

The logo for Mater Ecclesiae is a large, light blue circular emblem. It features a stylized, abstract design in the center composed of overlapping, curved shapes in shades of blue, pink, yellow, and grey. The text "Mater Ecclesiae" is written in a light green, serif font along the top inner edge of the circle, and "One Family in Christ" is written in the same font along the bottom inner edge. A small, faint illustration of a lamb with a cross on its back is visible on the right side of the circle.

Mater Ecclesiae Catholic
Multi-Academy Trust

Candidate
Brochure

Chief Finance Officer

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Dear Candidate

Thank you for your interest in the Chief Finance Officer role at Mater Ecclesiae Catholic Multi-Academy Trust in the Diocese of Lancaster.

The Diocese of Lancaster was founded in 1924, encompassing the historic counties of Cumberland, Westmorland and Lancashire north of the River Ribble. The Diocese operates in a diverse set of contexts, from west Cumbrian coastal towns and Lakeland villages, to the cities of Lancashire and the towns and villages of the Fylde coast. The mother church of the Diocese is at St. Peter's Cathedral in Lancaster, which will be celebrating its centenary next year, and the Bishop - the seventh since the creation of the Diocese - is Bishop Paul Swarbrick.

The Diocese of Lancaster supports 11 secondary schools, 70 primary schools, 2 independent schools and 1 sixth form college. The Bishop has set out his vision for academisation of all maintained schools in the Diocese and three Multi-Academy Trusts (MATs) have been created to bring our schools together and implement this plan:

- Mater Christi Catholic Multi-Academy Trust – Cumbria and North Lancashire
- Blessed Edward Bamber Catholic Multi-Academy Trust – Blackpool and the Fylde
- Mater Ecclesiae Catholic Multi-Academy Trust – Preston and rural Preston

Our Catholic MATs work closely with the Diocese of Lancaster Education Service (DOLES) to ensure we deliver an authentic Catholic education to all children in our schools, in line with the vision for education of Bishop Paul Swarbrick and the teachings and liturgical norms of the Catholic church.

On behalf of Bishop Paul Swarbrick, I would like to thank you for your interest in serving in our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Michael Merrick

Michael Merrick
Diocesan Schools Commissioner
Diocese of Lancaster

Welcome

Dear Applicant,

Thank you for your interest in the role of Chief Finance Officer for the Mater Ecclesiae Catholic Multi-Academy Trust (MAT).

The Bishop of Lancaster's vision, which is fully supported by the Board, is that the best way to provide an outstanding education with a truly Catholic ethos for young people is through the establishment of Catholic Multi-Academy Trusts. Mater Ecclesiae is the third MAT in the Diocese. We set up the board in early 2022 and the first schools transferred to the MAT in December of that year.

We have exciting plans for further development with both Primary and Secondary schools joining over the next 3 years. By 2026, we will have 20 primary schools and 3 secondary schools all working together as "One Family in Christ" as part of Mater Ecclesiae

This is a pivotal time for us as a trust and we are seeking a new member of our executive team to lead finance operations across the trust. We have recently appointed a permanent Chief Executive Officer to take over the mantle from our Interim CEO. We are now looking for the "right person" to help grow and develop the Trust as CFO.

At Mater Ecclesiae we work closely together to ensure that our schools feel supported to help them develop and improve, are confident to support others and are challenged to achieve the very best. Through discussion and shared planning, bespoke visits help us to strive for the very best outcomes across all our schools.

As a trust, we believe in working together to share excellent practice whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way our schools can ensure that the curriculum and wider opportunities and experiences engage and motivate our pupils/students.

Working at a trust with initially seven primary schools but quickly expanding to include secondary and additional primary schools you will need to be able to demonstrate an understanding of all aspects of the financial procedures relating to the education sector and support the trust growth strategy.

You will oversee and manage a small finance team. The role will demand close working partnerships with all of our schools and stakeholders, whilst liaising closely with other central team members and myself as trust leader.

This is an excellent opportunity to join a growing trust and be able to shape our future.

I hope you find this pack useful. You can also find more information on our website to help you understand more about Mater Ecclesiae Catholic MAT and all our schools.

<https://mater-ecclesiae-trust.co.uk/>

If you would like to have an informal and confidential phone call to find out more about the role, please do get in touch with us via the contact information provided in the “how to apply” section.

I look forward to receiving your application.

Roger Mason

Roger Mason

Chair of Mater Ecclesiae Catholic Multi-Academy Trust

About Mater Ecclesiae Catholic Multi-Academy Trust

Mater Ecclesiae is a new Catholic Multi-Academy Trust created in the Diocese of Lancaster, for schools across Preston and rural Preston.

We were formed, along with our sister trusts, Mater Christi and Blessed Edward Bamber, in response to the vision of the Bishop of Lancaster for all schools in the Diocese to be part of high achieving Catholic MATs with a strong moral purpose to deliver the best possible experiences for all pupils with a particular commitment to those who are most vulnerable.

In May 2022 we reached a milestone as we received Voluntary academy orders and approval from the Regional Director to open in December 2022 with the first 7 schools who had resolved to join our Trust.

We are building on existing relationships to form a strong family of schools, where all are equal partners, giving and receiving support in the work of school improvement. Working together, we aim not only to preserve, but to strengthen and share the qualities found in the individual character of each of our schools, so that every child benefits from the best of what we do across the trust in a school that maintains a distinct ethos in service of its community.

Central to this work is our aim to be an employer of choice, connecting our expertise and resources to ensure that every member of staff in every school has access to great professional development, nurture and support. None of this can happen without expert financial management at a strategic level to grow and develop the Trust. We are about to commence Wave 2 of school conversions in 2024. Our CFO would play a vital role in this working with schools as they join Mater Ecclesiae.

For more information, please click on the link below to our website:

<https://mater-ecclesiae-trust.co.uk/>



Our Trust: Mater Ecclesiae

Following the call from Bishop Paul Swarbrick, inviting schools in Preston to come together to form a Multi-Academy Trust, Our Lady and St Edwards, St Augustine's, St Bernard's, St Clare's, St Teresa's, St Joseph's and The Blessed Sacrament Catholic Primary School have worked together in forming the Mater Ecclesiae Catholic Multi-Academy Trust. It seems fitting that the start of the new liturgical year marks the start of this Catholic Multi-Academy Trust.



Bishop Paul wanted this to be a coalition of willing and innovative headteachers and governors who see this as an opportunity to benefit our Catholic education.

As the seven founding schools, we saw this as a unique opportunity to work in collaboration and trust. Working together with families and parishes in a spirit of openness, honesty and ongoing development for the good of the young people in our care. How fitting to have Mater Ecclesiae – Mother of the Church - as our patron as we are *'One Family in Christ'*.

Our vision in forming Mater Ecclesiae Catholic MAT is to preserve and protect the unique character of each school while helping each to build on their strengths and overcome challenges in new ways by working together. Our aim is that every child and member of staff will benefit, but we expect and believe that the greatest benefit will be for those children who are facing the greatest challenges. We aim not only to develop and retain the best talent within our schools, but also to become the employer of choice in the region.

Our Vision

We are *'One Family in Christ'* serving the family of Catholic schools in the Preston area, under the patronage of Mary the Mother of the Church - Mater Ecclesiae.

Our vision is to work together to meet the needs of all and strive for excellence. Within our family; members of our community are loved and valued as unique individuals made in the image of God. They are respected and cherished and given every opportunity to grow together.

As *'One Family in Christ'* we embrace, celebrate, and inspire our diverse communities to achieve their full potential. As Mater Ecclesiae we aim to:

Live as *'One Family in Christ'* serving others.

- ❖ Shine a light on God's presence in our lives and the lives of others.
- ❖ Nurture the Catholic faith of our communities.
- ❖ Be one family, sharing in the joys, sorrows, challenges, and successes as one.
- ❖ Strive for every decision and action to reflect the love of God in our community.
- ❖ Take our inspiration and desire to serve from Mary, Mother of the Church and her son Jesus Christ – the Servant King.

Strive for excellence

- ❖ Be inspirational, academically rigorous and innovative, achieving standards of excellence in all settings, supported by exceptionally caring staff who reflect the light of Christ.
- ❖ Work together to provide excellent education that is relevant to the lives of our children and young people in each of our schools.
- ❖ Enlighten the lives of our young people by providing a wider curriculum that gives opportunities for all to develop and build their self-belief and worth. Support our children and young people to grow in virtue and make a positive contribution to our Mater Ecclesiae community and the wider local, national, and global communities.

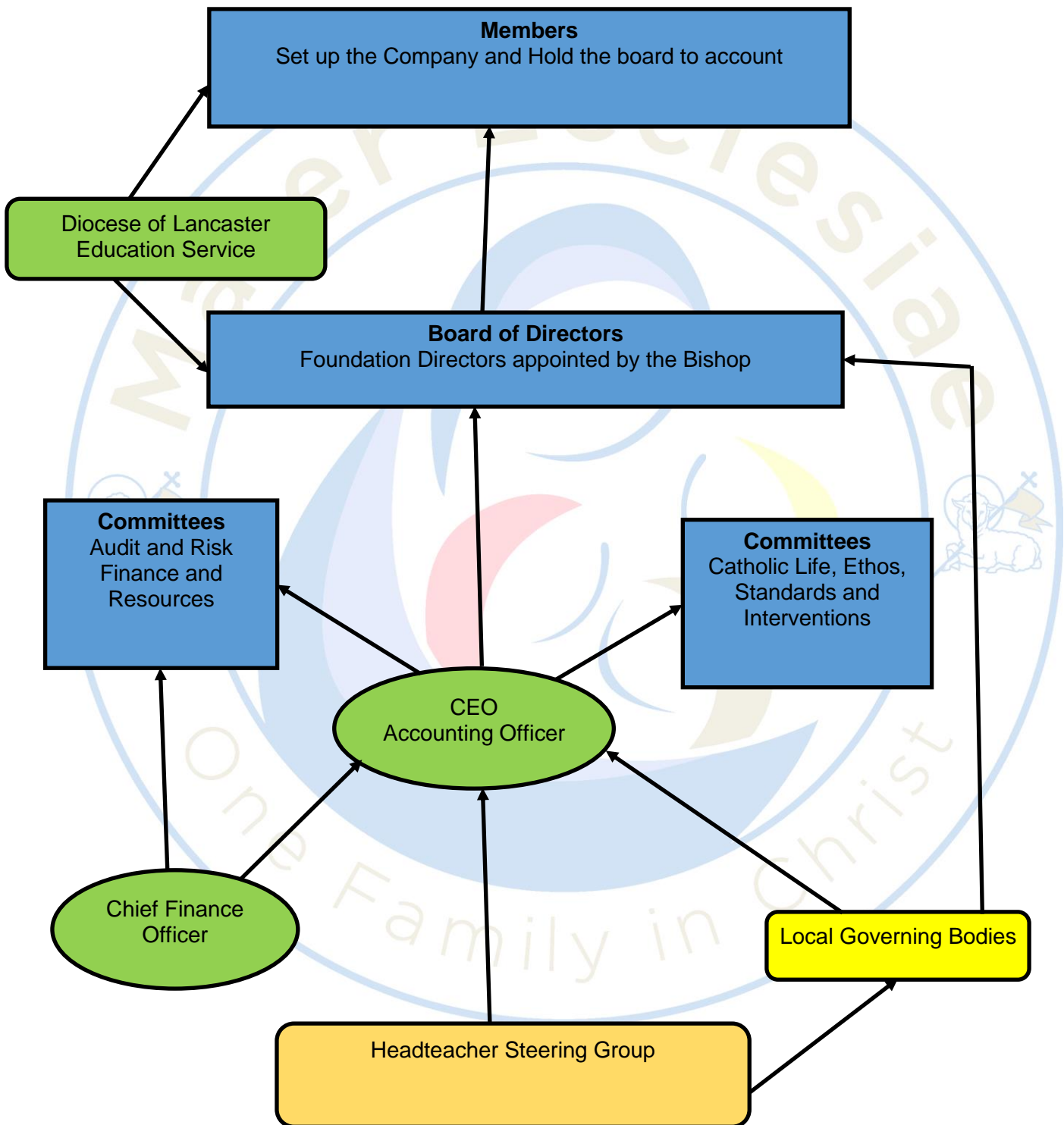
Develop community and partnership

- ❖ Strive to listen and respond to the voices and needs in our communities.
- ❖ Ensure that we are diverse, welcoming, and compassionate community.
- ❖ Celebrate the richness of diversity in our communities by recognising that we all are made in the image of God.
- ❖ Nurture the personal integrity and faith development of pupils that also challenges them to know and understand communities around the world.

Our Founding Academies

	School	Age Range	Area
	The Blessed Sacrament Catholic Primary School	3 -11	Preston
	Our Lady and St Edward's Catholic Primary School	3 -11	Preston
	St Augustine's Catholic Primary School	4 -11	Preston
	St Bernard's Catholic Primary School	3 -11	Preston
	St Clare's Catholic Primary School	3 -11	Preston
	St Joseph's Catholic Primary School	3 -11	Preston
	St Teresa's Catholic Primary School	3 -11	Preston

Mater Ecclesiae Governance Structure



Board of Directors

Dr Roger Mason

Chair of Foundation Directors Board and Chair of Finance, Audit, Risk and Resources Committee

Before retirement, Roger was a Managing Director of a Specialist Freeze Drying Company. Previously he had managed a large heavy industry factory in Leith with 250 employees. He has experience in small scale manufacturing with a company in South Korea. Roger has also worked in Research and Development, and Distribution and Warehousing. Capital expenditure and accounts have been a very important part of these experiences.

Roger was a Chair of Governors for many years at a local Catholic Primary School.

Damien Callagher

Vice Chair of Foundation Directors Board, Chair of Ethos, Intervention and Standards Committee

Damien is a recently retired Headteacher of a Catholic High School with thirty-three years' experience in Education. Experience of governance in both primary and secondary sectors, as well as pupil referral unit. Damien feels that leadership in Catholic education has been a great privilege and has helped him to develop professionally, personally, and spiritually. As he begins his retirement, he views the position of Director as one which will enable him to give something back to education in the Diocese.

Robert John Deed

Director

After qualifying as a chartered accountant, Bob specialised in the education and charity sector. He is currently Vice Principal Finance & Resources at Cardinal Newman College – a successful Roman Catholic sixth form college in Preston with over 4200 students. He has worked with academies and colleges in a range of financial management and governance roles. He understands that effective financial management is vital to ensuring that teaching, learning and pastoral support are adequately and sustainably resourced, so leaders can focus on the success and welfare of children and young people.

Ken Dennis

Director

Following graduation from Liverpool John Moores University in 1974 Ken had a twenty-two-year career in Project Management working for large national construction companies both in the UK and overseas in the Middle East and Africa. In 1990, Ken was appointed Northwest UK Area Manager for the Costain Group.

From 1996 to 2009 Ken started and ran his own Property Development business. Some of the projects involved conservation work to listed buildings, many conversion projects, and some new housing developments.

The business closed in 2009 and in 2010 Ken joined the Lancaster Diocese as Diocesan Property Manager, a post he currently holds. Since joining the diocese Ken has been a member of the School

Building Committee and is also a member of the School Buildings Strategy Group.

In his personal life Ken is a committed Catholic, having converted to the faith in 1982. For many years he was a scout leader in his parish scout group. He has been a member of the Catenian Association since 1983 and in 2015/16 served as Provincial President. Ken has also been a member of the Knights of the Holy Sepulchre since 2015.

Julie Jones

Director

Julie has 21 years teaching experience in primary/secondary schools with senior management experience in both sectors. Julie has experience working on a wider scale as she helped to shape the national agenda in education where she helped to shape a DfE Government white paper and had resources published. Julie's current role is Deputy Schools Commissioner for the Diocese of Lancaster, and she is a very positive ambassador of Catholic education. Julie has also been Chair of Governors at a Catholic High School.

Jacky Kennedy

Director

Jacky is a CEO of a Catholic Multi Academy Trust and formed the Trust in liaison with the Diocese of Lancaster. In the first year of set up and making important decisions, Jacky feels she could bring the experience that she have recently undergone to Mater Ecclesiae Catholic Multi Academy Trust. Jacky has been a teacher since 1987, has been a Deputy Head in secondaries since 2002 and Head since 2016.

Canon Adrian Joseph Towers

Director

Canon Adrian has been a Catholic Parish Priest for over 40 years. He has been a governor at both primary and secondary school level usually serving as a governor responsible for Religious Education. He has experience of teaching moral theology and English. Canon Adrian has also served on the Diocesan Education Commission for several years.

Advert

Mater Ecclesiae Multi Academy Trust

“One Family in Christ”

CHIEF FINANCE OFFICER

Salary: Competitive

Required: September 2023 (or as soon after as possible)

Mater Ecclesiae Catholic Multi Academy Trust is seeking to appoint a Chief Finance Officer to lead, manage and co-ordinate the financial requirements and processes across the trust, and its academies. The trust currently consists of seven primary schools but growth plans should see expansion quickly in the next three years. You will have management of a growing finance team of School Business Managers and Trust Finance staff as Mater Ecclesiae Central Team grows and develops. Ensuring that your role responds to the trust's needs and delivers the trust's visions and aims you would be working closely with the trust leader (CEO).

Why Mater Ecclesiae

- We offer the opportunity to be part of a strong family of schools – “One Family in Christ.”
- We offer the opportunity to develop Mater Ecclesiae as the first permanent CFO. This is such an exciting time to be joining the Trust.
- We value all members of staff alongside professional and supportive staff relationships. #
- The collaboration within the Trust and the genuine desire and commitment for school-to-school support and improvement is exceptional.
- Our Trust is both challenged and supported by our dedicated Directors who have supported and guided the formation of Mater Ecclesiae
- As a new trust (Dec 2022) there is so much scope for our CFO to add so much to the Trust and be such an integral part of its development.

Closing date for applications: 7th June

Interviews to be held: 20th June

References will be requested for all shortlisted applicants before interview.

Mater Ecclesiae Catholic Multi-Academy Trust is committed to the safeguarding and promoting the welfare of young people. All appointments are subject to satisfactory references, and all required pre-employment checks which includes an enhanced DBS check. In addition, as recommended by Keeping Children Safe in Education 2022, online searches will be carried out by the Trusts HR Provider, Just People HR as part of due diligence on any shortlisted candidates. Searches are done in line with GDPR UK/DPA 2018 as a regulatory requirement.

Job Description

Chief Finance Officer Job Description and Person Specification Mater Ecclesiae Catholic Multi-Academy Trust

Responsible to: Chief Executive Officer

The CFO responsibilities will include:

- Being the Chief Financial Officer for the Trust and company.
- Designing and implementing business operations.
- Establishing policies that promote company/school culture and vision.
- Ensuring compliance with statutory ESFA requirements including the Academy Trust Handbook.

Strategic Leadership Role

The CFO will

- Provide advice and guidance to the CEO/Trust Board on all aspects of the Trusts' non-academic operations.
- Deputise for the CEO in all aspects of work that do not require an educational background.
- Shape, implement and deliver the strategic plan.
- Line-manage all Financial and Business Services' managers and ensure effective communication and collaboration which enhances the value that the Trust brings to its academies.
- Build and develop a culture of high performance, ensuring succession planning is in place at all levels.
- Ensure support structures reflect the best practice from business and from the emerging research into effective and efficient academy trusts.
- Provide clear information, advice and recommendations to the CEO, academy SLTs, Board and various committees regarding the strategic development of support services in the use of assets and the development of the Trust's activities to ensure the best possible learning environment for all students.
- Lead the Trust's Finance function such that:- (i) Resources are directed effectively to provide the most positive educational outcomes for students (ii) The Board, and academies are provided with accurate, timely and actionable financial and management information (iii) Financial systems are managed effectively to expedite the budget cycle and to support decision making across the Trust.
- Work with the CEO to prepare the annual and medium-term business plans, taking into account performance improvement objectives, funding projections, and other potential events and activities and Trust development and procurement plans.
- Take lead responsibility for relevant policy development and implementation in all support areas
- Ensure the Trust is represented in national, regional and local networks so that the Trust influences and is alert to new trends and is familiar with current best practice in the evolving and developing education sector.
- Establish a high level of credibility, visibility and professionalism and manage

strong working relationships with internal (especially academies and Diocese staff) and external partners

- Promote and safeguard the welfare of students.
- Work closely with the CEO on developing a strategic plan that develops finance, HR, premises and other support teams to ensure a proactive approach to maximising the best use of resources.

The CFO will also be responsible for:

- Financial Management and Oversight.
- Health and Safety.
- Human Resources
- ICT and technical services.
- Central contracts and services.
- Estate Management, including compliance and health and safety.
- Project management, including funding bids and grants submission.
- Risk Management.
- Leadership and effective day to day management.
- Line management of the following roles: Site, ICT support, HR personnel, Administration and Finance and Data teams.

Financial Management and Oversight

The CFO will

- Be the Chief Financial Officer for the Trust, ensuring that it works to the standards set out in law or as advised by our Auditors and Financial Advisors and the ESFA.
- Support the CEO in managing operations and will be responsible in delivering the Trust's financial and accounting processes.
- Ensure that there is sound and appropriate financial governance and that risk management arrangements are in place.
- Develop and ensure implementation of the Trust financial management regulations and finance policy.
- Prepare and monitor Trust and school budgets and review and approve annual budgets with CEO and Directors to ensure that all budgetary targets are met, and efficiencies are maximised.
- Ensure delivery of annual accounts and all other returns as required by company, charity and ESFA legislation.
- Advise on financial policies including a procurement policy and strategy.
- Lead on any significant procurement and advises on and monitors less significant procurements in line with the Trust's procurement policy.
- Undertake contract management of any Trust wide contract and supports school- based teams to manage school-based contracts.
- Develop and advise on operational support for the head teachers.
- Ensure there is risk protection cover in place for all risk areas.
- Lead on any significant capital project including managing any application for capital funding and or distribution of any capital grant.
- Ensure long-term financial sustainability, by confirming that proper financial systems are established and effectively monitored, that appropriate action is recommended to address problems identified, and to ensure that the Directors are presented with accurate and timely financial reports.

- Develop and maintain a strong and effective relationship with the ESFA and relevant funding bodies, to ensure the funding streams are secured that support the forecast growth.
- Develop and implement strategies for the generation of additional revenue and resources for the Trust.

Health and Safety

The CFO will

- create a strategy and systems for compliance with the legal requirements on all Health & Safety matters.
- Secure appropriate advice for the CEO and Heads of School on Health & Safety at Work regulations.
- Secure effective arrangements for the monitoring and audit of Health and Safety matters and other matters of compliance.

Human Resources

The CFO will

- Ensure that all employment policies and procedures in the Trust are fit for purpose by ensuring the Trust HR team provide support and advice to Headteachers with regards to employment law and recruitment.
- Support and direct the team of people working in the Trust who assist with contextual HR issues.
- Ensure all HR policies are followed across the Trust.
- Have oversight of the staffing structures and costings across the Trust and oversee new appointment processes.
- To lead and report to the Board on employment matters such as Employee Engagement, Diversity and Inclusion, Training and Development as they relate to best practice.
- Work with Heads to monitor and maintain an affordable recruitment strategy.

IT and Technical Services

The CFO will

- Develop the Trust's vision for a high-level ICT infrastructure across the Trust.
- Manage the performance of ICT service contracts in relation to agreed KPIs and other performance criteria.
- Ensure value for money and efficiencies with ICT and technical services across the Trust.

Contracts and Services

The CFO will

- Undertake strategic planning for the most cost-effective use of services.
- Ensure that the obligations undertaken in the 'School Funding Grant Agreement' are met by the schools and reported on in a timely manner.
- Manage and develop the bought in services and contracts across schools on behalf of the Trust.
- Ensure the quality and cost-effectiveness of services to maximise the positive impact on teaching and learning.
- Provide guidance to Headteachers on the most effective deployment of resources and services.

- Identify and mitigate risk and ensure the relevant sections of the Trust's Risk Register is kept updated.
- To attend and facilitate the Trust Audit & Risk committee meetings and facilitate all meetings of the Trust as company secretary.
- Ensure that purchasing arrangements represent best value and contracts are secured in accordance with financial guidelines and regulations.
- Develop and promote energy efficiency measures across all Schools.

Estate Management

The CFO will

- Lead and co-ordinate the maintenance and development of the Trust building and estates, and act as Trust lead for all buildings work.
- Advise the CEO and Headteachers and Heads of School on the strategic development of the Trust sites.
- Ensure effective tendering and management of contracts for work done by external contractors.

Day to Day

The CFO will

- Provide day-to-day leadership and management of all teams which report to this post.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- Develop excellent working relationships with suppliers and our contacts.
- Participate in training and other learning activities, as required.
- Attend and participate in meetings, as required.
- Perform all other reasonable requests, as required, within the grading of the post.
- Respect confidentiality at all times.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all policies and procedures and in compliance with our Equal Opportunities Policies and Code of Conduct

Person Specification Role: Chief Finance Officer

Area	
Qualifications	
Degree or equivalent or relevant experience.	Desirable
Professional qualification in business management or equivalent.	Desirable
Fully or partly qualified with an accountancy body such as the ICAEW, ACCA, CIMA or CIPFA (including CIPFA qualifications developed in partnership with ISBL) or have appropriate experience	Essential
Recognised qualifications in facilities management, procurement, health & safety, marketing or HR/Personnel	Desirable
Experience and Knowledge	
Track record of success of senior leadership and strategy development within a comparable organisation. Experience of doing this within an educational setting would be an advantage.	Essential
Awareness and understanding of key issues in relation to finance, ICT, human resources, estates, procurement and contracting, health and safety, and safeguarding	Essential
Experience of efficient and effective budget, financial, risk and resource management to achieve accountability and a strong performance culture.	Essential
Proven success in building effective partnerships and links with internal and external stakeholder.	Essential
Understanding of working in a school context and, in particular, a Catholic School and how the role and culture contributes to safeguarding and positive outcomes for pupils.	Desirable
Experience of working effectively with a Board/Governing body in an equivalent setting.	Desirable
Skills	
Ability to work strategically and seek and implement creative solutions.	Essential
Well-developed strategic planning capabilities with the ability to work with others to develop a compelling vision for the organisation, underpinned by a strong moral purpose.	Essential
Ability to build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential.	Essential
Ability to communicate effectively with a variety of audiences and be an effective ambassador of the Trust.	Essential
Ability to think creatively, to work strategically, and to anticipate and solve problems.	Essential
Proven track record of developing business plans and managing the introduction of new initiatives.	Essential
Ability to prioritise, plan and organise, and analyse and process complex information quickly and rigorously, when under pressure acting with decisiveness and determination when dealing with difficult situations.	Essential
Strong negotiation skills and the ability to influence others to the benefit of the Trust.	Essential
An understanding of legal and regulatory requirements for academies	Desirable

Safeguarding

The safety and well-being of our children is central to our ethos and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of our Trust.

Equalities

Mater Ecclesiae has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that our Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Commitment

All candidates must be able to demonstrate a commitment to:

- Supporting the Catholic ethos and Mission of the Diocese.
- Equality Act 2010.
- Safeguarding and Child Protection.
- High ethical standards.
- Relating positively to and showing respect for all students, colleagues, staff and wider community.
- Ongoing relevant professional self-development.
- Manage own workload and that of others to allow an appropriate work/life balance.

How to Apply

Interested in applying or finding out more about the role?

Enquiries:

For an informal and confidential chat about the post or if you would like to visit our Trust, please contact Mia Barlow - Interim CEO
mia.barlow@materecclesiae.co.uk

If you are thinking of applying, please first read the Application Form – Notes to Applicant included in the pack. To prepare an application, please download and complete a copy of the application form also included in this pack, ensuring that you address all questions and include the required personal statement.

Please also download and read/complete copies of:

Application Form_

Notes to Applicants and supplementary forms including:

- ❖ Consent to Obtain References Form
- ❖ Recruitment Monitoring Form
- ❖ Reasonable Adjustments Statement
- ❖ Safeguarding Statement

Issued at shortlisting:

- ❖ Rehabilitation of Offenders Form
- ❖ Self-Disclosure Form
- ❖ CES Model Contract of Employment
- ❖ Applicant Declaration

Submitting Your Application and Closing Date:

Completed application forms should be emailed to mia.barlow@materecclesiae.co.uk

The closing date for applications is 12 noon on Wednesday 7th June 2023.

Shortlisting of applications will take place on Friday 9th June. Applicants who have been shortlisted will be notified as soon as possible. Unsuccessful applicants will also be notified of the decision.

Assessment:

Interviews and assessments will take place on 20th June 2023. Further details regarding timings and venue will be shared in the invitation to shortlisted candidates. Support for travel and accommodation to attend the assessment event is available by agreement. Candidates will be notified of the selection decision as soon as possible after the event, following agreement of the Trust Board and Members.

Start Date:

Ideally the successful candidate would be able to take up the post on 1 September 2023. Mater Ecclesiae Catholic MAT Board appreciate that flexibility regarding the start date may be required to secure the desired candidate.

Our Trust Prayer

Almighty Father, you have called us together as one family in Christ.

Make our family an instrument of your peace, guided by your wisdom and strengthened by your grace so that we, inspired by the Gospel message, work for the good of our school communities.

We ask Mary the Mother of the Church to guide us so that we always carry the light of Christ in our hearts, in our minds and in our actions. Teach us to be generous in our outlook, courageous in the face of difficulty, and wise in our decisions.

We ask this through Jesus Christ our Lord
Amen

