



# Mater Ecclesiae

Catholic Multi Academy Trust

## Vacancy

### **Chief Finance and Operations Officer at Mater Ecclesiae Catholic Multi Academy Trust**

**Contract: Full time, Permanent**  
**Required: 1 September 2025 or as soon as possible**  
**Salary Range: Competitive**

#### **About us**

Mater Ecclesiae is a growing Catholic Multi Academy Trust in Preston, Lancashire. We currently consist of ten primary schools and one secondary school. In line with the Bishop's vision for schools across the Diocese of Lancaster, we are due to grow to seventeen schools by 1 September 2025. When fully formed we will consist of twenty primary and three secondary schools.

To shape and deliver the next phase of our growth plan, we are looking to appoint a new Chief Finance and Operations Officer.

#### **The Role**

As Chief Finance and Operations Officer, you will work closely with the Chief Executive Officer and the Trust Executive Team to refine and implement our Trust Strategy in line with the Bishop of Lancaster's vision for education.

You will be responsible for the strategic oversight of the non-academic aspects of the Trust. You will strategically lead Trust finance and operations staff across the central team and ensure compliance across all of our schools. You will also be working with School Business Managers, Headteachers, School Governors, Trustees and key external partners and stakeholders, including the Diocese of Lancaster.

You will be resilient, and as passionate as we are about the future of our Trust. You will appreciate the privilege of making a key contribution to setting the scene for the future success of our Trust, and you will be able to see the bigger picture.

#### **Safeguarding**

Our Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share the commitment and undergo an enhanced DBS check. The successful candidate will be appointed under the terms and conditions of a CES contract which they will be required to sign. The employer will be Mater Ecclesiae Catholic Multi Academy Trust. Applications must be made on the CES/Mater Ecclesiae Support Staff Application Form.



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The post you are applying for is covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'Disclosure.' Information provided by you or the Disclosure and barring Service will be dealt with in a confidential manner in accordance with the DBS Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.

Mater Ecclesiae has adopted Lancashire County Council's Policy Statement on the Recruitment of Ex-offenders. This is available to all applicants upon request.

Please note that in line with Keeping Children Safe in Education 2024 an online search will be carried out as part of our due diligence on shortlisted candidates.

## How to apply

Please take the time to read the vacancy information pack, and please do contact us before the closing date for an informal chat if you have any questions about the role. If you decide to apply, ensure that you complete the supporting statement in your application to let us know how your experience and personal qualities make you suitable for the role.

<b>Closing date:</b>	12 noon on Wednesday 30 April 2025
<b>Shortlisting:</b>	Thursday 1 May 2025
<b>Interviews:</b>	Thursday 8 May 2025

Applicants MUST use the Mater Ecclesiae CES Application form found with this posting and on the Trust website.

Application forms should be returned to: [recruitment@mecmat.org](mailto:recruitment@mecmat.org)