professional standing

Criteria	Essential	Desirable	Assessment
A recognised accountancy qualification, such as ACA, ACCA, CIMA, CIPFA or an equivalent professional qualification.	E		A
Evidence of relevant continuing professional development and current technical knowledge.	E		A/I
A degree or equivalent level of professional experience.		D	A
Relevant qualification or substantial professional development in estates, procurement, digital, risk or business management.		D	A

Strategic finance and resource leadership

Criteria	Essential	Desirable	Assessment
Substantial senior-level experience of financial leadership, including budgeting, multi-year forecasting, cash-flow management, reserves and scenario planning.	E		A/I
A successful record of developing and implementing financial strategy aligned with organisational priorities.	E		A/I
Experience of producing clear, timely and analytical financial reports for boards, committees and senior leaders.	E		A/I
Strong knowledge of financial controls, delegated authorities, audit, internal scrutiny and risk-based assurance.	E		A/I
Experience of leading effective procurement, contract management and value-for-money activity.	E		A/I
Experience of finance within an academy trust, school, charity or other publicly funded organisation.		D	A/I
Knowledge of the Academy Trust Handbook, academy funding arrangements and relevant accounting requirements.		D	A/I

Operations, estates and digital leadership

Criteria	Essential	Desirable	Assessment
Significant experience of leading a broad operational portfolio and translating strategy into reliable operational delivery.	E		A/I
Experience of developing organisation-wide systems, processes and services that are efficient, proportionate and scalable.	E		A/I

Criteria	Essential	Desirable	Assessment
Experience of estates strategy, asset management, planned maintenance, statutory premises compliance and capital projects.		D	A/I
The ability to commission, manage and challenge contractors and external service providers effectively.	E		A/I
A sound understanding of health and safety, business continuity, insurance and emergency planning.	E		A/I
Experience of shaping or overseeing digital strategy, IT service provision, cybersecurity, resilience and investment planning.		D	A/I
Knowledge of data protection and information governance requirements.	E		A/I
Experience of environmental sustainability, energy management or decarbonisation planning.		D	A/I

Growth, development and income generation

Criteria	Essential	Desirable	Assessment
Experience of assessing the financial and operational implications of organisational growth or significant change.	E		A/I
Strong project and programme management skills, with the ability to manage interdependencies, risks, deadlines and stakeholders.	E		A/I
Experience of due diligence, onboarding, integration or organisational transformation.		D	A/I
Experience of securing grants, capital funding or other external income.		D	A/I
A commercial and entrepreneurial outlook, balanced by strong governance, public accountability and alignment with charitable objectives.	E		A/I

Governance, compliance and risk

Criteria	Essential	Desirable	Assessment
Experience of advising a board, governing body or senior committee and supporting effective strategic oversight.	E		A/I
The ability to maintain a coherent compliance and risk framework and provide clear assurance to Trustees and senior leaders.	E		A/I
Strong understanding of accountability, transparency and the proper stewardship of public resources.	E		A/I
Experience of maintaining strategic risk registers, compliance reporting, statutory returns and action tracking.	E		A/I
Understanding of academy trust governance, schemes of delegation and the respective roles of executive leaders and Trustees.		D	A/I

Leadership, relationships and communication

Criteria	Essential	Desirable	Assessment
A successful record of senior leadership, including setting expectations, building capacity and holding others to account.	E		A/I/R
The ability to build trusted and constructive relationships with the CEO, Trustees, Headteachers, colleagues, advisers and external partners.	E		A/I/R
Excellent written and verbal communication skills, including the ability to explain complex financial and operational matters clearly to non-specialists.	E		A/I
The confidence to provide independent professional advice, offer constructive challenge and make evidence-based recommendations.	E		A/I/R
A collaborative, service-focused approach and a commitment to seeking feedback and improving Trust-wide services.	E		A/I/R
Strong negotiation and influencing skills.	E		A/I

Personal qualities and values

Criteria	Essential	Desirable	Assessment
Unquestionable integrity, sound judgement and a strong commitment to ethical leadership.	E		I/R
A practical, calm and solutions-focused approach, with the resilience to manage competing priorities and complex issues.	E		I/R
Strategic thinking combined with close attention to detail and a willingness to understand operational delivery.	E		I/R
A commitment to continuous improvement, innovation, accountability and value for money.	E		I/R
A strong commitment to the Trust's values, inclusive education and improving outcomes and opportunities for pupils.	E		I/R
A willingness to respond flexibly to the operational needs of the Trust, including working across Trust schools and attending occasional meetings or events outside normal working hours, where required.	E		A/I

Safeguarding and safer recruitment

Criteria	Essential	Desirable	Assessment
A clear commitment to safeguarding and promoting the welfare of children and to creating a strong culture of safeguarding across all areas of responsibility.	E		A/I/R
An understanding of how services, procurement, premises, contractors, data and operational systems contribute to effective safeguarding.	E		A/I
Willingness to undertake an enhanced DBS check and any other pre-employment checks required for the role.	E		A

Why join Endeavour Partnership Trust?

A small Trust with big ambitions

This is an exciting time to join Endeavour Partnership Trust. We are a small, ambitious and values-led Trust with a strong commitment to collaboration, inclusion and continuous improvement. As our new Chief Finance and Operations Officer, you will have the opportunity to make a significant and visible contribution to the next stage of our development.

What we can offer you

The opportunity to help shape our future

You will join us at an important point in our journey. We have ambitions to grow, but growth must be purposeful, sustainable and focused on improving opportunities for pupils. You will have genuine influence over the development of our systems, infrastructure and services.

A role where your impact will be visible

In a Trust of our size, senior leaders are close to our schools, our people and our communities. You will be able to see the difference that strong financial and operational leadership makes and how it supports Headteachers to focus on excellent education.

A collaborative and values-led culture

Partnership is central to who we are. We believe in working with schools rather than doing things to them. We value honesty, collaboration, happiness and transparency and want our central services to be responsive, supportive and trusted.

A commitment to your professional development

We are committed to developing our people at every level and in every role. We will invest in your professional growth through relevant development, opportunities to extend your expertise across the CFOO portfolio, engagement with external networks and experiences that support the next stage of your leadership journey.

Professional autonomy with genuine partnership

We are looking for someone who will bring expertise, judgement and constructive challenge. You will have the opportunity to shape strategy, advise Trustees and senior leaders and lead significant areas of Trust development within a culture of openness and collective responsibility.

A strong sense of purpose

Every decision we make about finance, estates, technology, procurement or operations is ultimately about creating better conditions for pupils to succeed. We serve diverse communities and are determined that every pupil should be safe, happy, challenged and able to flourish.

A strong sense of purpose

We recognise that talented people thrive when they feel trusted, valued and supported. We are committed to fostering a positive working culture that recognises the importance of flexibility, wellbeing and a healthy work-life balance.

We are open to considering a range of flexible working arrangements, including 0.8 FTE, flexible start and finish times, compressed hours and opportunities for some home working. We welcome discussions about how these arrangements might support individual circumstances while ensuring the needs of our schools and Trust are met.

Why apply?

If you are an experienced finance and operations leader who enjoys combining strategic thinking with practical delivery, this role offers the chance to have real influence. We are looking for someone who shares our ambition, understands the importance of excellent stewardship and wants to help build the infrastructure of a successful and growing Trust.

You will be joining a Trust with a clear sense of purpose, strong values and the ambition to do even more for the pupils and communities we serve.



How to apply



We welcome applications from candidates who can demonstrate how their experience, professional expertise and leadership approach meet the requirements set out in this pack.

Application arrangements

Closing date	Midday Friday 11 December 2026
Interview date	Wednesday 16 December 2026
Start date	As soon as possible, subject to the successful candidate's availability and notice period.
Application method	Application form. CVs will not be accepted.
Informal conversation / visit	Email recruitment@endeavourpartnershiptrust.org.uk to arrange an information conversation with the Trust Lead or a visit to the Trust.

Your application

- Please ensure that your application addresses the essential criteria in the person specification and demonstrates the impact of your leadership.
- Use specific examples to show how you have led financial strategy, strengthened operational services, managed risk and contributed to organisational improvement.
- Applications should make clear how your approach would support a small Trust with ambitions to grow while retaining strong relationships with its schools.

Safeguarding and equality

Endeavour Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory pre-employment checks, including an Enhanced DBS check, references and an online search in line with Keeping Children Safe in Education. We are committed to equality, diversity and inclusion and welcome applications from all suitably qualified candidates. Reasonable adjustments will be considered to enable candidates with disabilities to participate fully in the recruitment process.



Endeavour Partnership Trust

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