

# RECRUITMENT PACK

Governance Support Officer



## CONTENTS

Welcome from Katy Cox, Catholic Senior Executive Leader .....	3
Welcome from Angela Ager, Chair of the Board of Directors .....	3
Our values.....	4
Saint Oscar Romero .....	5
The Romero Prayer .....	5
Governance Support Officer .....	6
Governance Support Officer .....	7
Job Description .....	7
Job Purpose .....	7
Main Duties and Responsibilities.....	7
Governance Support Officer .....	8
Person Specification .....	8
Governance Support Officer .....	11
How to apply.....	11

## 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

## GOVERNANCE SUPPORT OFFICER

**37 HOURS PER WEEK, TERM TIME ONLY PLUS 2 WEEKS**

**GRADE 5, SCP 6-11 (£25,183 - £27,269 FTE) £22,414.19 - £24,270.84 PRO-RATA**

**RESPONSIBLE TO: GOVERNANCE LEAD AND TRUST CLERK**

**MAIN LOCATION: ROMERO CENTRAL OFFICE WITH TRAVEL TO OTHER SITES**

**REQUIRED TO COMMENCE AS SOON AS POSSIBLE**

Romero Catholic Academy Trust (Diocese of Salford) is committed to providing an outstanding Catholic education across all our academies. Rooted in faith, our mission is to nurture every child in their spiritual, academic, and personal growth.

We are seeking to expand our central team with the appointment of an energetic, well-motivated Governance Support Officer. This is a new and exciting opportunity to support our Governance Lead & Trust Clerk, ensuring excellent governance practices across the Trust and its Local Governing Bodies.

In this flexible role, you will provide expert school and clerking services to our academies ensuring compliance, promoting good practice, and building strong working relationships with key stakeholders. You will work closely with the Governance Lead to support the induction of new governors, enabling effective decision-making, and helping to uphold the values and responsibilities of Catholic education governance.

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>	9am Monday 7 <sup>th</sup> July 2025
<b>Shortlisting Date</b>	Thursday 10 <sup>th</sup> July 2025
<b>Interview Date</b>	Wednesday 16 <sup>th</sup> July 2025

## GOVERNANCE SUPPORT OFFICER

### JOB DESCRIPTION

#### JOB PURPOSE

The Governance Support Officer will play a vital role in supporting and enhancing effective governance across the Local Governing Bodies (LGBs) within the Romero Catholic Academy Trust. This role will ensure high standards of governance are consistently met in line with the Trust's policies and statutory requirements.

#### MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

##### GOVERNANCE SUPPORT & ADVICE

- Provide targeted support and guidance to designated schools.
- Ensure alignment with the Trust's governance framework and statutory legislation.

##### RELATIONSHIP MANAGEMENT

- Develop strong working relationships with school leaders and LGB Chairs.
- Act as the primary contact for governance-related queries.

##### CLERKING & ADMINISTRATION

- Clerk meetings for academies within the Trust, including preparing agendas, taking accurate minutes, and maintaining action logs.
- Support the induction of new LGB members and promote consistency in governance practice.
- Provide general clerical and administrative support, including word processing, formatting of documents, filing routine correspondence etc.

##### MONITORING & COMPLIANCE

- Monitor compliance with Trust policies and statutory requirements such as the Academy Trust Handbook.
- Track governance-related documents such as training records, registers of interest, and skills audits.

##### COLLABORATION AND STAKEHOLDER ENGAGEMENT

- Work collaboratively with the wider governance team to share best practices and participate in professional development opportunities.

##### 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. [Change as necessary based on post]

**GOVERNANCE SUPPORT OFFICER**

**PERSON SPECIFICATION**

<b>Qualifications</b>	<b>Essential (E) Desirable (D)</b>	<b>Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)</b>
<b>Qualifications and Training</b>		
5 GCSEs including Math and English Grade C or above	E	A / C
Commitment to continuous personal development including undertaking qualifications in key areas	E	A / C
<b>Experience</b>		
Experience of organising meetings and associated administration	E	A / I
Experience of meeting deadlines	E	A / I
Experience of working in line with policies/regulations/legislation	D	A / I
Experience of working with key stakeholders	D	A / I
<b>Knowledge, Skills and Abilities</b>		
Ability to work within regulation and guidance	E	A / I
Skilled in the use of Office 365	E	A / I
Excellent report writing skills	E	A / I
Ability to maintain strict confidentiality and handle sensitive and confidential information	E	A / I
Flexible approach to working hours in order to attend meetings	E	A / I
Excellent literacy and oral communication skills	E	A / I
Excellent people skills and the ability to form and maintain professional relationships	E	A / I
<b>Personal Qualities</b>		
Highly organised, with an eye for detail	E	A / I
Willing to undertake training and development in order to maintain current knowledge	E	A / I
Self-motivation and personal drive to complete tasks to the required timescales and quality standards	E	A / I
Self-awareness and ability to receive, and act upon, constructive feedback	E	A / I
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 / I / 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



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## 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.

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## 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.

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## 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.

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## 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.

## GOVERNANCE SUPPORT OFFICER

### 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: [www.romerocat.com](http://www.romerocat.com)**

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**Completed application forms and associated documentation should be returned to the HR department via e-mail: [careers@romerocat.com](mailto:careers@romerocat.com).**

