

RECRUITMENT PACK

Chief Operating Officer

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WELCOME FROM KATY COX, CHIEF EXECUTIVE OFFICER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

WELCOME FROM ANGELA AGER, CHAIR OF THE BOARD OF DIRECTORS

Dear Applicant,

Thank you for your interest in the post at Romero Catholic Academy Trust.

What is distinctive about the Romero Catholic Academy Trust? As a Catholic Academy Trust, our first duty is to maintain and develop our schools as living faith communities inspired by the gospel.

Our Trust has grown from the six schools who originally joined Romero Catholic Academy Trust to eighteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Chief Executive Officer and central team ensure that the priorities and perspectives of each school can be heard within our Trust. Our schools continue to further increase collaborative approaches where they work together for the benefit of their communities and the Trust as a whole. Our directors value strong relationships with the local governing bodies of the individual schools.

It is an exciting time to join the Trust, over the next few years, the Trust will quickly grow to include all the schools in the Trusteeship of Salford Diocese in Blackburn with Darwen, Calderdale and Lancashire. We will ensure they all provide an exceptional Catholic education for our children.

Yours faithfully,

Angela Ager

JOB ADVERT

CHIEF OPERATING OFFICER

37 HOURS PER WEEK, FULL YEAR

GRADE 14, SCP 61-66 £77,833- £85,119

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER

MAIN LOCATION: ROMERO CENTRAL OFFICE (BB12 7NG) WITH TRAVEL TO OTHER SITES

REQUIRED TO COMMENCE AS SOON AS POSSIBLE

The Board of Directors of the Romero Catholic Academy Trust are seeking to appoint an executive leader who will shape the operations role to meet the needs of the Romero Catholic Academy Trust.

The post holder will be part of the Executive team with the Chief Executive Officer, Chief Financial Officer, Chief People Officer and Chief Education officer. They will report directly to the CEO with accountability for oversight of the Romero operational strategic matters. They will be responsible for the leadership and effective management for the below service areas;

- Estates Team
- Health and Safety Services Team
- ICT Team
- Operations Managers

The post is subject to change over time and the post holder needs to be responsive and proactive in the context of strategic priorities.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com and a meeting with the Chief Executive Officer can be arranged.

To apply, please visit our website: www.romerocat.com where you will be redirected to our recruitment platform, My New Term.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	Monday 8 th June, 12:00pm
Shortlisting Date	Wednesday 10 th June
Interview Date	Monday 15 th June

CHIEF OPERATING OFFICER

JOB DESCRIPTION

JOB PURPOSE

The post holder will provide an outstanding business service which supports the education of children across the Romero Catholic Academy Trust's Schools. They will oversee central operations and those of its partner Schools and lead on key projects. They will lead on the quality assurance process for operations across the Trust and report back to Directors.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

ESTATES MANAGEMENT

- Hold strategic accountability and leadership of the Romero estates strategy, the maintenance and development of all sites and will act as Romero Trust lead for all estates work.
- Ensure effective management of capital planning and compliance responsibilities.
- Support sustainable approaches to estates planning and resource deployment.
- Secure appropriate advice for Headteachers and the CEO on the strategic development aims of the School.
- Ensure effective tendering and management of contracts for work done by external contractors is in place.
- Ensure that high standards of security for all School sites and their contents are maintained.
- Make sure arrangements are in place for the maintenance, servicing, testing and inspection of site equipment and fixtures.
- Oversee the operation and development of cleaning and grounds maintenance services.
- Lead and manage the Estates team.
- Ensure arrangements are in place to deal with the emergency repairs or call outs for any Romero facility.
- Ensure arrangements are in place for planned closures, emergency contingencies or business interruption.
- Develop and implement energy efficiency measures across all Schools.

HEALTH AND SAFETY/ COMPLIANCE

- Lead and manage the Health and Safety team.

Working alongside the Health and Safety Manager to;

- Formulate, implement, monitor and review the Romero Catholic Academy Trust's Health and Safety policy including risk assessment procedures.
- To ensure the work of all school staff and contractors meet the requirements of all compliance and Health and Safety regulations.

- Ensure Romero complies with all legal accountabilities including company law and data protection laws.
- Ensure effective arrangements for the monitoring and audit of all matters of compliance including statutory reporting.
- Secure appropriate advice for the CEO and Headteachers on Health and safety at work matters and regulations.

ICT, TECHNICAL SERVICES AND DATA

- Lead and manage the ICT team
- Have strategic accountability for the Romero digital strategy.

Working alongside the Head of IT to;

- Ensure the Romero Catholic Academy Trust has appropriate and secure ICT data and management information systems in place to support its growth.
- Support the implement of the IT strategy for using technology aligned to the overall vision, educational needs of Romero and plans for ensuring value for money.
- Consider approaches for existing use and future plans to introduce or discard technology within Romero and consult with relevant parties to improve existing technology or introduce new technology.
- Communicate the strategy and relevant policies, including data protection for use of technology across Romero.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collection systems and backup systems are in place, secured and streamlined to maximise of the data supplied and information held.
- Responsible for managing the ICT provider contracts.

TRUST GROWTH AND EXTERNAL RELATIONSHIPS

- Support Romero's growth and development, including due diligence for schools joining.
- Build strong working relationships with school leaders to support operational effectiveness.
- Contribute to Romero's external credibility through professional and values-led engagement.

CENTRAL CONTRACTS, SERVICES, BIDS AND GRANT SUBMISSIONS

Working alongside the Chief Financial Officer to;

- Share the strategic leadership of procurement.
- Attend and report to the Romero audit and risk board meetings and full trustee boards.
- Identify and mitigate risk and ensure relevant sections of Romero's risk register are kept updated.
- Be enterprising in seeking sources of funding through grants and opportunities.

- Ensure appropriate and successful bids are sourced to support the funding of projects.

ADDITIONAL SUPPORTING INFORMATION – SPECIFIC TO THIS POST

This post does not require a faith commitment within the Roman Catholic Church however, candidates must be supportive of the ethos, vision and values of the Trust and not do anything to undermine the faith commitment of the Trust. In line with all staff within the Trust, they will be required to sign a Catholic Education Service Contract.

CHIEF OPERATING OFFICER

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
Qualifications and Training		
Degree level, IOM Level 5 Diploma in Operations Management or equivalent.	E	A
Evidence of continued professional development	E	A
Commitment to ongoing professional development	E	A / I
Full UK driving license and possess a vehicle to travel between academies	E	A
Knowledge and Experience		
Extensive management experience in estates and facilities management or project management in large commercial or multi-site organisation, with a track record of driving operations to improved performance in line with strategic planning.	E	A / I
Subject matter expert in at least one of the key areas- Estates, ICT, Health and Safety, compliance, Procurement, bids and grants.	E	A / I
Extensive working knowledge of legislative regulations relevant to the position.	E	A / I
Experience of monitoring a range of contracts.	E	A / I
Experience/ knowledge of DFE systems and processes.	E	A / I
Experience of leading diverse teams.	E	A / I
Experience of working as a member of a senior team	E	A / I
Experience of working with Trust boards/ equivalent	D	A / I
Experience of working with external partners	E	A / I
Experience of managing complex projects from inception to completion.	E	A / I
Experience of managing risk	E	A / I
Knowledge of Health & Safety legislation	E	A / I
Skills and Abilities		
Ability to work strategically, seek and implement creative solutions.	E	A / I

Understanding of working in an educational context and the contribution to safeguarding and positive outcomes for pupils with additional needs.	E	A / I
Ability to get the best out of contractors employed.	E	A / I
Ability to prioritise workload and work to deadlines.	E	A / I
Highly effective administrative and organisational skills.	E	A / I
Relevant literacy, numeracy and ICT skills	E	A / I
Strong skills in analysis, risk management and impact evaluation	E	A / I
Personal Qualities		
Energy, drive and enthusiasm Work well under pressure and remain calm in the face of the unexpected.	E	A / I
Trustworthy, honest and discreet	E	A / I
Enterprising, innovative and self-motivated.	E	A / I
Excellent communication skills	E	A / I
Reflective and always willing to learn	E	A / I
Commitment to partnership working	E	A / I
Resilient and optimistic	E	A / I
Commitment to the Trust's ethos and values	E	A / I
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

CHIEF OPERATING OFFICER

HOW TO APPLY

If you would like to find out more about the position, please contact the HR Department on 01282 855500 or careers@romerocat.com

To apply, please visit our website: www.romerocat.com where you will be redirected to our recruitment platform, My New Term.

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