



CARDINAL NEWMAN CATHOLIC EDUCATIONAL TRUST

Chief Executive Officer

Recruitment Pack

Hope Excellence Authenticity Responsibility Truth



Contents

Welcome from the Chair	03
Welcome from the Bishop	04
About Our Trust	05-08
Chief Executive Officer Job Description	09-11
Chief Executive Officer Person Specification	13-15
Recruitment Timeline	16
Next Steps & Application Details	17



Welcome from the Chair

Iheanyi Christopher Izuka | Chair of the Board of Directors



Dear Applicant,

Thank you for your interest in becoming Chief Executive Officer of The Cardinal Newman Catholic Educational Trust. Following the news that our current CEO, Dr Danny Doyle, will be stepping down in January 2027 to take up an international advisory post, our Board of Directors is seeking an exceptional, faith-filled leader to guide our Trust through its next chapter of development and strategic growth.

A Mission Rooted in Faith & Values

The Cardinal Newman Catholic Educational Trust is a vibrant, collaborative family of seven primary schools across the Bristol region within the Diocese of Clifton. Our core purpose is clear: rooted in faith, we ignite a love of learning, foster inclusive education, and empower every individual to achieve their utmost potential.

Guided by our HEART values Hope, Excellence, Authenticity, Responsibility, and Truth, we operate as a unified 'church outside the church'. For us, these values are not merely statements on a page; they are a lived commitment. As CEO, you will cultivate a community where staff flourish in their vocation and every pupil is known, loved, and nurtured. You will lead an educational culture that acts as a light for the mind and a fire for the heart, driving academic excellence alongside deep spiritual and character formation.

A Rare Opportunity to Lead and Build

This post offers a rare and compelling opportunity to lead an ambitious, values-driven Catholic Trust at a pivotal moment in its journey. Building on our strong educational foundations, the successful candidate will work alongside an experienced Board, dedicated school leaders, and the Diocese to shape our strategic vision, elevate pupil outcomes, and ensure our Catholic identity remains the beating heart of everything we do.

Aligned with the Right Reverend Bishop Bosco MacDonald's vision for our region built around three strong Catholic trusts we are called to be "Pilgrims of Hope" and to "enlarge the space of our tent" (Isaiah 54:2-3). Over the coming years, you will lead our planned expansion to welcome twelve additional schools into our family, ensuring each new school is integrated seamlessly while preserving its unique local identity and charism. In your first 12 to 24 months, you will focus on deepening educational performance, embedding our HEART values across all sites, and cultivating the relational and operational capacity needed for sustainable growth.

Who We Seek

Above all, we are looking for more than a capable executive leader; we are seeking a leader who genuinely connects with our mission and is inspired by who we are called to be. We seek a practising Catholic who leads with authenticity, integrity, humility, and courage. You will be a systemic leader who combines proven strategic acumen with high emotional intelligence. Someone who can inspire confidence, empower Principals, build strong partnership networks, and exercise faithful stewardship of our resources and creation.

Based in the dynamic city of Bristol, celebrated for its rich cultural life, vibrant communities, and exceptional quality of life this role offers the chance to exert a profound, lasting influence on Catholic education across the region while leaving a legacy that transforms young lives for generations to come.

If you are motivated by our culture, aligned with our aspirations, and eager to bring your passion and vision to this remarkable Trust, we warmly invite your application.

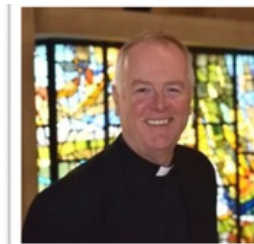
Yours faithfully in Christ,

Iheanyi Christopher Izuka

Chair of the Board of Directors

The Cardinal Newman Catholic Educational Trust

Welcome from the Bishop



St. Ambrose
North Road
Leigh Woods
Bristol
BS8 3PW

E: bishop@cliftondiocese.com
T: 0117 973 3072

Thank you for considering the role of Chief Executive Officer of The Newman Catholic Educational Trust.

This is a significant moment in the life of Catholic education within the Diocese of Clifton. Our schools and colleges have a long and distinguished history of serving children, young people and their families, offering not only academic excellence but also a formation rooted in the Gospel of Jesus Christ. Today, that mission is more important than ever. Catholic schools exist because the Church has a responsibility to proclaim the Gospel, to hand on the faith, and to help every child discover the dignity with which they have been created by God. Academic achievement is essential, but it is not the whole story. Our ambition is to form young people who are intellectually curious, spiritually alive, compassionate towards others, and equipped to make a positive contribution to society.

Across the Diocese we are creating a family of Catholic trusts that will strengthen our schools for generations to come. The Newman Catholic Educational Trust has a vital part to play in that vision. By working together, our schools can share expertise, nurture leadership, steward resources wisely and ensure that every child benefits from the strength of a truly collaborative Catholic community.

The Chief Executive's role is therefore much more than organisational leadership. It is a vocation of service. The successful candidate will understand that leadership in a Catholic trust begins with a commitment to the mission of the Church. They will inspire confidence, build strong relationships, develop outstanding leaders, and ensure that the Catholic character of every school is cherished and strengthened.

I am looking for someone who combines professional excellence with a deep appreciation of the distinctive nature of Catholic education. Someone who leads with integrity, humility and courage. Someone who can unite people around a shared purpose, encourage innovation where it serves the mission, and never lose sight of the individual child at the centre of every decision.

The Newman Catholic Educational Trust already serves many excellent schools. Together, there is an opportunity to build something even stronger: a trust where schools flourish academically, spiritually and pastorally; where staff are valued and supported; where governors are well equipped for their ministry; and where every family knows that they are welcomed with respect, compassion and hope.

The future of Catholic education depends upon people of vision who are willing to embrace both its challenges and its extraordinary opportunities. If you believe that your gifts and experience could help shape that future, I warmly encourage you to apply.

Thank you for your interest in serving the mission of Catholic education in the Diocese of Clifton. I assure you of my prayers as you discern whether God may be calling you to this important ministry.

Bosco

Rt Rev Bosco MacDonald

Bishop of Clifton

Clifton Diocese is a company limited by guarantee registered in England and Wales under number 10462076
Registered Charity No. 1170168 Registered Office: St. Ambrose, North Road, Leigh Woods, Bristol BS8 3PW



About Us

OUR MISSION

Rooted in faith, we ignite a love of learning, foster inclusive education and empower every individual to achieve their utmost potential.



OUR HEART VALUES

We walk together in faith, with Christ at the centre, empowering every child to flourish.

Our five core values of Hope, Excellence, Authenticity, Responsibility and Truth are the driving force behind every strategic priority, ensuring our work remains rooted in our mission, centred on the Gospel and focused on meaningful transformation.



HOPE

WHAT IT MEANS TO US

We build faith-filled communities of possibility and belonging



EXCELLENCE

We pursue the highest standards for every person, in all we do



AUTHENTICITY

We are true to our Catholic identity in every action and decision



RESPONSIBILITY

We steward God's gifts with wisdom, for people, planet and the common good



TRUTH

We seek, speak and live what is right, just and life-giving

STRATEGIC PRIORITIES

Mission and Evangelisation
People and Culture

Educational Excellence
Inclusion, Equality
and Diversity

Catholic Identity
and Formation
Leadership, Governance
and Accountability

Stewardship and Financial
Sustainability
Environmental Responsibility

Community and
Civic Leadership

THE CHANGE WE WILL SEE

Classrooms and staffrooms become places of encouragement and renewal; pupils and staff leave our schools believing in their future; families turn to our schools not only for learning but for belonging and formation in faith

Outcomes rise above national benchmarks; ambition is evident for every pupil regardless of background or need; our schools are recognised as places where the whole person is formed to flourish, excel and serve

Catholic life is visible in the rhythm of prayer, curriculum and relationships; leaders model servant leadership and integrity; the witness of our schools inspires trust, attracts others and strengthens the wider mission of the Church

Schools are safe, sustainable and life-giving places; resources are used generously for the most vulnerable; pupils learn stewardship by seeing it lived daily – in finances, creation care and decisions rooted in justice

Pupils are formed to be principled leaders and courageous advocates; schools become centres of moral courage and Gospel witness; alumni go on to transform communities, professions and the Church with conviction and integrity

Hope Excellence Authenticity Responsibility Truth

Our Journey So Far & The Future

Rooted in faith, The Cardinal Newman Catholic Educational Trust has evolved from a three school Trust into a flourishing family of seven primary schools across Bristol and North Somerset. Our journey is defined by deep collaboration, uncompromising educational standards, and a living Catholic mission where every child is known, valued, and inspired to achieve their God-given potential.

Our Journey So Far-Proven track record

Since formation, the Trust has systematically built the educational, spiritual, and operational foundations for sustainable excellence.

- **Strategic & Regional Expansion:** Expanded thoughtfully from one to seven primary settings across Bristol and North Somerset, creating a resilient family of schools deeply aligned with Diocesan strategic growth plans.
- **Academic Excellence & Standards:** Achieved consistently strong outcomes above national benchmarks, validated through high-performing Ofsted and Catholic Schools Inspectorate (Section 48) outcomes.
- **Shared Curriculum & Pedagogy:** Developed a rigorous, values-infused curriculum rooted in Catholic Social Teaching, backed by Trust-wide Centres of Excellence in core subjects.
- **Operational Infrastructure & Governance:** Built an expert central service team across Finance, HR, Estates, and Standards, governed by a skilled, mission-driven Board of Directors operating under robust financial discipline.
- **Rapid Improvement & Verified Excellence:** Through targeted school improvement strategies and collaborative leadership, the Trust has rapidly elevated Ofsted outcomes across our family of schools. This commitment to overall quality is matched by exceptional Catholic Schools Inspectorate (CSI) results 100% Good or better, reflecting our strong spiritual formation and academic standards.

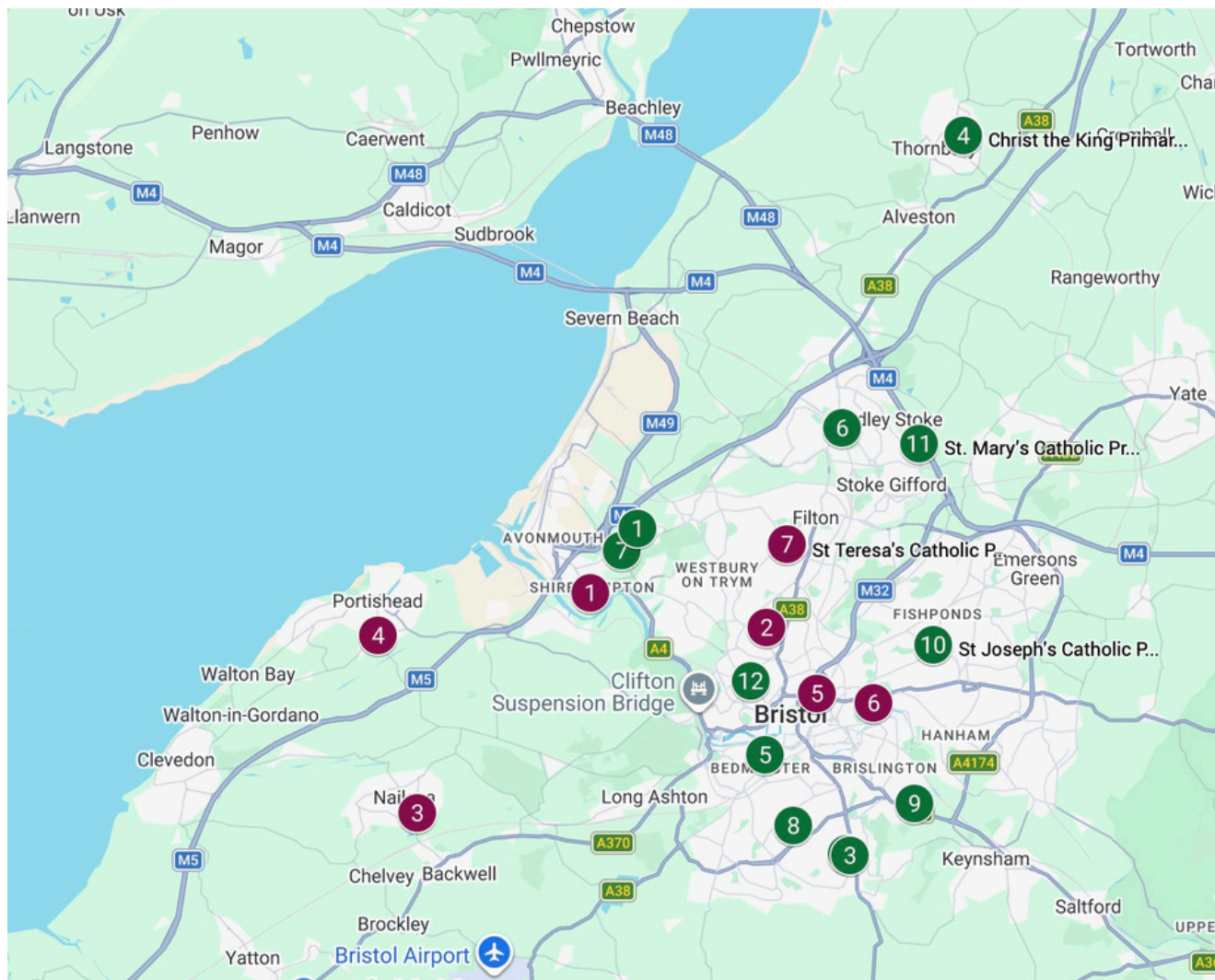
The Future- Strategic Horizon

The next chapter demands an exceptional systemic leader who will execute our HEART Strategic Improvement Plan.

- **Deepen Spiritual Formation:** Elevate Catholic life, chaplaincy, and liturgical formation, ensuring Christ remains at the centre of every school community.
- **Drive Educational Entitlement:** Eliminate achievement gaps so every pupil regardless of background or SEND exceeds academic expectations.
- **Steward Sustainable MAT Growth:** Seamlessly welcome prospective primary and secondary settings in alignment with Diocesan expansion strategies preserving local charisms while scaling central capacity.
- **Lead Systemic Digital Entitlement:** Guarantee baseline digital equity across all setting preparing ethically grounded, digitally fluent young people for tomorrow's world.
- **Secure Financial & Environmental Resilience:** Model exemplary stewardship diversifying income streams, maintaining balanced budgets, and delivering our Trust-wide environmental strategy.
- **Actively fulfilling Bishop Bosco's vision** to unite Catholic education into three high-capacity Diocesan Trusts.



CARDINAL NEWMAN CATHOLIC EDUCATIONAL TRUST NETWORK OF SCHOOLS



CARDINAL NEWMAN EDUCATIONAL TRUST SCHOOLS

- 1 St Bernard's Catholic Primary School
- 2 St Bonaventure's RC Primary School
- 3 St Francis Catholic Primary School
- 4 St Joseph's Catholic Primary School
- 5 St Nicholas of Tolentine Primary School
- 6 Saint Patricks Catholic Primary School
- 7 St Teresa's Catholic Primary School

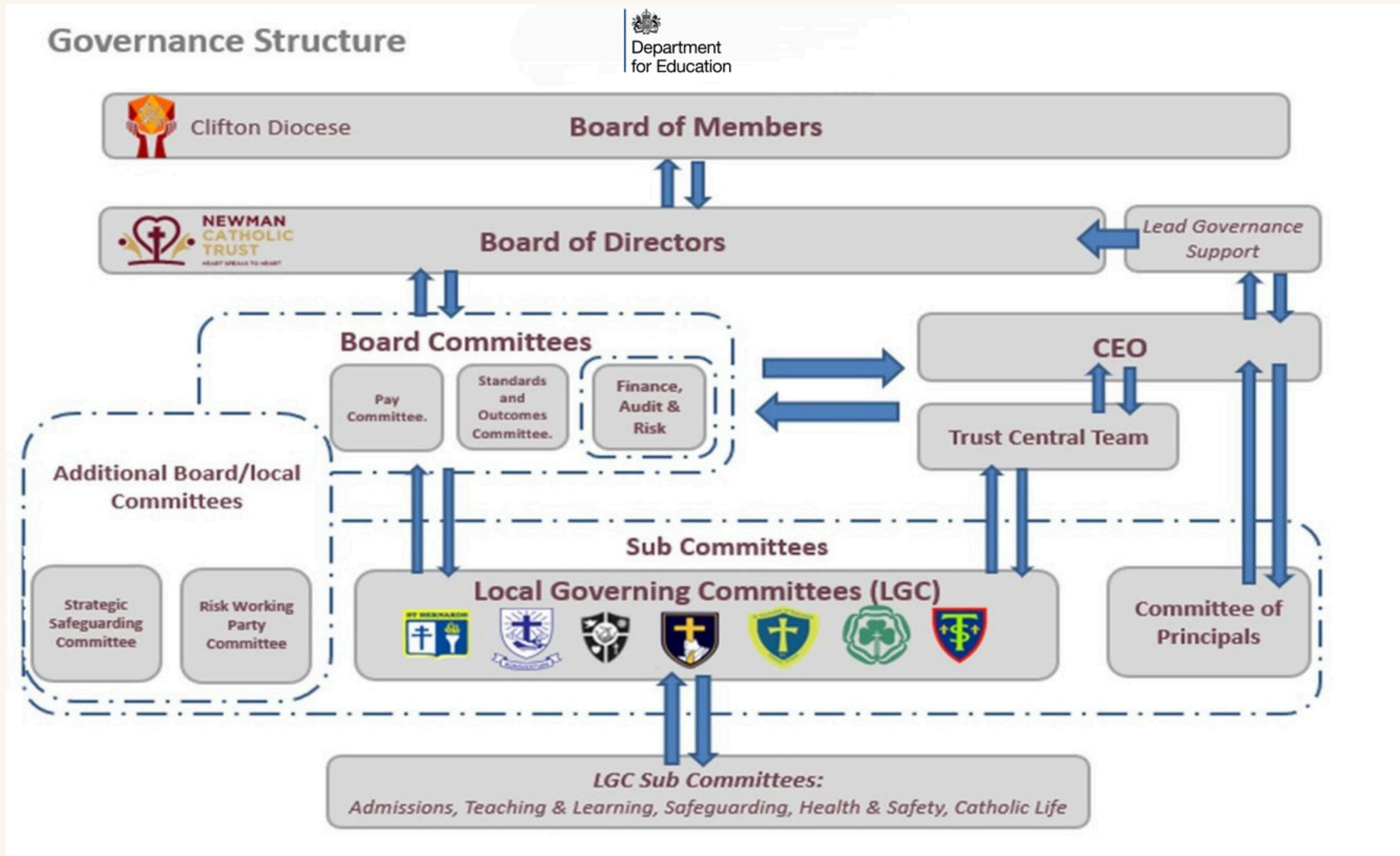
SCHOOLS THAT THE BISHOP'S VISION EXPECTS TO JOIN THE TRUST

- 1 St Bede's Catholic College
- 2 St Bernadette Catholic Primary School
- 3 St. Bernadette Catholic Secondary School
- 4 Christ the King Primary School
- 5 Holy Cross Catholic Primary School
- 6 Holy Family Catholic Primary School
- 7 Our Lady of the Rosary R C Primary School
- 8 School of Christ the King R C Primary School
- 9 St Brendan's Sixth Form College
- 10 St Joseph's Catholic Primary School
- 11 St. Mary's Catholic Primary School
- 12 St Peter & St Paul's Primary School



Hope Excellence Authenticity Responsibility Truth

CARDINAL NEWMAN CATHOLIC EDUCATIONAL TRUST



CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

Catholic Senior Executive Leader (CSEL) & Accounting Officer

Grade:	Market Competitive Salary
Accountable to:	The Trust Board of Directors
Responsible for:	The operational leadership and management of the trust in line with its Catholic ethos, implementation of the Trust Board's vision, strategy and policy, oversight of the Trust's educational and financial performance, compliance with all statutory and contractual requirements, lead the executive leadership team and all Principals
Hours:	Full-time

"As a Catholic Trust, we are called to serve with integrity, placing the flourishing of every child at the heart of all we do, guided by faith, hope and love."

Job Summary

The CEO/CSEL serves as the executive leader and designated Accounting Officer of the Cardinal Newman Catholic Educational Trust, carrying strategic responsibility for its overall performance and governance. As a practising Catholic, the CEO/CSEL is responsible for maintaining and developing the Catholic identity and mission of the Trust and its schools in accordance with Canon Law, the teachings of the Catholic Church, and the Trust Deed of the Clifton Diocese. The CEO/CSEL will be an inspirational and driven leader with a proven track record of creating a culture of continuous improvement and delivering excellent educational opportunities for all children across multiple sites. They will model robust challenge and support to build leadership capacity, drive educational and financial outcomes, lead strategic planning and risk management, engage key stakeholders, and ensure full compliance with the Trust's statutory and contractual obligations as a charitable company funded and regulated by the Department for Education.

Main Duties and Responsibilities

1. Provide dynamic operational leadership and management to inspire and support all people to excel in their endeavours to deliver the Trust's vision, strategic aims, and improvement priorities for the benefit of all pupils within and beyond the Trust.
2. Model the Trust's Catholic ethos and values to drive excellence in all areas of the Trust's work, particularly in the provision of education and safeguarding practice and through the preservation and development of its Catholic character.
3. Ensure pedagogy draws on best practice, research, and evidence to deliver the highest standards of academic performance across all schools in the Trust so that pupil outcomes are at least in line with or exceed national averages.
4. Act in the statutory function as the Trust's Accounting Officer and as such be personally accountable to Parliament, and to the Department for Education, for the Trust's resources; modelling the highest standards of probity, propriety, and value for money in managing public funds, whilst securing financial strength and sustainability.
5. Act as safeguarding lead for the Trust.
6. Ensure compliance with the Trust's statutory and contractual requirements.

CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

Catholic Senior Executive Leader (CSEL) & Accounting Officer

Preservation and Development of the Catholic Character of the Trust

7 Preserve and develop the Catholic character of the Trust and the schools within it and safeguard the teachings of the Catholic Church.

8 Ensure that senior leaders in all schools are challenged and supported to ensure that the Catholic character of all schools is reflected in every aspect of school life, particularly the curriculum, the day-to-day organisation of the school, staff development, staff and pupil relationships and the partnership between school, parents, parishes, and the wider community.

9 Work in partnership with the Director of Schools and Colleges for the Clifton Diocese to ensure that all diocesan requirements are fulfilled.

10 Act in accordance with the Bishop of Clifton's vision and ensure that any directives which, from time to time, may be issued by him are upheld in all schools.

Strategy

11 Demonstrate strategic awareness of the educational sector (including changes to relevant legislation, research, policy and guidance); and the local operating context to inform the development of strategic planning, policy and practice.

12 Lead the development, monitoring and evaluation of the Trust's strategic plan; ensuring resources are aligned with the identified improvement priorities.

13 Work with the Board of Trustees, its committees, and staff to ensure delivery of the Trust's vision and ethos through inspirational and distributed leadership and efficiently resourced strategic plans that incorporate clear, demanding and measurable targets and are underpinned by sound financial planning.

14 Develop/import the leadership and improvement capacity required to drive improvement across the Trust and its schools.

15 Work with the Diocesan Director of Schools and Colleges, DfE and local authorities to consider plans for the future expansion of the Trust, as appropriate, to increase leadership capacity and provision of high-quality Catholic education for the benefit of all local children and communities.

16 Act as an advocate and ambassador for the Trust in developing strategic partnerships, networks and links with stakeholders to secure better outcomes for children and build a strong, positive reputation for the Trust as the education provider and employer of choice.

Leading Teaching, Learning and Assessment

17 Lead the Trust's educational vision by drawing on the person, life and teachings of Jesus Christ and ensure that this vision is understood and supported by employees of the Trust at every level as well as parents, pupils, and the wider community.

18 Provide effective, inspirational, and Christ-centred strategic direction and leadership for all schools, motivating all those engaged in the activities of teaching and learning by ensuring that school improvement is at the core of every decision taken in fulfilment of Canon 806(ii) which requires that all Catholic schools are 'at least as academically distinguished as other schools in the area' so that pupil outcomes are at least in line with or exceed national averages.

19 Quality assure the development of each School Improvement Plan; implement systems to ensure accurate and continuous self-evaluation of performance and targeted intervention strategies to facilitate and sustain rapid improvement and secure strong progress for every pupil from their start point.

20 Drive a culture of continuous improvement and be transformational in demanding and overseeing the delivery of outstanding achievement and enrichment opportunities for all pupils via an efficiently resourced curriculum and extra-curricular programme which meets the academic and personal development needs of all pupils within the Trust to overcome disadvantage and advance equality.

CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

Catholic Senior Executive Leader (CSEL) & Accounting Officer

Financial Management and Regulatory Compliance

- 21 Ensure the Trust and staff meet their legal responsibilities in relation to safeguarding and the health and safety and wellbeing of children and adults on school sites.
- 22 Be responsible for meeting the demands of changing legislation, regulatory or best practice including but not limited to financial, educational, environmental, societal and governance.
- 23 Assume the role of the Trust's Accounting Officer, establishing and ensuring the highest standards of probity, propriety and value for money in managing public funds; taking personal responsibility (which must not be delegated) for assuring the Board that the Trust is compliant with its Funding Agreement and with the Academies Financial Handbook and the Trust's regulatory framework as a charitable company.
- 24 Oversee and provide appropriate direction to the Chief Financial Officer to ensure fulfilment of the Trust's statutory financial reporting requirements in an accurate, transparent and timely manner.
- 25 Work with the Chief Financial Officer to ensure sound internal control, risk management and assurance process are in place (including internal and external audit, Scheme of Financial Delegation) and that risk management is embedded across the Trust.
- 26 Maintain oversight of financial transactions, by:
 - a. ensuring the Trust's property and assets are under the Trustees' control, and measures exist to prevent losses or misuse.
 - b. ensuring bank accounts, financial systems and financial records are operated by more than one person.
 - c. keeping full and accurate accounting records to support the delivery of the Annual Statement of Accounts as well as required periodic reporting.
- 27 Ensure through the preparation and monitoring of financial plans that the Trust's financial viability and sustainability is secure, firmly based on accurate data and analysis, proper stewardship of funds, the optimum use of resources and the generation of sufficient surplus funding to meet future planned needs plus and contingency arrangements.
- 28 Actively seek opportunities to generate additional income or investment.
- 29 Maximise financial strength, value for money and sustainability through efficient use of resources and increased economies of scale across the Trust as a whole.
- 30 Act as the Trust's Data Controller, ensuring proper use and storage of data and ensuring the Trust's policies and systems are 'fit for purpose' and prevent the disclosure of confidential and sensitive information.

People and Performance

- 31 Ensure that the Trust has a financially sustainable workforce strategy that provides for the efficient and effective deployment of all staffing resources to deliver an excellent education experience to all pupils in the Trust schools.
- 32 Ensure that Trust policy and practice are aligned to the Catholic ethos and promote equality, diversity and inclusivity to help all staff and pupils to fulfil their potential
- 33 Ensure the requirements set out in the Bishop's Memorandum on the appointment of Teachers in Catholic Schools in respect of staffing and the use of Catholic Education Service employment documentation are implemented.
- 34 Line manage the executive leadership team and all headteachers to ensure robust accountability for performance is modelled throughout the Trust.
- 35 Ensure the Trust effectively attracts and manages its talent through effective CPD for all staff to increase impact on pupil outcomes and capacity for future growth and succession planning, particularly for key roles and future Catholic leaders of education.
- 36 Ensure the Trust's approach to pay and benefits is transparent, proportionate and in line with standard school pay and conditions.

CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

Catholic Senior Executive Leader (CSEL) & Accounting Officer

Governance

- 37 Act as the principal adviser to the Trust Board of Directors, working openly and transparently to support and enable delivery of highly effective strategic leadership and governance of the Trust.
- 38 Work closely with the Trust Board Chair and appointed company secretary and Lead Governance Professional to secure a positive, professional working relationship between Members, Directors, local Governors and staff.
- 39 Model to other executives and leaders positive, professional support for the Trust's governance by producing high quality written reporting and performance data in a timely manner to the Trust Board and its committees; ensuring information is clear and accessible to enable busy volunteers, including to non-educationalists, to get to grips with the key issues quickly and make well-informed decisions in the best interests of children.
- 40 Ensure that the Trust Board's Scheme of Delegation, including Scheme of Financial Delegation, is fully and rigorously implemented.



CHIEF EXECUTIVE OFFICER PERSON SPECIFICATION

Catholic Senior Executive Leader (CSEL) & Accounting Officer

Essential

1. Catholic Life and Mission / Faith Commitment

- A practising Catholic with a deep personal faith and commitment to Catholic education
- Clear understanding of and commitment to the Church's mission in education
- Ability to articulate and promote the distinctive Catholic ethos and identity of the Trust
- Understanding of the role of the Catholic school within the parish and diocesan community
- Commitment to the spiritual, moral, social and cultural development of all pupils
- Evidence of leading Catholic Life and collective worship in a school or trust setting

2. Qualifications

- Qualified Teacher Status
- Degree level qualification
- NPQH or equivalent senior leadership qualification
- Evidence of recent, relevant and ongoing professional development at a strategic level
- Catholic Senior Executive Leader (CSEL) designation or willingness to undertake

3. Experience

- Substantial successful experience as a Principal, executive leader or CEO in a Catholic school or trust
- Proven track record of raising standards and improving outcomes for all pupils
- Experience of strategic financial management including budget setting, monitoring and reporting
- Experience of leading and managing significant organisational change
- Experience of working effectively with a governing body or board of directors
- Experience of developing and implementing school improvement strategies across multiple settings
- Experience of building productive partnerships with external stakeholders including diocesan authorities, DfE and local authorities
- Experience of leading safeguarding at a senior level

4. Professional Development

- Evidence of recent, relevant and sustained professional development at executive level
- Commitment to own continued professional learning and development
- Evidence of developing leadership capacity in others through coaching, mentoring or professional development programmes

Desirable

- CCRS or equivalent Catholic qualification
- Experience of working with diocesan education teams
- Active involvement in parish life

- Higher degree (MA, MBA, EdD or PhD)
- Additional professional qualifications in governance, finance or law
- CCRS or equivalent Catholic qualification

- Experience as a CEO or executive Principal of a multi-academy trust
- Experience of trust growth including school transfers or sponsorship
- Experience of Ofsted inspection at a senior level
- Experience of working across multiple local authority areas

- Involvement in system leadership beyond own organisation
- Contribution to educational research or policy development
- Experience as an Ofsted inspector or equivalent peer review role

CHIEF EXECUTIVE OFFICER PERSON SPECIFICATION

Catholic Senior Executive Leader (CSEL) & Accounting Officer

5. Strategic Leadership

Essential

- Ability to articulate and share a vision of Catholic education within the context of the mission of the Diocese of Clifton based on Catholic Social Teaching
- Experience of leading change to deliver the vision and strategic objectives
- Experience of developing senior leaders and confidently engaging with internal and external stakeholders
- Evidence of successfully translating vision into reality at MAT level through excellent relations with governance and school staff
- Evidence of successful strategies for planning, implementing, monitoring and evaluating MAT/school improvement through effective use of data
- Ability to operate in a spirit of fraternity resulting in productive relationships with all stakeholders including directors, governing bodies and clergy
- Knowledge of what constitutes quality in educational provision for all pupils
- Understanding of the importance and balance of solidarity and subsidiarity
- Understanding of, and commitment to, promoting and safeguarding the welfare of pupils

Desirable

- Knowledge and understanding of the role of governance in a Catholic context
- Demonstrable experience working with a Board of Directors to provide strong strategic leadership, clear accountability and effective governance

6. High Quality and Inclusive Education

- A secure understanding of the requirements of the National Curriculum and associated statutory requirements
- Committed to inclusion and wellbeing including for those children with SEND, the disadvantaged and the marginalised
- Successful experience in creating an effective learning environment and developing policy relating to behaviour, wellbeing, mental health, attendance and inclusion
- Knowledge of successful teaching and learning strategies to meet the needs of all pupils, especially those with SEND and the disadvantaged
- Understanding of adaptive and responsive teaching resulting in teachers feeling confident to teach all pupils
- A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning
- Experience of effective monitoring and evaluation of teaching and learning
- A track record of at least good outcomes for all pupils

- A secure understanding of the requirements of the religious education directory
- Understanding of successful teaching and learning in religious education across the key stages
- Evidence of collaboration with other schools, MATs, local authorities, parishes, deaneries and dioceses

CHIEF EXECUTIVE OFFICER PERSON SPECIFICATION

Catholic Senior Executive Leader (CSEL) & Accounting Officer

Essential

7. Catholic Workforce / School Improvement

- Evidence of leading an organisation in which people feel they belong and are supported
- Ability to delegate work and support colleagues in undertaking responsibilities
- Understanding of fostering a supportive working environment by managing staff workload, prioritising wellbeing and taking action to support all staff
- Successful involvement in staff recruitment/induction
- Experience of performance management and supporting CPD and formation of colleagues
- Committed to monitoring workload, wellbeing and staff formation and professional development
- Evidence of leading a flourishing culture of continuous improvement through a codified model of school improvement
- Experience of establishing a culture that values innovation, creativity, openness and trust
- Demonstrable skills in conducting research to inform evidence-based decision making

Desirable

- Evidence of promoting, forming, collaborating, and supporting staff to further the Catholic Life and Mission
- Evidence of strategies informed by a secure understanding of the views/needs of pupils/parents/carers/staff, parishes and the wider community
- Evidence of leading a knowledge-building organisation
- Evidence of leading organisational change where collaboration with and support for stakeholders remains central

8. Finance and Operations

- Evidence of effective use of finances and resources to enable a MAT to achieve its mission and educational priorities
- Evidence of budget planning and resource deployment to achieve an ethical, effective and efficient use of resources
- Evidence of successful use of financial data and intelligence in overseeing a stable, accurate and sustainable long-term financial strategy
- Evidence of a clear approach to delivering value for money through effective budgeting and risk management
- Understanding of the importance of a capital strategy including buildings, digital infrastructure and technology
- Evidence of successful implementation of policies and robust processes to minimise risk of fraud, data breaches and financial mismanagement

- Evidence of successful strategies to ensure all pupils move from a Catholic primary to a Catholic secondary school
- Experience of managing significant budgets and ensuring compliance with DfE requirements



Recruitment Timeline

DATE	ACTIVITY	NOTES
Monday 3rd August	Campaign Launch & Application Pack Release	Available from the Trust website and from the link https://mynewterm.com/jobs/17561/EDV-2026-CNCET-67413
14th -18th September	Candidate Visits to Trust	Optional morning or afternoon visits to experience the Trust's HEART values in action. Managed via email ceorecruitment@newmancatholictrust.com
Sunday 20th September	Application Closing Date	Submissions close strictly at midnight. All applications must be submitted digitally through the designated portal.
Monday 21st September	Shortlisting & Candidate Notification	Selection Panel review applications. Shortlisted candidates notified by end of day.
22nd –25th September	Visits to Candidates' Current Settings	Key selection panel members undertake contextual visits to shortlisted candidates' current schools/trusts (subject to candidate agreement). A 2 hour visit with no more than two Trust representatives.
28th & 29th September	Final Assessment & Interview Panel	Two-day assessment process.
Wednesday 30th September	Formal Offer & Appointment Confirmation	Announcement of appointment, subject to satisfactory references, canonical clearance, and pre-employment background checks.
January 2027	Preferred start date	January 2027, or earliest mutually agreed start date.

17 Next Steps & Application Details

Application Details

Applicants should download and complete the CES senior leadership application form, which can be obtained using the link provided from mynewterm.

<https://mynewterm.com/jobs/17561/EDV-2026-CNCET-67413>

Applicants should include a personal statement, maximum two sides of A4, minimum font 10, outlining their desire and suitability for the role.

The documents, should be returned to:

ceorecruitment@newmancatholictrust.com no later than **midnight on 20th September 2026**

Key Dates

Application Deadline: Midnight, 20th September 2026

Candidate Visit to Trust: 14th - 18th September

Shortlisting: 21st September 2026

Visits to Candidates' Current Setting: 22nd -25th September

Interviews: 28th and 29th September.

Should you require further information or wish to advise us of your current setting visit preference days and interest in an optional visit to Trust schools settings, please contact: ceorecruitment@newmancatholictrust.com



The Newman Catholic Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and all other safer recruitment and pre-employment checks, including the receipt of satisfactory references. In accordance with Keeping Children Safe in Education, the Trust may also carry out an online search of shortlisted candidates as part of its recruitment process. The Cardinal Newman Trust is committed to fostering an inclusive culture where everyone is treated with dignity and respect. We welcome applications from suitably qualified candidates from all backgrounds and are committed to promoting equality, diversity and inclusion in accordance with the Equality Act 2010.