



Recruitment Pack
Executive Administrator &
Conversion Project Manager





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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

Executive Administrator & Conversion Project Manager

37 hours per week, full year

Grade 10, SCP 35 – 40 (£44,711 - £49,764)

Responsible to: Catholic Senior Executive Leader

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

Required to commence: As soon as possible

We are seeking a highly organised and proactive Executive Administrator to support our CEO. This position combines executive-level support with project management responsibilities, requiring someone who can seamlessly balance strategic initiatives and operational tasks. The ideal candidate is a resourceful multitasker with a strong ability to prioritise, maintain confidentiality, and assist the CEO in ensuring smooth business operations and project delivery.

Your leadership, organisational skills, personality and relationship-building skills will be essential in managing various projects and initiatives, and your innate talent for motivating, nurturing, and maximising team potential will be invaluable.

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.

Full details and application forms are available from our website:
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: 26th February 2025 @ 12 noon
Shortlisting date: 28th February 2025
Interview date: 7th March 2025



Executive Administrator & Conversion Project Manager

Job Purpose

This position combines executive-level support with project management responsibilities, requiring someone who can seamlessly balance strategic initiatives and operational tasks.

Main Duties and Responsibilities

Executive Support

- Serve as a primary point of contact on behalf of the CEO for communications relating to projects and operations, including handling emails, phone calls, diary management and correspondence
- Ensure the filing of legislative reports/submissions and returns in a timely manner to ensure compliancy and that the requirements of the Academies' Trust Handbook are met
- Strategic management and oversight of the communications strategy to all stakeholders, including website, social media, E-Briefings and newsletters. Oversight of all centralised key documents, to ensure consistency
- Handle sensitive, private and confidential information and matters with the utmost discretion
- Diary and central meeting management and planning, liaison with external agencies, event planning, co-ordination and logistics, supporting growth strategy planning and the implementation of processes and systems
- To produce documents, briefing papers, reports and presentations as requested by the CEO
- To attend meetings, as requested, by the CEO and ensuring the CEO is well prepared for meetings
- To attend external meetings with the CEO, as agreed, to provide general assistance, to take notes, identify priorities and contribute where relevant
- To conduct research for the CEO and any projects as requested

Project Management

- Lead, manage, and track multiple projects and tasks across the organisation, ensuring projects are on schedule, within scope, and aligned with the stated organisational objectives
- Project management of the conversion process, and onboarding of schools, in line with current growth sequencing plans
- Co-ordinate and attend all conversion meetings liaising with various stakeholders; local authorities, solicitors, DfE, governors
- Liaise with central team and third parties to ensure legal and mandatory aspects of school conversions are carried out in a timely manner and any issues communicated clearly
- Management of all conversion documentation throughout the process to ensure adherence to strict deadlines
- Support schools in documentation needed for the commercial transfer into Romero CAT, in line with DfE and legal guidance
- Ensure all information and data is up to date to support the conversion and onboarding strategy

- Work with new schools within the Romero CAT footprint to carry out due diligence, understand systems and processes, create high level reports suitable for board scrutiny and highlight risks and opportunities
- Project manage the onboarding of schools following conversion
- Work closely across different function areas of the organisation, such as Finance, Governance, Operation and Estates, Human Resources, Safeguarding and IT to ensure seamless execution of projects, tasks and company-wide initiatives
- Develop and maintain project timelines and key milestones, identify risks, and proactively resolve roadblocks to ensure success
- Prepare management reports and associated documentation on project progress
- Foster open communication among team members, encouraging and driving ideas for improved collaboration
- Regularly update the CEO on project and task statuses, KPIs, and other critical business metrics

Team Management

- Line management the Central Administration Support Team
- Administration to include arranging meetings/rooms, maintaining the contact lists, organising filing, booking travel and hotel rooms, organising conference calls and ensuring the smooth administrative operation of the department

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience
- Look outward to other education settings in seeking to ensure best practice is maintained in all Romero CAT schools and settings
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community

Safeguarding

- Romero CAT is committed to safeguarding and promoting the welfare of children and young persons at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies

Other Responsibilities

- Provide comprehensive support across various departments as needed
- Adhere to all CAT-wide policies and procedures
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the CAT provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability

- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending governing body meetings outside of normal working hours)
- Travel between different sites of the Romero CAT as required
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements
- Demonstrate consistently high standards of personal and professional conduct as defined in the Romero CAT Code of Conduct Policy

Executive Administrator & Conversion Project Manager

Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
Educated to degree level or significant, relevant, professional experience in a senior role and similar position	E	A/C
Evidence of relevant, recent continuing professional development to include data protection; governance; safer recruitment and safeguarding	E	A/C
5 GCSEs, including Maths and English, Grade C or above (or equivalent)	E	A/C
Evidence of commitment to professional career development	E	A/C
Full UK driving license and possess a vehicle to travel between academies	E	A
Willingness to undertake relevant training and identify own development needs	E	A
Knowledge and Experience		
Strong knowledge of the education sector including relevant legislation and regulatory requirements, alongside the requirements of the Academies Trusts' Handbook	E	A/I/R
Track record of using sector good practice and collaboration with professional networks to inform and develop services	D	A/I
Demonstrable experience in, and knowledge of business and operations management	E	A/I/R
Knowledge of project management and monitoring strategies	E	A/I
Experience of delivering to deadlines and achieving set targets to a high standard	E	A/I
Experience of supporting and advising senior leadership within a medium/large organisation	D	A/I
Experience of working in a multi-academy trust environment	D	A/I
Experience of working in a busy, fast-paced, office environment adhering to strict deadlines and working under pressure with the ability to delegate and prioritise	E	A/I
Experience of the management of a budget and collating financial data	E	A/I

Excellent literacy and numeracy skills	E	A/I
Excellent written and verbal communication skills with a calm and professional approach	E	A/I
Skills and Abilities		
A strong record of delivery and managing complex projects engaging varied processes and digital solutions	E	A/I
High level of accuracy, with excellent attention to detail, to produce complex reports and written communication	E	A/I/R
Extremely organised with the ability to plan and implement systems and processes, including any training needs	E	A/I/R
Strong leadership skills in order to manage an administration team, including any recruitment and training needs	E	A/I
Proven ability to build, and maintain, effective working relationships at all levels whilst showing tact, diplomacy, empathy, professionalism and confidentiality	E	A/I
Ability to be confident and conscientious, with a flexible approach and a willingness to respond to changing priorities	E	A/I
Evidence of planning and implementing the logistics required to organise both in-house and external events, conferences and meetings	E	A/I
Professional work ethic, with a desire to deliver high standards at all times	E	A/I
Ability to use own initiative to support the strategic development of administrative support systems and processes	E	A/I/R
Outstanding written and verbal communication skills	E	A/I
Strong IT skills, including the Microsoft 365 product suite	E	A/R
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
Commitment to continuous professional development	E	A/I
Willing and able to travel to academies across the Trust and to flex working hours to attend, and support, various meetings and events that fall outside of normal working hours	E	A
Note:	In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time	
Prepared by:	RCAT HR Team	Date:
		January 2025

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

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DIOCESE OF  SALFORD

 **Romero**
Catholic Academy Trust