

# RECRUITMENT PACK

Trust IT 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

## 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

## 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:

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### 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.

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### 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.

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### 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.

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### 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

## TRUST IT MANAGER

**37 HOURS PER WEEK, FULL YEAR**

**GRADE 8, SCP 25-30 (£35,235 - £39,513)**

**RESPONSIBLE TO: HEAD OF IT**

**MAIN LOCATION: TRUST SECONDARY SCHOOLS WITH TRAVEL TO ROMERO CENTRAL OFFICE**

**REQUIRED TO COMMENCE AS SOON AS POSSIBLE**

Be part of a transformative phase at the Romero Catholic Academy Trust, where we are laying the foundations for a modern, unified digital infrastructure to support our growing number of academies. With 16 academies currently and plans to grow to 58 within the coming years, we are embarking on a Trust-wide standardisation journey, centralising systems and implementing a Cloud-first, Serverless strategy.

As Trust IT Manager, you will play a key role in shaping and delivering this vision. You will serve as a senior technical escalation point for school-based IT teams, lead and support the deployment of modern infrastructure, and contribute to strategic projects such as the migration to Azure, Microsoft 365, and Intune. Reporting to the Head of IT, you will support the implementation of federated identity solutions, help unify digital systems across all academies, and take an active role in project management to ensure successful delivery of key initiatives, to ensure effective planning and delivery of infrastructure and digital transformation initiatives across the Trust.

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.*

<b>Closing Date</b>	08.00am, 26th June 2025
<b>Shortlisting Date</b>	26th June 2025
<b>Interview Date</b>	9 <sup>th</sup> July 2025

## TRUST IT MANAGER

### JOB DESCRIPTION

#### JOB PURPOSE

Based at a secondary school to lead local IT operations, you will serve as a senior technical escalation point for school-based IT teams. Leading and supporting the deployment of modern infrastructure and contribute to strategic projects such as the migration to Azure, Microsoft 365, and Intune. You will support major projects including cloud migrations, device deployments and the federation of platforms such as Microsoft 365 and Google Workspace. Reporting to the Head of IT, you will support the implementation of federated identity solutions, help unify digital systems across all academies and take a lead role in project management to ensure effective planning and successful delivery of infrastructure and digital transformation initiatives across the Trust.

#### MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

##### IT SUPPORT AND SERVICE DELIVERY

- Provide 2nd and 3rd line technical support to school-based IT teams, acting as the escalation point for complex or unresolved issues.
- Deliver both on-site and remote support across Trust academies, ensuring service excellence and issue resolution.
- Guide and mentor school-based technicians in troubleshooting and technology best practices.

##### INFRASTRUCTURE AND CLOUD TRANSFORMATION

- Lead and support infrastructure modernisation and device rollout projects across Trust academies.
- Drive the migration of all academies to a single cloud tenancy, supporting Microsoft 365, Azure AD, and Intune.
- Support integration and federation between Google Workspace and Microsoft 365/Azure AD to enable Single Sign-On (SSO) and unified identity management.
- Support cloud-first initiatives, including the adoption of SaaS, IaaS, and PaaS technologies aligned with the Trust's long-term vision.
- Utilise cloud services to reduce reliance on local servers and legacy infrastructure.

##### STRATEGIC SUPPORT AND SYSTEMS DEVELOPMENT

- Assist the Head of IT in the delivery and execution of the Trust's digital strategy, standardising systems and processes across all academies.
- Lead the onboarding and technical setup of new academies joining the Trust, aligning them with central IT systems and policies.
- Document systems, infrastructure, and procedures to support long-term maintainability, security, and consistency.
- Recommend improvements to maximise the use and benefit of IT services across the Trust.

## **CYBERSECURITY AND COMPLIANCE**

- Ensure alignment with DfE cybersecurity standards, data protection legislation, and safeguarding frameworks specific to educational settings.
- An understanding of Designated Safeguarding Lead (DSL) responsibilities in relation to data protection and online safety.
- Support the implementation of Trust-wide cybersecurity measures, including antivirus, endpoint protection, identity protection, and access controls.
- Maintain appropriate oversight of data handling, backup, recovery, and disaster recovery planning.

## **COLLABORATION AND STAKEHOLDER ENGAGEMENT**

- Liaise with senior leaders, school heads, and business support teams to ensure IT strategy aligns with teaching, learning, and operational needs.
- Communicate clearly with all stakeholders about IT changes, projects, and support plans.
- Develop and maintain vendor relationships and ensure third-party services align with Trust goals.

## **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.

**TRUST IT MANAGER**

**PERSON SPECIFICATION**

<b>Qualifications</b>	<b>Essential (E) Desirable (D)</b>	<b>Evidence Application (A) Certificate (C) Interview (I) Test (T) Reference (R)</b>
<b>Qualifications and Training</b>		
Degree in Computer Science, IT, or a related field, or equivalent professional experience	E	A/C
Professional qualifications in IT (e.g. Microsoft, Google, Cisco or relevant vendor certifications) or demonstrable equivalent experience	E	A/C
Commitment to continuous personal development including undertaking qualifications in key areas	E	A/C
<b>Knowledge and Experience</b>		
Proven experience in IT project delivery, including cloud migrations, system integrations, and infrastructure modernisation	E	A/I
Strong background in Microsoft technologies (Microsoft 365, Azure AD, Intune)	E	A/I/T
Experience with federated identity management and platform integration (e.g. Google Workspace SSO with Azure)	E	A/I/T
Experience working in or supporting educational settings, particularly in multi-academy trust environments	D	A/I
Proven experience supporting Google Workspace, including SSO configuration and cloud federation	E	A/I
Experience in IT project delivery, including cloud migrations, system integrations, and infrastructure modernisation	E	A/I/T
Agile project management experience	D	A/I
Working knowledge of Active Directory, Windows Server, and virtualisation	E	A/I
Demonstrated experience with federated identity management across platforms	E	A/I
Strong understanding of cloud models (SaaS, IaaS, PaaS) and network infrastructure	E	A/I/T
Familiarity with DfE safeguarding and cybersecurity requirements	E	A/I

<b>Skills and Abilities</b>			
Awareness of project management methodologies (e.g. Agile, ITIL), with the ability to lead or contribute to infrastructure or service improvement projects	E		A/I/T
Proficient in PowerShell scripting for automation, system administration, and infrastructure management; continually advancing scripting capabilities to support complex tasks and workflows	E		A/I/T
Ability to document systems, manage escalations, and lead multi-site support activities	E		A/I
Demonstrably effective at providing timely, concise, audience-appropriate information orally and in writing	E		A/I/T
Strong people management and team engagement skills	E		A/I
The ability to make decisions and an adherence to them once made	E		A/I
Good problem-solving skills	E		A/I
Excellent project management skills	E		A/I
Good verbal, inter-personal, written presentation and communication skills	E		A/I
<b>Personal Qualities</b>			
Customer focussed	E		A/I
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		I
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E		I
Self-awareness and ability to receive, and act upon, constructive feedback	E		A
Reliability, integrity and resilience	E		A/R
An excellent record of attendance and punctuality	E		A/R
Ability to understand, demonstrate and apply the Trust Values	E		A/R
<b>Other</b>			
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
Essential car user	E		A
<b>Note: We will always consider your references before confirming a job offer in writing</b>			
Prepared by:	HR Team	Date:	June 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.

## TRUST IT MANAGER

### 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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