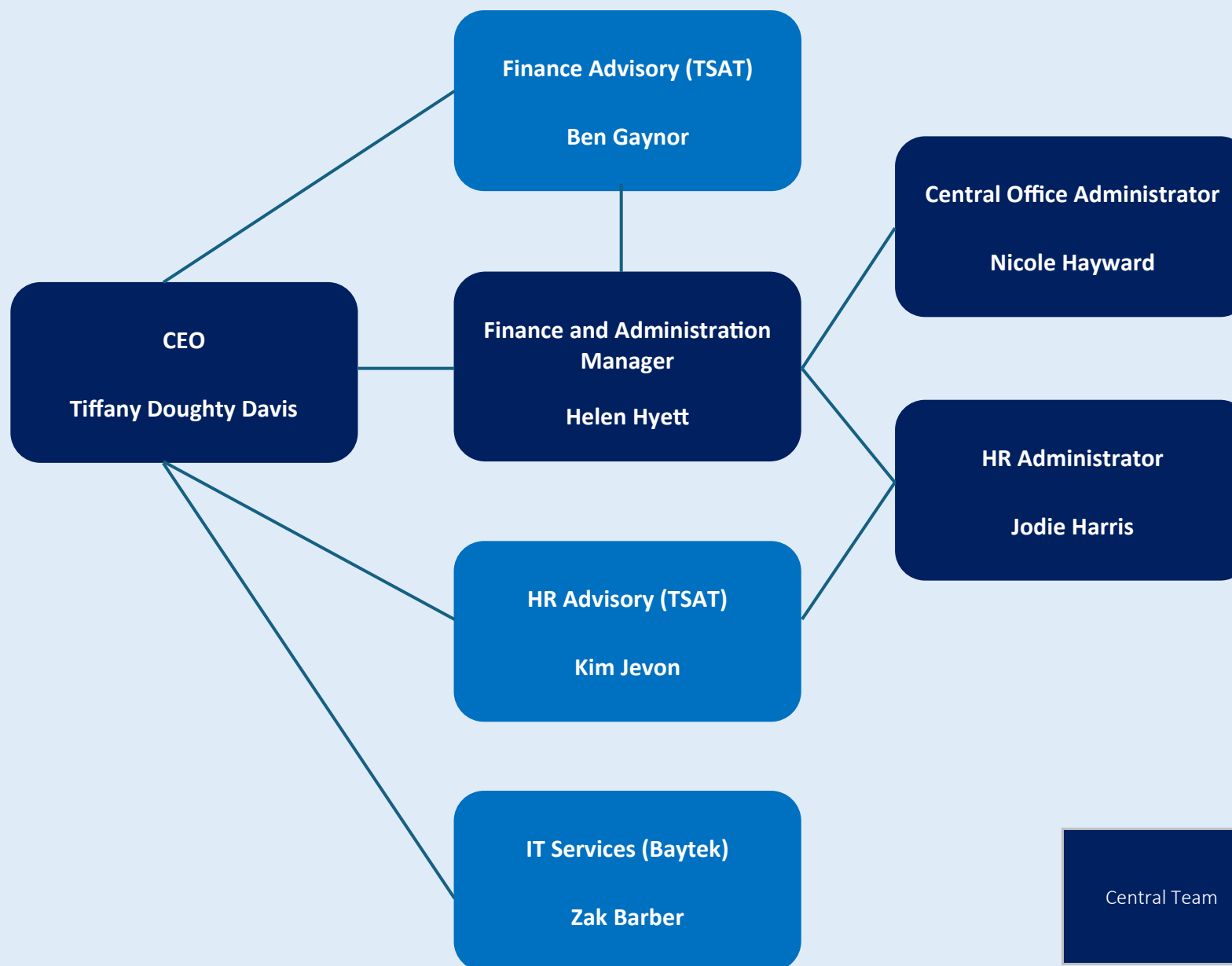


Discovery Multi Academy Trust Central Team, September 2026



As a Central Team, we have two tasks: to serve the functionality of the schools and to drive improvement for our children.
Here is a resumé of how each member of the Discovery Central Team will carry out these aims:

Chief Executive Officer (CEO), Tiffany Doughty Davis



- In the Central Office every day although possibly based in different schools
- Provides overall strategic leadership for the Academy Trust.
- Ensures delivery of educational standards, financial sustainability, and compliance.
- Works closely with the Board of Trustees and leads executive decision-making.
- Represents the Trust to external stakeholders, regulators, and partner organisations.

Finance and Administration Manager, Helen Hyett



- In the Central Office Monday, Wednesday, Thursday 09:15-14:45 and Friday 08:00-15:30
- Oversees Trust finance operations including invoicing, purchase orders, additional hours, expense processing and auditing requirements
- Manages payroll preparation and financial record-keeping.
- Maintains accurate financial data and supports monthly and annual reporting cycles.
- Leads on finance and administration across the Trust for School Offices and the Central Team.

HR Administrator, Jodie Harris



- In the Central Office Monday to Wednesday 08:30-16:30
- Delivers day-to-day HR administrative support across the Trust.
- Manages recruitment administration: onboarding, DBS checks, absence and additional hours with the Finance Administrator.
- Maintains HR systems, personnel records and data, producing reports and monitoring compliance deadlines.
- Provides first-line HR support to staff and managers.

Central Team Administrator, Nicole Hayward



- In the Central Office Monday to Friday 09:15-14:30
- Provides high-level administrative and organisational support to the CEO.
- Manages governance administration and processes including board papers and compliance tasks.
- Maintains policy development, schedule and compliance; staff training and development co-ordination; maintains the SCR.
- Supports finance processing and policy management.

Alongside the Discovery Central Team, we have trusted Partners working with us with the same motive:
to serve the functionality of the schools and to drive improvement for our children.
Here is a resumé of how each Partner will carry out these aims:

Finance Advisory Service, Ben Gaynor



- On site twice a week, contactable by email at other times
- Strategically manages finance.
- Develops and implements financial controls.
- Supports the CEO in organisational planning and performance improvement.
- Prepares management accounts, forecasting and budgets.

HR Advisory Service, Kim Jevon



- On site once a week to suit the needs of the Trust, contactable by email at other times
- Provides expert HR guidance to school leaders on employment law, employee relations, and policy.
- Manages casework such as absence management, grievances, and disciplinary procedures.
- Supports workforce planning, recruitment processes, and staff wellbeing strategies.
- Ensures HR compliance in line with statutory and safeguarding requirements.

IT Service, Zak Barber



- On site twice a week, contactable by email at other times
- Oversees IT infrastructure, network security, and digital learning systems across the Trust.
- Ensures reliable, secure, and efficient IT services for staff and pupils.
- Manages IT support teams, suppliers, and system upgrades.
- Leads digital strategy, data protection compliance, and technology improvement planning.