



St Francis of Assisi  
CATHOLIC ACADEMY TRUST

# **Executive Headteacher**

**St Augustine's Catholic Primary School**

**and**

**St Cross Catholic Primary School**

## **Candidate Information Pack**



**Part of the St Francis of Assisi Catholic Academy Trust**

*"The very best Catholic education now and for generation to come"*

**Start Date: January 2027**

**Closing Date for applications: Friday 10<sup>th</sup> July 2026 (8 a.m.)**

**Interview dates: Monday 13<sup>th</sup> and Tuesday 14<sup>th</sup> July 2026**

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Advert

## Executive Headteacher

**St Augustine's Catholic Primary School and St Cross Catholic Primary School**

**Full Time, Permanent**

**Commencing January 2027**

**Salary: London Fringe L20-L24 (£84,092 - £92,595) FTE**

Due to the planned retirement of our current successful Executive Headteacher, the Governing Bodies of St Augustine's Catholic Primary School and St Cross Catholic Primary School, together warmly invite applications for the post of Executive Headteacher, responsible for both schools, commencing January 2027.

We are seeking an Executive Headteacher who can demonstrate proven, substantial whole-school leadership within a Catholic primary setting and clear impact in leading Catholic life and mission, academic standards, pastoral care, and inclusive practice.

### [A Shared Opportunity for Executive Leadership](#)

St Cross and St Augustine's are two one form entry Primary schools, with a long and established association of successfully working together. They have been part of the St Francis of Assisi Catholic Academy Trust, a family of nine Catholic schools across the Lea Valley Deanery since September 2021. Together, they offer a compelling and rewarding leadership opportunity. They are two distinct yet complementary communities, united both geographically, (being both located within central Hoddesdon approx. ½ mile apart), in the same catchment area in Hoddesdon and by a strong and authentic Catholic ethos.

The joint Executive Head model has been in place for the schools since September 2024 and has proven that it works well and supports a flourishing faith filled community. For the postholder, this role provides the chance to lead with vision and faith, to continue to shape strategy across two well established schools, and to make a lasting contribution to Catholic education within the growing St Francis of Assisi Catholic Academy Trust, part of the Diocese of Westminster.

This is an opportunity not simply to sustain success, but to inspire, innovate and leave a legacy of flourishing Catholic education for years to come.

### [About the Role](#)

The Executive Headteacher will lead and be present in each school, available to the Board of Governors, parents, staff and pupils, leading assemblies, parent events, staff meetings and performing all the important roles of a Headteacher in all the usual ways. They will also provide visionary, faithful and professional leadership, securing the highest standards of teaching, learning and achievement and nurturing the spiritual, moral, academic and personal development of every child.

It is expected that postholder's allocation will be split evenly across the two schools (0.5 FTE per school), however, the precise allocation of location and duties may vary to meet the needs of the



schools and the Trust from time to time. You will be supported by experienced and capable Senior Leadership Teams, including strong Governing Bodies, Deputy Heads and Senior Leadership in both schools, and will benefit from the professional collaboration of the Trust.

The ideal candidate will have strong experience of strategic leadership, school improvement planning and accountability and be able to demonstrate successful collaboration with other school leaders or schools to deliver measurable improvement.

In line with the CES Leadership Standards, the successful applicant will be a faith-filled leader of integrity and service, able to demonstrate how Gospel values and Catholic Social Teaching shape their leadership practice.

This is a rare and rewarding opportunity for an experienced Catholic leader to serve two vibrant school communities, playing a significant role in shaping the future of Catholic education within a supportive and ambitious Trust.

### Catholic Ethos

The post is designated as having a Genuine Occupational Requirement (GOR) in accordance with Schedule 9 of the Equality Act 2010, it being a requirement that the post holder is a practising Catholic.

The Executive Headteacher will be required to provide clear and visible leadership of the Catholic life and mission of the schools, ensuring that the Catholic ethos permeates all aspects of school life and is central to strategic leadership and decision-making.

Applicants will be required to complete the Catholic Education Service application form either via the Trust website or MyNewTerm and be supported by a priest's reference from the parish in which they usually worship, confirming their practice of the Catholic faith. This will be sought prior to interview.

### How to Apply:

In accordance with the Catholic Education Service, Bishop's Memorandum on appointing staff in Catholic Schools ("the Bishop's Memorandum"), applications for this role are open to Practising Catholics only. Candidates should familiarise themselves with the requirements of the Bishop's Memorandum which can be accessed here: <https://www.catholiceducation.org.uk/>. Candidates are advised that a priest's reference from the Parish in which they usually worship will form part of the recruitment process.

Please apply via MyNewTerm (preferred route) or alternatively complete the Application Form (Senior Leadership) and ancillary documents (Rehabilitation of Offenders Act 1974, Recruitment Monitoring and Consent to Obtain References forms), which are available <https://www.stfrancistrust.net/work-with-us/trust-vacancies> and submit to Andrew Celano, CEO, c/o [c.boylan@stfrancistrust.net](mailto:c.boylan@stfrancistrust.net), CVs will not be accepted.

Visits to the school are warmly encouraged. For an informal chat, further information or to arrange a visit please contact [c.boylan@stfrancistrust.net](mailto:c.boylan@stfrancistrust.net)



**Interviews:**

**Start Date: January 2027**

**Closing Date for applications: Friday 10<sup>th</sup> July 2026 (8 a.m.)**

**Interview dates: Monday 13<sup>th</sup> and Tuesday 14<sup>th</sup> July 2026**

We reserve the right to interview on a rolling basis, therefore an early application is advisable.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants. St Francis of Assisi Trust is committed to the equality of opportunity for all applicants.

Details of the standard terms and conditions of a Catholic Education Service contract of employment can be found here: <https://www.catholiceducation.org.uk/resources/issuing-employment-contracts>  
Candidates are advised to familiarise themselves with the terms prior to interview.



**Welcome from our Chair of the Board of Trustees, Father Peter Harris**

12<sup>th</sup> June 2026

Dear potential candidate

Thank you for your interest in the position of Executive Headteacher within our wonderful Catholic school community in Hoddesdon. We are delighted that you are considering applying for this significant and rewarding role. On behalf of the pupils, staff and governors of St Augustine’s and St Cross Catholic Primary Schools, I offer you a warm welcome.

Founded over 90 years ago when the Convent Sisters established first St Cross, and then just two years later St Augustine’s, the schools have long been part of a nurturing community, with high expectations and academic excellence founded on Gospel values. We pride ourselves in living out our school mission statements in all that we do:

“We come to school to live and learn happily together, by loving ourselves and each other, as Jesus teaches us.”

“Together we grow in God’s love.”

We welcome applications from candidates who share our passion for Catholic education and our commitment to nurturing every child.

We are grateful for your interest in our schools and invite you to discover more about the life and mission of our schools and the St Francis of Assisi Catholic Academy Trust.

On behalf of the Board of Trustees, I thank you for your interest and look forward to welcoming you.

Father Peter Harris

Chair the Board of Trustees

The St Francis of Assisi Catholic Academy Trust



## Welcome from our CEO, Mr Andrew Celano

12<sup>th</sup> June 2026

Dear potential applicant

We are blessed to have two schools in Hoddesdon, both deeply rooted in their Catholic traditions and communities, with a strong ethos, faith life, active worship, and parish links at the heart of daily life. Our staff teams are dedicated, reflective, and highly committed to providing inclusive education that meets the needs of all learners. Leading these two schools is a privileged position.

Nestled on the outskirts of London, with easy access to the capital, Essex, Hertfordshire and beyond, St Augustine's and St Cross are ideally located, serving their local communities while benefiting from excellent connectivity and opportunity. Both schools value strong partnerships with parents and carers and work closely with their parishes to ensure children are formed within a living, joyful Catholic tradition.

As part of the St Francis of Assisi Catholic Academy Trust, our school leaders belong to a warm and supportive network of leaders, teachers, and support staff. Leaders are never alone in their mission to deliver outstanding Catholic education and are encouraged to collaborate, share practice, and grow together in faith and professionalism.

Belonging to a growing and successful Trust such as St Francis brings significant professional opportunities. Through trust-wide collaboration and development, colleagues have progressed into wider leadership roles or central executive posts, whether alongside their school leadership responsibilities or through secondment. The Trust actively invests in its leaders, recognising that strong leadership is essential to the success of our schools and communities.

Above all, our pupils are at the heart of everything we do. We seek leaders who understand that education is about the formation of the whole person — spiritually, morally, socially, and academically — and who are deeply committed to placing Catholic values at the centre of school life, guided by the example of St Francis of Assisi.

We are delighted that you are considering joining our Trust and offering your vocation, leadership, and expertise in the service of Catholic education. We warmly invite you to explore this opportunity further and to consider how your gifts and experience might contribute to the continued growth and success of St Augustine's and St Cross.

Yours sincerely

Andrew Celano

CEO, the St Francis of Assisi Catholic Academy Trust



## Letter from Chair of Governors St Augustine's Catholic Primary School

12<sup>th</sup> June 2026

Dear potential applicant

Thank you for expressing an interest in the **Executive Headteacher** position at St Augustine's Catholic Primary School.

As Chair of Governors, I am delighted to warmly invite you to consider this exciting leadership opportunity at a truly special school.

St Augustine's is a deeply rooted and flourishing Catholic community, where faith is lived authentically and where every child is known, valued and encouraged to achieve their very best. Our mission, firmly grounded in Gospel values, shapes a culture of respect, ambition and care, providing a strong and secure foundation on which future leaders can confidently build.

We are fortunate to have a dedicated and skilled staff team, highly supportive families and a committed governing body who work closely together in service of the school's mission. Alongside this, the school continues to benefit from collaboration within the St Francis of Assisi Catholic Academy Trust, sharing expertise and strengthening provision while retaining its distinctive identity.

Thank you once again for your interest. We very much look forward to receiving your application and to welcoming a leader who will guide St Augustine's forward with faith, vision and compassion.

Yours sincerely

Steve Britto

Chair of Governors

St Augustine's Catholic Primary School



## Letter from Acting Chair of Governors St Cross Catholic Primary School

12<sup>th</sup> June 2026

Dear potential applicant

Thank you for expressing interest in the position of **Executive Headteacher** at St Cross Catholic Primary School.

As the current acting Chair of Governors, I have had the privilege of witnessing the school's continued growth, resilience, and commitment to its Catholic mission. The Governing Body and I are pleased to invite applications for this pivotal leadership role.

The Catholic Schools Inspectorate (March 2025) highlighted St Cross as a community where Catholic life is lived purposefully and inclusively. This reflects the dedication of our staff, the enthusiasm of our pupils, and the strong partnership between school, parish, and families.

We are now seeking an Executive Headteacher who will provide strategic leadership, uphold our Catholic ethos, and work collaboratively with the Trust, Diocese, and Governing Body to ensure the highest standards of education and care. The successful candidate will be someone who can inspire, challenge, and support our community as we move into the next phase of our development.

Thank you for considering this opportunity to lead a school with such a strong sense of identity and purpose. We look forward to receiving your application.

Yours faithfully,

Kathryn Bennett

Acting Chair of Governors,

St Cross Catholic Primary School



## About Our Schools

### Facts and Figures

Our schools are unique and distinct in their own right, but share many features:

- ❖ Both schools are consistently oversubscribed, with applications far exceeding PAN.
- ❖ Both schools were previously rated Good by Ofsted and have maintained standards or exceeded, as is the case in St Augustine's during their Section 8 Inspections in the Autumn term of 2024.

We have a shared belief in our Trust Values of:

- ❖ Community – We strive to build schools that are welcoming, inclusive, and rooted in strong relationships.
- ❖ Compassion – Our schools actively promote service, charitable action, and a deep sense of social responsibility.
- ❖ Creation – We encourage responsible stewardship, environmental awareness, and respect for all life.
- ❖ Peacemakers – We are committed to fostering schools where forgiveness, reconciliation, wellbeing, and positive mental health are prioritised, and where every member of the community feels safe, supported, and valued.



### Pupil Numbers:

	Total pupils on roll	FSM Eligibility	SEN Proportions
St Augustine's	234	9.3%	3%
St Cross	202	5.4%	10.5%

### Staff Numbers: (Many staff have multiple roles).

- ❖ Teaching, including a Deputy Headteacher at each school, 12 + 1 supply (St Augustine's) /12 (St Cross)
- ❖ Support 28 (St Augustine's) / 26 (St Cross)

All SLT at each school (including Deputy Headteachers) are expected to and timetabled to teach as part of their normal duties.





## Job Description

**Job Title:** Executive Headteacher: St Augustine’s Catholic Primary School **and** St Cross Catholic Primary School  
**Trust:** St Francis of Assisi Catholic Academy Trust  
**Diocese:** Diocese of Westminster  
**Grade / Salary:** As determined by the Trust Board (L20-24 Leadership Scale – Executive range)  
**Line Manager:** Chief Executive Officer / Trust Board (In partnership with Local Governing Bodies and the Diocese of Westminster)

### **Purpose of the Post:**

The Executive Headteacher is responsible for providing faithful, ambitious and effective leadership across St Augustine’s Catholic Primary School and St Cross Catholic Primary School, ensuring that both schools fulfil their mission as Catholic communities of faith, learning and service.

The postholder will secure the Catholic character, educational standards, pastoral care, safeguarding, and long-term sustainability of both schools, in full accordance with the expectations of the Diocese of Westminster, the Catholic Education Service (CES) and the St Francis of Assisi Catholic Academy Trust.

**The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the schools.**

### **The Executive Headteacher will:**

- Be and continue to be a Practicing Catholic in accordance with the Bishop’s Memorandum.
- Effectively manage teaching and learning at the schools.
- Establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all students.
- Develop a strategy within the school communities and other schools.
- Ensure sustainable growth and financial security for the schools.
- Meet the expectations set out in the Headteachers’ and Teachers’ Standards.
- Promote excellence, equality and high expectations for all pupils.
- Provide vision, leadership and direction to the schools.
- Evaluate the school’s performance, identify priorities for continuous improvement and provide strategic leadership to secure these.
- Deploy resources in an effective manner to support excellent outcomes.
- Develop positive relationships and engagement of the wider community, including local schools, as well as liaising closely with the other Trust Academies.
- Create a safe and productive learning environment which is engaging and fulfilling for all pupils, including managing student behaviour.
- Work effectively with the CEO, Trust Executive Team, Senior Leadership Team, Directors and the Local Governing Bodies of the Schools.

### **Key Responsibilities**

#### **1. Catholic Faith, Ethos and Mission**

- To be a Practicing Catholic in accordance with the Bishop’s Memorandum.
- To give clear witness to the Catholic faith and provide leadership rooted in Gospel values.
- To promote, safeguard and develop the Catholic life of each school, ensuring Christ is at the centre of all aspects of school life.



- To ensure high-quality provision in Religious Education, prayer, liturgy and sacramental preparation, in partnership with parish clergy and the Diocese.
- To embed Catholic Social Teaching so that justice, dignity, service and compassion inform all policies and practices.

## **2. Vision, Strategy and School Improvement**

- To articulate and lead a shared strategic vision for both schools within the Trust and diocesan framework.
- To take overall responsibility for school improvement planning, self-evaluation and accountability.
- To lead change sensitively and effectively, ensuring continuity, stability and clarity.
- To evaluate performance rigorously and take decisive action to secure sustained improvement.

## **3. Teaching, Learning and Outcomes**

- To ensure the highest standards of teaching, learning and pupil achievement across both schools.
- To promote a broad, balanced and inclusive curriculum that supports academic excellence and personal formation.
- To use assessment and data effectively to monitor progress and raise attainment for all pupils.
- To ensure that vulnerable and disadvantaged pupils are fully supported and enabled to flourish.

## **4. Pastoral Care, Safeguarding and Inclusion**

- To ensure both schools are safe, caring and disciplined communities, rooted in reconciliation and respect.
- To hold overall responsibility for safeguarding and child protection, ensuring full compliance with statutory, diocesan and Trust requirements.
- To promote inclusion, wellbeing and equality of opportunity for all pupils and staff.
- To ensure effective SEND provision and pastoral systems across both schools.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person.
- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

## **5. Leadership and Management of Staff**

- To lead, inspire and support staff as partners in the vocation of Catholic education.
- To develop and deploy strong Senior Leadership Teams in both schools.
- To ensure high-quality performance management, professional development and succession planning.
- To promote staff wellbeing, professional dignity and a collaborative culture.

## **6. Governance, Finance and Stewardship**

- To work in close partnership with the Trust Board and Local Governing Bodies, ensuring clarity of roles and accountability.
- To provide strategic oversight of finance, staffing, premises and resources.
- To exercise good stewardship, ensuring resources are used responsibly and in accordance with Catholic values.
- To ensure compliance with statutory requirements, Trust policies and diocesan guidance.

## **7. Partnership and External Relations**

- To strengthen relationships with parents, parishes, the Diocese and the wider community.



- To represent the schools professionally and faithfully at Trust, diocesan and external forums.
- To contribute to collaboration and system leadership within the Trust and Diocese.

### **8. Safeguarding**

The Executive Headteacher has a statutory and moral responsibility to safeguard and promote the welfare of children. The postholder must ensure that robust safeguarding procedures are in place, fully implemented and regularly reviewed, in line with statutory guidance, diocesan safeguarding policies and CES requirements.

### **9. Professional Duties**

The Executive Headteacher will be required to carry out the duties of a headteacher as set out in:

- The School Teachers' Pay and Conditions Document.
- The Teachers' Standards and Headteachers' Standards.
- The CES Leadership Standards for Catholic Schools.

Other duties may be required that are commensurate with the seniority of the role and consistent with the Catholic mission of the schools.

### **General Notes:**

- This post is reserved for a practising Catholic in accordance with Section 58 of the School Standards and Framework Act 1998.
- The responsibilities set out herein are subject to the general duties and responsibilities contained in the statement of Teachers' Terms and Conditions of Employment and are additional to the general duties and responsibilities of a teacher.
- These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them should be so construed.
- These accountabilities are not necessarily a comprehensive definition of the post. They will be reviewed at least once per year and may be subject to modification or amendment at any time after consultation with the postholder.

The St Francis of Assisi Catholic Academy Trust, St Augustine's Catholic Primary School and St Cross Catholic Primary Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).

**June 2026**



## Person Specification

### Executive Headteacher

#### St Augustine's Catholic Primary School and St Cross Catholic Primary School

This appointment is made in accordance with the expectations of the Diocese of Westminster, the Catholic Education Service (CES) and the mission of the Catholic Church in education. The postholder will be required to give clear witness to the Catholic faith and to lead both schools as communities of faith and learning.

The Governors and the Trust wish to appoint a candidate who has the qualifications, experience, knowledge and skills described in this specification. The successful candidate will be able to demonstrate that he or she meets all of the essential criteria listed below and at least some of the desirable criteria.

Key: A = Application Form L = Letter/Statement R = References I = Interview

Skills / experience / qualifications	Essential	Desirable	Evidence
<b>1. Training and qualifications</b>			
A Practising Catholic* in full communion with the Catholic church.	✓		R
A Practising Catholic committed to the teachings of the Catholic Church and able to act as a visible witness to the faith.	✓		A/R
Qualified Teacher Status.	✓		A
Degree.	✓		A
Professional development or training undertaken in preparation for senior leadership in a Catholic school.		✓	A/L/R
Catholic Certificate of Religious Studies or equivalent.		✓	A
NPQH or equivalent qualification or working towards.		✓	A
<b>2. Experience of teaching and Educational Leadership</b>			
Evidence of positive impact in both Pastoral and Academic matters at Senior Leader level.	✓		A/L/R/I
Experience of evaluating teachers' performance in accordance with OFSTED framework.	✓		A/L/R/I
Proven track record in school improvement.	✓		A/I
Other leadership and management experience, for example:			
Experience of successfully dealing with difficult staffing issues.	✓		A/I
Experience of managing staff in a manner that empowers them and encourages continuous professional development.	✓		A/I
Experience in team leadership.	✓		A/I
Experience in curriculum planning and school development, including pastoral development.	✓		A/I
Experience in working with external agencies.	✓		A/I



Skills / experience / qualifications	Essential	Desirable	Evidence
Experience of timetabling/organisational planning, monitoring and evaluation, data analysing and target setting.	✓		A/I
Experience of collaborative working and engagement with a school's wider community.	✓		A/I
Experience of effective liaison with a Governing Body.	✓		A/I
Experience as a Senior Leader in one or more schools.	✓		A
Substantial and successful experience as a Senior Leader in a Catholic Primary School.	✓		A/L
Successful primary school teaching experience.	✓		A/L/R
Experience of working in a Multi Academy Trust.		✓	A
<b>3. Professional knowledge and understanding</b>			
<b>a) Distinctive personal vision for a Catholic school</b>			
Have a clear vision for an effective Catholic school.	✓		L/I
Experience of leading collective worship.	✓		R/I
Understanding of cultural educational issues, including national policies, priorities and legislation and any implications for Catholic schools.	✓		L/I
Understanding of the role of the Executive Headteacher in leading the spiritual development of pupils in two schools.	✓		L/I
Understand the central place of Religious Education as a core subject in the school's curriculum.	✓		L/I
Experience and understanding of the strategies and procedures to ensure the safeguarding of children and young people.	✓		I
Secure understanding of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and Child Protection.	✓		L/I
Understanding of the role of the Governing Body in a Multi Academy Trust.		✓	I
Vision for strengthening the school's links with the wider communities, including parents, carers and parishes.		✓	L/R/I
<b>b) The process of strategic planning for school improvement</b>			
Understanding of the principles and practice of effective school self-evaluation, and data analysis to inform on school improvement.	✓		L/R/I
Knowledge and understanding of the principles and practice of effective teaching, learning and assessment.	✓		L/R/I
Knowledge and understanding of the strategies used to promote and sustain individual and team professional development.	✓		L/R/I
Detailed knowledge and understanding of the current SEND and OFSTED framework.	✓		L/A/I
<b>c) Resource management and planning</b>			
Successful experience of managing a budget.	✓		L/A/I



Skills / experience / qualifications	Essential	Desirable	Evidence
Demonstrated ability to provide effective leadership of finance, staffing and resources, exercising prudent stewardship.	✓		L/A/I
Experience of coaching or mentoring senior leaders or headteachers.		✓	L/A/I
Knowledge of recruiting, managing and retaining staff.	✓		L/A/I
Understanding of performance management process.	✓		L/A/I
<b>4. Personal and professional qualities and attributes</b>			
First rate management of time and self: excellent administration of own and others' workload; a 'can do' attitude; a willingness to work fast at all times; a deep understanding and experience of the personal challenges of senior leadership in a faith school.	✓		A/L/R/I
Evidence of sustained impact on standards of teaching, learning and pupil achievement.	✓		A/L/R/I
Ability to lead improvement across more than one school or to work effectively with other schools to drive progress.	✓		A/L/R/I
Experience of supporting another school in a leadership or improvement capacity.		✓	A/L/I
Diplomacy, the ability to promote harmony, and excellent inter-personal skills.	✓		A/L/R/I
Personal resilience, integrity, energy, stamina, good humour and the ability to work calmly and well under pressure.	✓		I/R
Aware of the need for, and use of, appropriate channels of communication.	✓		L/R/I
Communicate effectively with a range of audiences and in a range of media.	✓		L/R/I
Convey personal enthusiasm and commitment.	✓		L/R/I
Active engagement with parish life and diocesan initiatives		✓	L/R/I
Be honest, trustworthy and caring.	✓		L/R/I
Build and maintain effective relationships.	✓		L/R/I
Prioritise, plan and organise themselves and others.	✓		L/R/I
Seek and take account of the views of others.	✓		L/R/I
Develop effective teamwork.	✓		L/R/I
The ability to promote and publicly represent the schools in the best possible light on every occasion.	✓		A/L/R/I
<b>5. Partnership with the Diocese, Trust and Wider Community</b>			
Commitment to working in close partnership with the Diocese of Westminster, the Trust Board and local parishes.	✓		A/L/I
Ability to represent the schools faithfully and professionally within diocesan and external contexts	✓		A/L/I
Willingness to contribute to the wider mission of Catholic education beyond the individual schools	✓		A/L/I
<b>6. Application form and supporting statement</b>			



Skills / experience / qualifications	Essential	Desirable	Evidence
Application form should be completed in full.	✓		A
Supporting statement should be clear and concise.	✓		L
Supporting statement should address the job description and criteria in the person specification.	✓		A
<b>7. Confidential references and reports</b>			
Positive and supportive faith reference from the parish priest where the candidate usually worships.	✓		R
Positive recommendation from current employer or Head of School.	✓		R
A second professional reference.	✓		R
DBS check prior to appointment.	✓		

\*A practising Catholic is understood to be a baptised Catholic who is in full communion with the Catholic Church, participates in the sacramental life of the Church, and whose faith practice is confirmed by a Catholic priest in the parish in which they usually worship.

### Safeguarding

The successful applicant will be required to demonstrate a strong commitment to safeguarding and promoting the welfare of children, in accordance with statutory guidance, diocesan procedures and Catholic safeguarding principles.

June 2026





**Closing Date:**

**Friday 10<sup>th</sup> July 2026 (8 a.m.)**

**Contact us:**

**Submit enquiries to:** Andrew Celano, CEO, c/o [c.boylan@stfrancistrust.net](mailto:c.boylan@stfrancistrust.net)

<https://www.stfrancistrust.net/work-with-us/trust-vacancies>

<https://www.stfrancistrust.net/>

