

St Oscar Romero Catholic Academy Trust



Chief Operating Officer

Candidate Information Pack





CHIEF OPERATING OFFICER (COO)

Contract Length: Permanent

Salary Range: Highly competitive + benefits

Location: Flexible. The nature of work will largely involve the post-holder carrying out work at different schools within the Trust. There is also a Head office at Shirley Court, Croydon, CR9 5AS.

Accountable to: Chief Executive Officer

We are looking for an exceptional individual to join the Central Services team at St Oscar Romero Catholic Academy Trust, as our Chief Operating Officer. We are a growing Trust and currently have four secondary schools and twelve primary schools. We are a growing Trust and are supported by the Archdiocese of Southwark to grow to thirty-five schools over the next three to five years.

The Chief Operating Officer will play a crucial role in ensuring the estates and site leadership and management, IT services and technology and the sustainability and growth strategy of our Trust. We are seeking an individual who possesses not only exceptional knowledge of these areas and acumen but also a passion for fostering a positive and innovative environment where both students and staff can thrive. Our Catholic ethos and mission is at the heart of everything we do and we expect candidates to share and embrace those values.

The ideal candidate will:

- Have extensive previous experience of working as part of a Executive Leadership Team.
- Be able to communicate complex estate management, IT and technology and growth strategic planning to a diverse audience.
- Share our commitment to transparency and accountability.
- Play a key role in shaping the strategy of the Trust and ensuring that strong practice and strategy are embedded within all strategic planning.
- Align to the mission, vision and values of St Oscar Romero and the Diocese.

In return we offer:

- Opportunity to work within a highly skilled and supportive team.
- A commitment to continue with national pay, terms and conditions.
- Access to the generous Local Government Pension Scheme.
- Staff benefits including a cycle to work scheme.
- Opportunities for personal and professional growth and access to our Training Portal
- Opportunity to join a growing Trust.

Closing date: 9:00am on Monday 23rd

February

Interview date: w/c 2nd March

Start date: To be agreed

Please also see the Annual report and Financial Statement booklet and further information on our website:

www.OscarRomero.co.uk

Welcome from Allison MacQuire, Chair of the Board, St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the St Oscar Romero Catholic Academy Trust and for taking the time to explore the opportunities available within our family of schools.

As Chair of the Board, it is my privilege to welcome you to a community of Catholic Schools, rooted deeply in the teachings of Christ and inspired by the life and legacy of St Oscar Romero — a champion of justice, compassion and courage. At the heart of all we do is the belief that every young person is called to live with purpose; and that every child in our care deserves the very best we can provide for them.

We are a growing Trust of distinctive Catholic schools across the Archdiocese of Southwark, committed to excellence in academic and spiritual formation. In our schools, Christ is at the centre of daily life, and our shared mission — to serve children, families and staff with love, dignity and respect — shapes every aspect of our work.

Our Trust values the contribution of every member of staff, recognising that it is our people who bring our mission to life. We are committed to professional growth, collaboration between schools, and fostering a culture where staff feel supported, inspired and empowered to be their best. This means investing in development, building strong communities of practice, and embracing the distinct gifts each colleague brings to our shared purpose.

This information pack is designed to give you a meaningful picture of who we are and what it means to serve within the St Oscar Romero Catholic Academy Trust. I hope it speaks to both your professional aspirations and your vocational calling.

Thank you again for considering joining us. If you feel called to contribute to our mission, I warmly encourage you to apply, and I do hope you get the chance to join our amazing community and family; and be part of our journey in Christ.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Allison MacQuire".

Allison MacQuire
Chair of the Board
St Oscar Romero Catholic Academy Trust



Welcome from: Clare Verga, Interim CEO, St Oscar Romero Catholic Academy Trust



Dear Prospective Colleague,

Thank you for your interest in the role of Chief Operating Officer at St Oscar Romero Catholic Academy Trust and for taking the time to consider this exciting opportunity.

As Chief Executive Officer, I am honoured to have the privilege to serve our school communities and work alongside dedicated and inspiring colleagues. Our focus is on enhancing the opportunities that Trust membership delivers to each distinctive school community. Through collaboration, partnership, support and challenge, we strengthen the capacity of individual schools to serve as beacons of learning and love.

A group of sixteen schools, we are made up of four secondaries and twelve primaries. We are on an exciting journey. A journey of growth that has as its goal our determination to provide the young people in our schools the very best that Catholic education has to offer. Sponsored by the Archdiocese of Southwark, the development of our Trust is key to our Archbishop's education strategy for the future. As such, we are growing our Trust to become a group of thirty-five Catholic schools over the next three to five years.

Our commitment is guided by the teachings of Christ and His Church. We care for, support and educate our children and young people to the highest possible standards. Our schools are inclusive and are driven by a passion to do the very best for every child and young people in our care. Every day we strive to add value to our schools to ensure they are vibrant, exciting, welcoming places, so our children and young people learn, grow and flourish.

If you would like to arrange a visit or an informal conversation with Clare Verga (Interim CEO), please contact Sarah Yusuf-Watson : syusufwatson@oscarromero.co.uk

Information about the role can be found in this candidate information pack and further information about the Trust can be found in the Annual report and Financial Statements booklet. Completed applications should be submitted by 9.00am on Monday 23rd February 2026. Interviews are set for the week beginning Monday 2nd March 2026.

We hope this exciting opportunity and joining our Trust is of interest to you and we look forward to receiving your application.

A handwritten signature in black ink that reads "Clare Verga". The signature is fluid and cursive, with a long horizontal line extending from the end of the "a" in "verga".

Clare Verga
Chief Executive officer
St Oscar Romero Catholic Academy Trust

Email: syusufwatson@oscarromero.co.uk
Tel: (0207) 202 8199





Chief Operations Officer (COO)

Accountable to: Chief Executive Officer

Post Type: Permanent

Salary: Highly competitive + benefits

Working Pattern: Full time

Location: The role will be based at our Head office at Shirley Court, Coloma School, but will involve carrying out work at different schools within the Trust, across South East London.

Disclosure Level: Enhanced DBS

Responsible for:

As a member of the Trust Senior Leadership Team, the COO provides strategic and operational leadership across the following areas of the Trust:

- Estates and Facilities Management
- ICT Systems and Data Protection
- Health and Safety
- Trust growth development and strategy

The COO will be responsible for overseeing and day-to-day operations of the Trust, acting as a bridge between strategy and execution, translating high level goals into actionable plans.

Job Description:

Estates and Facilities Management

- Lead the strategic estates management across the Trust, ensuring all facilities are safe and well maintained
- Develop and oversea the Trust wide asset malmanagement plan and the projects undertaken through the plan.
- Develop, establish and manage effective procedures for estate management and maintenance, including an agreed disaster recovery and business continuity plan.
- Liaise with the DFE or other professionals on all matters relating to capital building and development projects.
- Be responsible for the development proposals and for the management of all capital and major development projects.
- Appraise development projects to ensure their delivery within scope, timescales and on budget.
- Proactively seek opportunities to secure capital funding for the development of the Trust.
- Ensure that the Trust maintains high standards of security across all school sites across the Trust to safeguard our students, staff and visitors.
- Take responsibility for overseeing all insurance policies.
- Liaise with service providers for contracted out provisions to ensure compliance with contractual terms and their effective operation.
- Develop the catering services for students, staff and functions, ensuring a high quality, cost effective and compliant service.
- Actively develop the lettings of premises to external organisations.
- Develop and promote energy efficiency measures across the Trust.

Health and Safety

- Ensure compliance with the requirements of the Health and Safety at work regulations.
- Be responsible for all policies and procedures relating to health and safety, including First Aid, fire safety, asbestos management and ensure that staff are sufficiently trained.
- Provide appropriate advice for the Trust Board, local governing bodies and school leadership team on all health and safety matters.

- Secure effective arrangements for the monitoring and audit of health and safety matters.
- Ensure that accident reporting is embedded in the culture of the Trust, reporting near misses and working on continuous improvement framework.

ICT Services and Data Protection

- Lead on the strategic management and responsibility of ICT Services.
- Develop and implement a digital ICT strategy alongside relevant stakeholders.
- Undertake the role of Data Protection Officer (DPO), ensuring the Trust remains GDPR compliant, working closely with any data protection support services in place.
- Ensure all IT systems and online activity meets the appropriate standards in compliance with data protection and cybersecurity standards.
- Assist with training on GDPR compliance for Trust employees.
- Ensure all queries from data subjects are dealt with within legal timeframes.
- Identify and evaluate data processing activities.
- Ensure any necessary Data Protection Impact Assessments (DPIA's) are completed and support staff to undertake these assessments.
- Support with audits to determine whether there is a need to alter procedures to comply with regulations.
- Oversea the Trust website.
- Ensure quality assurance of school websites and their compliance with statutory requirements.
- Maintain oversight of Governor HUB and communications

Business Continuity and Risk Management

- Lead on the Trust's risk management procedures, including the updating and communicating of the Trust Risk Register.
- Ensure all risks that are not with the Trust's risk appetite are immediately escalated.
- Lead on the business continuity and emergency planning procedures across the Trust.

Trust Growth Development and Strategy

- Develop, deliver and implement a marketing strategy to support growth of the Trust.
- Research and advise on funding, grant and other income generating opportunities for the Trust.
- Prepare bits to acquire additional funds for schools within the Trust.
- Lead the Due Diligence process in respect of schools or academies potentially joining the Trust.
- Liaising with the Department of Education, Diocese, local authorities and other key stakeholder bodies in regard to the onboarding of schools
- Prepare and present relevant strategic plans , due diligence documentation to a wide variety of audience as example local governing body, headteachers, the Diocese and the Trust board.

Other Responsibilities

- Identify opportunities for collaborative working across the Diocesan CATs.
- Uphold the ethos of the Trust at all times, inspiring and supporting others to be effective team workers.
- Maintain a presence in local, regional and national networks.
- Oversee complaints received by the Trust and our complaints procedure at school and Trust level.
- Provide support for the Trust designated safeguarding lead (DSL) and complete all relevant safeguarding training to ensure compliance with the role of Deputy DSL.
- Lead and oversee policy at school and trust level to ensure that they are up to date and compliant with accurate reporting into the Trust board on all policy updates.

General responsibilities

- Manage and ensure compliance with the policies, ethos and aims of the Trust, as well as the policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality and data protection.
- Alert the school leadership and the CEO where there are serious concerns in any school of any nature.
- Take personal responsibility for integrity, propriety and regularity in the management of public funds and in the day-to-day operations of the organisation.
- Attend staff meetings and training courses, conferences, seminars or other meetings, as required by own training needs and the needs of the Trust.
- Any other duties commensurate with a leader senior as directed by the CEO or Trust Board.
- The duties and responsibilities in this job description are indicative and may vary over time. The role has been established on this basis.

Safeguarding Children

- The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. We also expect full compliance with all statutory policies and procedures on safeguarding and child protection.

Confidentiality

- We expect all staff ensure that confidentiality is maintained and work in line with agreed Trust policies and protocols. Staff are also expected to maintain statutory responsibilities e.g. Data Protection and Freedom of Information.

General

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. Undertaking any other duties which may be reasonably assigned and regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with the CEO and Directors

Person Specification

Training and Qualifications	Essential	Desirable
Educated to degree level.	Y	
A recognised professional qualification in a related area.	Y	
Membership of a professional body related to the post.		Y
Faith Commitment	Essential	Desirable
Practicing Catholic		Y
Understanding the context of Catholic Education	Y	
Understanding of Catholic values and empathy with a Catholic organisation	Y	
Experience and Knowledge	Essential	Desirable
Experience of working as part of a senior school management team and implementing service improvement.		
Knowledge and understanding of academy structures.	Y	
Experience of estates or facilities project management.	Y	
A high level of commercial awareness.	Y	
Experience of budget management and income generation.	Y	
Demonstratable experience in a strategic leadership role in a large and complex organisation, incorporating strategic and management skills.	Y	
A track record or leading transformation and improvements across a broad range of corporate services/business support areas e.g. estates, facilities, IT and infrastructure services.	Y	
Proven successful management experience of achieving targets within time and resource constraints.	Y	
Proven successful experience of leading the formulation, development and implementation of strategic planning.	Y	
Proven successful experience of systems development and integration which realises significantly positive business outcomes.	Y	
Experience of working in a strategic role in a multi-academy Trust or Local Authority.		Y
Experience of efficient and effective budget, financial, risk, resource and facilities management to achieve accountability and a strong performance culture within schools/MAT.		Y
Experience of working/liaising with the Department for Education.		Y
Personal Skills	Essential	Desirable
Ability to communicate at all levels both verbally and written.	Y	
Ability to think strategically and to analyse complex situations, formulating and implementing plans of action.	Y	
Ability to handle data and information critically, accurately and effectively.	Y	
Excellent communication skills, including presentation and listening skills	Y	
Problem solving and analytical approach.	Y	
Ability to manage change effectively.	Y	
Excellent interpersonal skills, the ability to develop and maintain effective relationships, and to work collaboratively at both local and national levels.	Y	
Strong analytical judgement skills of complex projects.	Y	
Ability to build and direct a multi-disciplinary team effectively, demonstrating excellent leadership skills.	Y	
Ability to present complex information to a wide audience requiring high levels of persuasive skills, diplomatically and confidentially, challenging where necessary.	Y	
Ability to represent the Trust at external meetings and in the wider community using discretion, professionalism and initiative as required.	Y	



How to apply:

The deadline for receipt of applications is **9:00am on Monday 23rd February 2026**

If you would like to arrange a visit or an informal conversation with Clare Verga (CEO), please contact Sarah Yusuf-Watson : syusufwatson@OscarRomero.co.uk

Applicants should complete the Catholic Education Service Leadership form, attached in supporting documents. Please use the personal statement on your application form to demonstrate how you meet the person specification, with evidence provided wherever possible of outcomes and positive impact.

Candidates will be shortlisted on how well they demonstrate the knowledge, skills and attributes set out in the job description and person specification.

Completed forms should be submitted to: HR@OscarRomero.co.uk or call 0207 202 8199.

Shortlisted candidates will be invited to interview in the week commencing on Monday 2nd March 2026.

The interview process will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the role. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.

Safeguarding: St Oscar Romero Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory shortlisting and pre-employment checks, including an Enhanced DBS check.

St Oscar Romero Catholic Academy Trust

