



Recruitment Pack

**Governance Lead and Clerk to the Board**





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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

## Governance Lead and Clerk to the Board

**37 hours per week, Term Time Only plus 2 weeks  
(Flexibility around meetings required including  
some early evenings)**

**Grade 8, SCP 25 - 30**

**Responsible to: Catholic Senior Executive Leader  
Main Location: Romero Central Office with  
travel to other sites**

**Required to commence 1<sup>st</sup> December 2024 (or  
sooner if possible)**

We are seeking to appoint an individual who has experience as a governance professional, preferably within the Catholic education sector.

The successful candidate will co-ordinate and support the work of our Board of Directors, Local Governing Bodies and the CEO/CSEL as well as carrying out the duties of Company Secretary for Romero Catholic Academy Trust. He/she will report directly to the CEO/CSEL.

The role is based in our Trust Headquarters as well as regularly working onsite in our schools. There is a requirement to work flexibly, including some early evenings.

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 7<sup>th</sup> October 2024 @ 12noon  
Shortlisting date: Monday 7<sup>th</sup> October 2024  
Interview date: Thursday 10<sup>th</sup> October 2024**



# Governance Lead and Clerk to the Board

## Job Description

### Main Duties and Responsibilities

- Co-ordinate the work of the Board of Directors by acting as the clerk for meetings and committees.
- Co-ordinate the work of Romero Catholic Academy Trust and Governing Bodies by providing an efficient clerking and support service.
- Carry out the duties of Company Secretary for Romero Catholic Academy Trust.
- Draft the Trust annual Calendar ensuring meetings and events across the Trust are coherently planned.

### Governance Professional

- Act as Clerk to the Board of Directors and Romero Catholic Academy Trust, including the preparation of agendas and reports, attendance at meetings of the full Board and their sub-committees, taking minutes, and arranging any follow-up action.
- Recruit, train and manage a team of local governing Board clerks.
- Ensure Local Governing Boards agendas reflect Trust-wide priorities and are within the scheme of delegation.
- Maintain a record of minutes for Directors and Local Governing Board meetings.
- Advise headteachers on the content of the headteacher's report to LGBs and Directors.
- Advise the Board of Directors, Local Governors and CEO on matters of school governance, obtaining legal advice as required.
- Ensure the Board of Directors and Local Governors carry out their responsibilities in line with school governance guidelines.
- Maintain a register of business interests for Directors and Local Governors and bring any issues of conflict of interest to the attention of the Board of Directors.
- Maintain governance information for schools and the Trust on GIAS
- Ensure governance and academy information is up to date on the Romero website.
- Provide support and guidance to the Chair of Directors and Chairs of Local Governing Bodies at meetings.
- Ensuring associated paperwork is submitted and uploaded to The Trust Governor (or any electronic system which the trust chooses to utilise) within the Trust's agreed timescales.
- Undertake research and provide briefing papers for Directors and Governors on changes in legislation affecting the Trust and schools.
- Ensure that confidentiality is maintained in all areas and that all GDPR principles are adhered to in governance and Trust meetings arrangements.
- Have due regard for the Scheme of Delegation content to ensure decisions are approved and recorded in accordance with the directions of the Scheme.

- Provide support for Headteachers and Governors for OFSTED.
- Provide support for Headteachers for CSI inspections.
- Maintain subscriptions to appropriate organisations.
- Update and implement a training schedule for governors.
- Organise and when necessary, deliver bespoke/in person training for governors.
- Update and implement an annual planner for Board and governors' meetings.
- Ensure new Directors and Governors receive an effective induction and appropriate checks such as DBS checks take place.
- Maintain and update the Trust website and social media platforms as necessary.
- Undertake website compliance checks for Trust schools.
- Ensure parental complaints are dealt with according to policy.
- Ensure schools follow permanent exclusion deadlines and procedures.
- External reviews of governance.
- Support the Board with external reviews of governance.
- Line manage the staff within the governance team.

#### **Company Secretary**

- In conjunction with CEO and CFO, prepare reports and submissions to Companies House.
- Maintain company records such as registers of Directors, Members, Governors and 'People of significant control' Register.
- File documents and accounts at Companies House within correct timescales.
- Ensure that the Board of Directors acts within its powers and decisions are communicated and notified to the relevant bodies, principally the DfE.
- Ensure the Directors are aware of their responsibilities in the area of compliance, policy development and record keeping.
- Provide advice to the Board of Directors, Members and Governors on changes in legislation which may affect the governance of the Romero Catholic Academy Trust.
- Prepare information for Trust annual report and termly newsletters.
- Ensure accurate governance information is available on Romero and the school website.
- Attend and arrange the annual general meeting for the Trust.
- Act as the Trust DPO and FIO.
- Conduct termly GDPR compliance checks supported by the Legal Advisors.

#### **Policy Development**

- Ensure all school-based policies are regularly reviewed and approved by Local Governing Boards as required.
- Ensure statutory requirements for the publication of policies on the Trust/school website are adhered to.



- Implement and manage a policy management system and ensure all Trust policies are regularly reviewed and approved by Directors as required.

#### **Trust Growth**

- Support new academies joining the Trust to align to the Trust's structure.
- Conduct due diligence and on boarding of LGBS.

#### **Other Responsibilities**

- To work collaboratively within immediate team and the wider school community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection.
- To undertake any other duties as may be required from time to time by the CEO.

# Governance Lead and Clerk to the Board

## Person Specification

Qualifications	Essential (E) Desirable (D)	Evidence Application (A) Interview (I), Test (T) Reference (R)
<b>Qualifications and Training</b>		
5 GCSEs including Maths and English Grade C or above (or equivalent)	E	A
Evidence of relevant, recent continuing professional development in a governance field	E	A
Successful completion (or evidence of registration) of a governance clerking development programme	D	A
Full UK driving license and possess a vehicle to travel between academies	E	A
<b>Knowledge and Skills</b>		
Demonstrable knowledge and understanding of governance and compliance	E	A/I
Practical knowledge, understanding and application of data protection principles	D	A/I
Ability to establish strong working relations with a wide range of internal and external stakeholders, especially at senior leadership level	E	A/I
Strong listening, verbal and written communication skills, including proficient skill in governance minute taking	E	A/I
Proficient IT skills including word processing, use of spreadsheets and presentation applications (Microsoft Office)	E	A/I
Knowledge of the education systems including knowledge of the relevant legislation and regulatory requirements regarding governance in education	E	A/I
Understanding of the Catholic Education Service, Diocesan and faith governance ethos and values	D	A/I
<b>Experience</b>		
Experience of working within the Catholic Education Sector	D	A

Experience of managing and delivering organisational governance and compliance	D	A/I
Experience of supporting and advising boards and their committees, with direct corporate governance experience preferably gained in a regulatory environment	D	A/I
Evidence of leading on governance within a dynamic, multifunctional organisation, collaborating successfully with other functions to deliver the organisation's strategic objectives	E	A/I
Experience of establishing strong relationships across a range of stakeholders	E	A/I
Track record of using sector good practice and collaboration with professional networks to inform and develop services	D	A/I
<b>Personal Qualities</b>		
Flexible, adaptable and willing to meet the needs of the Trust	E	A/I
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
An excellent record of attendance and punctuality	E	A/I
Confidential and discreet in dealing with sensitive matters and collaborative working with executive leaders	E	A/I
Ability to understand, demonstrate and apply the Trust Values	E	A/I
<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>September 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)

**Full details and application forms are available from our website:**

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DIOCESE OF  SALFORD

 **Romero**  
Catholic Academy Trust