ROMERO
CATHOLIC ACADEMY TRUST

RECRUITMENT PACK
Head of IT

CONTENTS

WELCOME FROM KATY COX, CHIEF EXECUTIVE OFFICER

Dear Applicant,

Thank you for your interest in joining the central team at the Romero Catholic Academy Trust. I hope you find the information in this application pack both useful and engaging.

Since joining the Trust in September 2024, I have been proud of the progress we have made together and am excited about the next stage of our journey. Romero CAT is continuing to grow and evolve at pace and we are expanding our central team to ensure we can provide the highest quality support to all our schools, staff and communities.

This role has been created to strengthen our capacity at the centre and to contribute to the delivery of outstanding service, leadership and strategic oversight across the Trust. It's an exciting time to join us, with opportunities across the Trust to contribute to our continued growth and success—whatever the nature of your role.

Our values – Faith, Service, Aspiration and Collaboration – are the foundation of everything we do. We are looking for individuals who share these values and who are committed to making a meaningful impact on the lives of children, families and staff across our Trust.

We look forward to receiving your application via Isobel Godber at Hays.

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 Chief Executive Officer 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

Aspire not to have more, but to be more

JOB ADVERT

HEAD OF IT

37 HOURS PER WEEK, FULL YEAR

£60,147 - £68,490

RESPONSIBLE TO: CHIEF EXECUTIVE OFFICER

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.

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 **isobel.godber@hays.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	21st November 2025
Shortlisting Date	27th November 2025
Interview Date	3rd December 2025

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

Your duties and responsibilities will include:

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.

DIOCESE OF SALFORD

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A), Certificate (C), Interview (I), Test (T) Reference (R)
Qualifications and Training		
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
Knowledge and Experience		
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
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
Skills and Abilities		
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
Strong people management and 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
The ability to mentor/ guide staff, developing them through the various internal teams with specific and tailored personal development	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 / T
Personal Qualities		
Customer focused	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
Reliability, integrity and resilience	E	A / I / R
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
An excellent record of attendance and punctuality	E	A / I / R
Commitment to the Trust's ethos and values	E	A / I / T
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	
Essential car user	E	A	
Note: We will always consider your references before confirming a job offer in writing			
Prepared by:	CEO	Date:	October 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 **Isobel Godber at Hays – isobel.godber@hays.com – 07764 774298**

Full details and application forms are available from our website: www.romerocat.com

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Completed application forms and associated documentation should be returned to the HR department via e-mail: isobel.godber@hays.com