



Nourishing the fitrah of each unique child

School Trustee Job Description and Person Specification

Al-Bayhaqi reported: Al-Shafi'i, may Allah be pleased with him, said:
"You must acquire understanding in the religion before assuming leadership."

Source: al-Madkhal ilā al-Sunan al-Kubrā 271

School Trustee Job Description

Role Title: School Trustee

Organisation: Unique Academy (uniqueacademy.education)

Accountable to: Chair of Trustees

Term: Typically 4 years (renewable)

Hours: Voluntary role; approximately 3 meetings per year plus preparation and school visits

Scope of the role

Trustees provide strategic leadership, ensure high standards of education, maintain financial integrity, and uphold the values, vision, and Islamic ethos of the school. Trustees work collectively as a board to ensure that the school fulfils all statutory duties and continues to improve outcomes for all pupils.

Key Responsibilities

- Provide strategic leadership and champion the school's vision, values, and long-term strategy.
- Ensure high standards of educational achievement and monitor pupil outcomes.
- Uphold the school's Islamic ethos and SMSC provision.
- Maintain clear roles, responsibilities, and accountability across the board and leadership.
- Evaluate the effectiveness of governance and support trustee development.
- Prioritise the safety, wellbeing, and happiness of all pupils.
- Ensure compliance with statutory, regulatory, and contractual obligations, including DfE guidance.
- Oversee financial performance, budgeting, and risk management.
- Monitor staffing structures, recruitment, and performance management.
- Promote transparency and accountability with parents, the community, and external stakeholders.
- Support equality, inclusion, and strong community links.

Person Specification

Essential:

- Commitment to the school's vision, values, and Islamic ethos.
- Understanding of governance, education, or strategic leadership (training provided).
- Ability to analyse data, reports, and performance indicators.

- Strong communication, teamwork, and decision-making skills.
- Integrity, confidentiality, and commitment to safeguarding and child welfare.

Desirable:

- Experience on a board or committee.
- Knowledge of DfE governance framework or academy trust regulations.
- Experience in finance, HR, legal, or community engagement.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them