



Recruitment Pack

**Head of IT**





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## Welcome from Katy Cox

Catholic Senior Executive Leader

Dear Applicant

Thank you for your interest in joining Romero CAT's central team. I hope you will find the information in the application pack helpful.

As the new CEO of Romero CAT, I am delighted to begin expanding the central team in order to deliver the best education and best service to our schools, children, staff and their communities. If successful, you will be joining the trust at an exciting time of change and growth. It is my aim to strengthen and broaden the services and capacity at the centre to meet the challenging demands ahead of us. This post has been designed to contribute to this aim.

At Romero CAT, our values underpin everything we do: Faith, Service, Aspiration and Collaboration. The successful candidate will be in full alignment with our vision and values. You can find more information on our trust website.

We look forward to receiving your application.

Yours faithfully,

Katy Cox

CEO/CSEL

## 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 sixteen schools. Developing strong relationships and local partnerships between our schools has been an essential driver to this growth.

Our Catholic Senior Executive Leader 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 (Chair of Directors)



# Our Values



Romero Catholic Academy Trust is a family of Catholic schools serving the needs of children and young people in the Diocese of Salford, covering the areas of Lancashire, Blackburn with Darwen and Calderdale. To achieve this, we will uphold four key values:

## **Faith: To nurture our belief in God.**

- Inspired by the vision of Bishop John, we will provide an authentic passing-on of our Catholic faith.
- Our schools will be nurtured by the Word of God.
- Our pupils will come to an understanding of what it means to be loved by God and the responsibilities that come from loving God.
- Our schools are worshipping communities characterised by vibrant liturgy and prayer.

## **Service: To live out the responsibilities of our faith by serving others.**

- We will always act in the service of the pupils in our care.
- In our schools we will educate our children to be the next generation of the stewards of God's creation.
- We embrace Catholic social teaching and work for the Common Good with a preferential option for the poor.
- We are outward facing, acknowledge our place in the wider educational system and accept our civic responsibility.

## **Aspiration: To aspire to fulfil the potential of each individual, created uniquely in the image of God.**

- We will work to fulfil the potential of each member of our community by providing an education that develops the whole person, including high quality Religious Education.
- Our schools will have a relentless focus on achievement. The quality of education in our schools will be 'at least as academically distinguished as that in the other schools of the area.' (Can. 806.2)
- Every member of our community will be provided with the knowledge, skills and attitudes needed to succeed in school and in the next stage of their lives.
- Through high quality and relevant continuing professional development, we will invest in our staff.
- Decision making will weigh up the Common Good and be made in a timely way.
- We will always focus on the solution to a problem.

## **Collaboration: To work collaboratively; sharing and fostering the strengths and expertise of all.**

- A spirit of solidarity leads us to accept a shared responsibility for all.
- We recognise the concept of subsidiarity; that decisions will be made as locally as possible.
- Improvements across our family of schools will be secured by utilising the skills and experience in the trust.
- Wherever possible, we will take care to involve and inform people in decision making.
- We believe in the importance of open, honest and positive communication.

# Saint Oscar Romero

Our Catholic Academy Trust is named after Saint Oscar Romero and his values as a great and inspirational teacher and as a protector of all.

Saint Oscar Romero stood out for his unwavering commitment to living out the Gospel, to providing a witness to the love of God in the face of violence. He was the Archbishop of San Salvador and he was murdered for criticising the government that kept people very poor. He shows us that we must see God in all people and work together to build God's kingdom of mercy, justice and love on earth.

Today, we can make a renewed commitment to follow in the example of our heroes of our faith to live a life faithful to Jesus. To turn our attention away from possessions and focus on the call to holiness.

## The Romero Prayer

It helps, now and then, to step back and take the long view.

The Kingdom is not only beyond our efforts; it is even beyond our vision.

We accomplish in our lifetime only a fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is another way of saying that the kingdom always lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith. No confession brings perfection. No pastoral visit brings wholeness. No program accomplishes the church's mission. No set of goals and objectives includes everything.

This is what we are about.

We plant the seeds that one day will grow. We water the seeds already planted, knowing that they hold future promise. We lay foundations that will need further development. We provide yeast that produces effects far beyond our capabilities.

We cannot do everything and there is a sense of liberation in realizing that. This enables us to do something and to do it well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and do the rest. We may never see the end results, but that is the difference between the master builder and the worker.

We are workers, not master builders; ministers, not messiahs.

We are prophets of a future not our own.



# Job Advert

## Head of IT

**37 hours per week, full year**

**£53,887 - £58,281**

**Grade 12, SCP 44 - 48**

**Responsible to: Catholic Senior Executive Leader**

**Main Location: Romero Central Office with  
travel to other sites**

**Required to commence: As soon as possible**

The Trust's Head of IT will be responsible for the strategic leadership, development and management of the Trust's IT infrastructure and support service, including:

- Strategic leadership and development of IT capacity ensuring the Trust's resources and services are fit for purpose and support future development through the leadership of ongoing improvements.
- Day-to-day leadership of IT support for the Trust across a multi-site organisation.
- Development of IT resources.

The successful candidate will be responsible for delivering the IT strategy across the Trust. He/she will report to and work with the Catholic Senior Executive Leader. The role is based in our Trust Headquarters as well as regularly working onsite across all our schools.

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](mailto:careers@romerocat.com)

**Full details and application forms are available from our website:**  
[www.romerocat.com](http://www.romerocat.com)

*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 6<sup>th</sup> January 2025 @ 12noon**  
**Shortlisting date: Tuesday 7<sup>th</sup> January 2025**  
**Interview date: Tuesday 14<sup>th</sup> January 2025**



# Head of IT

## Job Description

### **Job Purpose**

To develop and deliver Romero Catholic Academy Trust's IT strategy and services to the Trust Schools in line with the business needs of the Trust in the most efficient and effective way.

### **Main Duties and Responsibilities**

#### **Strategic Planning and Leadership**

- Develop, maintain and deliver the Trust IT Strategy and IT roadmaps to ensure synergy with the strategic objectives of the Trust.
- Develop and manage the IT function and team to meet the needs of the Trust in the most efficient and effective way (Software Development, Service Desk, Infrastructure and Desktop Support)
- Lead Information and Cyber Security across the Trust and ensure robust protections are in place.
- Engage with Trust SLT to manage and maintain the relationships with the schools across the Trust through strong stakeholder management and understanding.
- Provide a strategic and technical lead into Trust-wide projects and initiatives including quality standards, database management systems and IT support systems.
- Champion change and effectively manage implementation of new ideas.
- As a member of the Central Team SLT providing updates and reporting on IT activity and operational aspects within the Trust and its schools.
- Presenting to the Trust SLT and School Heads/Business Managers IT updates and specific projects work with full operational delivery.

#### **IT Infrastructure**

- Promote and develop the use of IT processes, policies and procedures to ensure efficient and consistent working practices across the Trust.
- Anticipate future needs, identifying proactive solutions
- Oversee all IT-related purchasing and budget use
- Develop and promote the use and effectiveness of IT throughout the Trust schools in order to increase its benefit by continually recommend ways of improving the services delivered.
- Helping schools with sourcing software products, providing guidance on the approach and selection methods to take.
- Oversee implementation of network security at corporate level.
- Develop standard operating procedures and models across the Trust with focus on remote sites and recognising end user requirement.

### **Compliance and Performance**

- Responsible for creating, updating the business SLAs, ensuring availability of core IT services to the agreed SLA requirements.
- Ensure that the customer expectations are met and the Service Level Agreements (SLAs) are delivered.
- Develop and measure KPIs.
- Provide lead project management on IT projects to ensure that they are delivered on time and on budget, meeting agreed objectives, delivering quality and results.
- Ensure effective filtering is in place in line with DFE requirements.
- Responsible for maintaining stability and security of Information in accordance with ISO27001 guidelines.
- Responsible for ensuring the monitoring of Internet activity and any misuse reported and acted upon within the ISO27001 guidelines.

### **Resources**

- Evaluate staffing levels to ensure the delivery of IT operations and projects across the Trust is maintained and recognising the changing needs of the schools.
- Overseeing project delivery with full responsibility and budgetary control both within the IT Budget and on behalf of schools .
- Supporting schools in the recruitment process for IT related roles within those schools.

### **Safeguarding**

- Provide IT strategy and services to strengthen Safeguarding across Trust schools.

### **Risk Management**

- Responsible for developing and ensuring a fully coherent and business tested Backup and Disaster Recovery strategy.

### **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.



## Head of IT

### Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Interview (I), Test (T) Reference (R)
<b>Qualifications and Training</b>		
Degree level or equivalent	E	A
Appropriate Professional IT Qualification	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
<b>Experience</b>		
Proven experience in defining IT strategy and managing the delivery of strategic objectives	E	A/I/T
Experience of leading IT strategy in a multi-site group complex organisation	E	A/I/T
Project management experience including a successful track record of planning and delivering IT projects on time and to budget	E	A/I
Strong stakeholder management and dealing with CEO and SLT members	E	A/I
Experience in the management of relationships with IT suppliers, including negotiating and managing IT contracts, and monitoring service in relation to agreed SLAs	E	A/I
Track record of leading IT operational service delivery and delivering high standards of customer care	E	A/I
Experience managing an IT department in a fast-paced dynamic environment	E	A/I
Experience of leading an IT function in an education setting, or as a minimum in a highly focused customer environment	D	A/I
Experience of managing competing priorities and working to tight timescales	E	A/I

<b>Knowledge</b>		
Full understanding of supply and third-party management	E	A/I
An understanding of contract management and working within a commercial environment, with an appreciation of how to drive value add to customers	E	A/I
Full awareness of industry trends and ability to incorporate ideas and vision into the business.	E	A/I
Good technical knowledge	E	A/I
Understanding of new technologies and their application	E	A/I
Relevant methodologies and industry standard processes e.g: Prince2, ITIL, Agile	E	A/I
Understanding of CRM, CMS, ERP and general business systems	E	A/I
<b>Skills and Abilities</b>		
Comprehensive experience and insight into IT technology and solutions	E	A/I
Ability to manage technical staff	E	A/I
Excellent leadership and management skills	E	A/I
Excellent motivational and team building skills	E	A/I
Ability to translate organisational direction into specific team and individual job expectations, managing performance through effective monitoring, coaching, and feedback	E	A/I
Resource management — has skills to Influence results through appropriate staffing, budgetary management and maximisation of available resources	E	A/I
Demonstrably effective at providing timely, concise, audience-appropriate information orally and in writing	E	A/I/T
Experience of commissioning services from third parties and managing relationships with suppliers and contractors	E	A/I
Strong people management and team building skills	E	A/I
The ability to mentor/ guide staff, developing them through	E	A/I

the various internal teams with specific and tailored personal development		
The ability to make decisions and an adherence to them once made	E	A/I
Good problem-solving skills	E	A/I
Good budget management skills	E	A/I
Excellent project management skills	E	A/I
Good verbal, inter-personal, written presentation and communication skills	E	A/I/T
<b>Personal Qualities</b>		
Customer focussed	E	A/I/T
Highly innovative and attentive to detail	E	A/I/T
Ability to relate to and communicate effectively with a wide range of people (staff, external contractors, external customers etc.) with a calm and courteous manner	E	A/I/T
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E	A/I
Commitment to continuous personal development including undertaking qualifications in key areas	E	A/I
Self-awareness and ability to receive, and act upon, constructive feedback	E	A/I
Reliability, integrity and resilience	E	A/I/R
An excellent record of attendance and punctuality	E	A/I/R
Ability to understand, demonstrate and apply the Trust Values	E	A/I/T
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	I
Commitment to health and safety	E	I
Essential car user	E	A
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
<b>Prepared by:</b>	<b>CSEL</b>	<b>Date:</b>
		<b>August 2024</b>

### **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.

## **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](mailto:careers@romerocat.com)

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DIOCESE OF  SALFORD

 **Romero**  
Catholic Academy Trust