



CHIEF EXECUTIVE OFFICER

Part-time – fixed term contract

The United Westminster and Grey Coat Foundation (UWGCF) is a historic charity comprising three independent schools, Emanuel School in Wandsworth, Queen Anne's School in Caversham and Sutton Valence School in Kent, this forms the UWGCF Charity.



It also supports two Single Academy Trusts, namely The Grey Coat Hospital and Westminster City School, both situated in Westminster with a long history with the Foundation. Both single academies are separate entities, and the chairs of governors serve as ex-officio members of the Board of Trustees.

The Foundation Office is situated on the Westminster City School site. The Foundation educates over 4000 pupils with more than 860 staff in the family, 725 of whom employed by the UWGCF charity. The charity combined turnover is more than £61m. The Foundation is led by a Board of Trustees with significant delegation to the Schools' Governing Bodies with respect to individual schools' strategy, management, and operations.

<https://westminstergreycoat.org>

Main purpose of the job:



The Foundation has worked effectively for the past five years with a collective Executive who support the Board in making strategic and financial decisions while running the day-to-day operations. It is now at a stage in the growth journey where the Board of Trustees have decided to appoint a part-time Chief Executive Officer for an initial fixed term

period. The Foundation has a growth strategy and delivering this will be a key priority for the CEO. The post holder will provide strategic leadership and direction for the Foundation and will be accountable to the Board of Trustees.



They will work closely with the executive leadership team to ensure sustainable growth, educational quality, financial resilience, and organisational effectiveness being mindful of the tremendous challenges facing schools with demographic changes, affordability considerations and increasing cost pressures. The Board believe there are significant opportunities for our group, and the successful appointee will be instrumental in seizing them.



Key relationships:

The CEO will build effective relationships with Trustees, school governors and school Heads. It will be vital to build empathetic relationship with school leaders to provide appropriate support and challenge, along with the Chairs of Governors to ensure that they are able to cope with the headwinds and set for a successful future. The CEO will lead on a strategy to deliver more coordinated procurement and opportunities for centralising functions where appropriate.

The post holder will have excellent relationships in the sector to deliver expansion and to put the United Westminster and Grey Coat Foundation firmly on the education map. Developing a collaborative working relationship with the highly professional executive team will be key to enable them to thrive and continue to bring operational and governance developments and improvements to the Board and for roll-out within the group.

Reporting to:	Chair of Trustees
Accountable to:	Board of Trustees
Working with and managing:	Director of Finance
	Director of Governance and Operations
	Director of Human Resources
Support:	Team administrative support
Key relationships:	Heads, Chairs of Governors, Governing Bodies, Sector Leaders



THE JOB

Core accountabilities:

1. Strategy

- Building on the existing strategy, lead the further development and delivery of the Foundation strategy.
- Identify and develop strategic growth opportunities for the Foundation, the independent schools and the academies.
- Set annual priorities and measures of success for the Foundation and the schools.
- Monitor progress and intervene where strategic priorities are off track.
- Advise the Board on opportunities and risks.

2. Growth & partnerships

- Build relationships with key external stakeholders.
- Lead major partnerships, acquisitions, mergers and new ventures.
- Represent the Group externally.

3. Leadership, relationship and performance

- Work closely with and provide line management to the existing Executive Team, establishing clear accountability and performance expectations, mindful that the executive has led the organisation effectively over the past five years.
- Develop effective working relationships with school leaders at the independent schools and academies, whilst the Foundation continues to monitor school performance through the Chairs of Governors and their governing bodies.

5. Finance, governance & risk

- Maintain oversight of financial sustainability, working closely with the Group Director of Finance and Board on budgets and forecasts.
- Keep abreast of the risk and compliance arrangements.
- Lead on stakeholder engagement to deliver implementation of a scheme of delegation in conjunction with the Director of Governance and Operations.

6. Culture & reputation

- Champion the Foundation's values.
- Build a strong organisational culture across the charity and with the single academies and act as the senior ambassador for the organisation.



The Person:

Leadership

- Significant experience as a Head as well as substantial leadership experience in the education sector.
- Credible and recent experience in the independent and state funded sector.
- Evidence of leading through growth, change or organisational development.
- Experience leading and motivating senior professionals rather than simply managing a functional team.

Strategic

- Ability to set priorities and translate strategy into measurable outcomes.
- Strong commercial/financial understanding.
- Able to balance educational purpose with organisational sustainability.

People

- Excellent relationship-building and influencing skills with the ability to empathise effectively with school leaders.
- Comfortable challenging Trustees and senior colleagues constructively.
- Able to create accountability without becoming operationally involved in everything.
- To represent the Foundation at school and academy events.

Governance

- Significant experience of working with Boards of Trustees and governors.
- Understanding of organisational risk, compliance and accountability.

Education and Schools

- Strong understanding of the education landscape.
- Knowledge of schools and curriculum – Early Years to Post 16
- Understanding of independent school marketing, admissions and finance.
- Credibility with education professionals and senior stakeholders.



Desirable

- MAT group experience.
- Experience of mergers, acquisitions or integration.
- Experience of business development.
- Fundraising/income generation.
- Experience working in a portfolio/fractional leadership model.

Personal Attributes:

- Organisationally sensitive and perceptive, with a genuine interest in people and a commitment to facilitating collaboration between people and demonstrating an inclusive style of leadership.
- Politically aware with the sensitivity to make progress with school leaders in complex policy areas where significant responsibilities have been delegated to local governing bodies and their Head.
- Friendly and approachable with a high level of emotional intelligence and the ability to work well with colleagues at all levels and from a diversity of backgrounds.
- An analytical, flexible, and innovative thinker.
- A profound commitment to education as a vehicle for social mobility and to working with children and young people from all backgrounds.
- A commitment to safeguarding children and young people.
- A commitment to equalities, inclusion, and diversity and the Christian ethos and principles of the Foundation.
- Professional and personal integrity.





The Package:

Two days per week (FTE = 35 hours per week)

Salary: £125,000 pro-rata.

12.8% employer pension – The Pensions Trust

30 days holiday per year (pro-rata)

AXA PPP – 50% employee contribution



The time commitment:

Working pattern: two days per week, this will normally be on set days per week, to be consistent with the Foundation Office team office/home working pattern. Willing to flex working patterns around Board meetings, strategic events and key organisational priorities.

The post is designed as a strategic executive position rather than a part-time version of a full-time operational CEO. Day-to-day operational responsibility will remain with the executive leadership team.

Foundation Schools:

Emanuel School –
www.emanuel.org.uk

Queen Anne's School –
www.qas.org.uk

Sutton Valence School –
www.svs.org.uk

The Grey Coat Hospital (SAT) –
www.gch.org.uk

Westminster City School (SAT) – <https://www.wcsch.com>





Safeguarding:



The Foundation is committed to the safeguarding of children and young people.

Applicants for this role will undergo an enhanced DBS check and be required to undertake regular safeguarding training. During the selection process, the Foundation will be undertaking a social media check as part of the due diligence process.

How to apply:

Email your CV and a covering letter which sets out your interest and motivation for the post and how your experience, knowledge and skills meet the job requirements, to anne.hudson@uwgcf.co.uk

- ❖ Closing date: 8th October 2026
- ❖ Shortlisting: 12th October 2026
- ❖ Interview: w/c 19th October 2026

Shortlisted applicants will be required to complete an application form in accordance with safer recruitment requirements. References will be taken up, and a social media check will be undertaken in advance of a final interview. Full details of the selection process and selection panel bios will be provided to shortlisted candidates.

Informal conversations are welcomed: please contact Anne Hudson, Director of HR in the first instance. Anne.hudson@uwgcf.co.uk

