



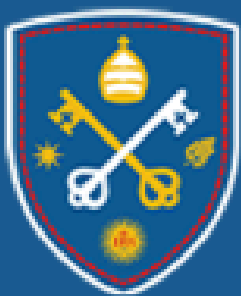
The Salesian Academy of
**St. John
Bosco**

RECRUITMENT PACK

Operations and Data Manager

Enabling schools, aspiration, and
faith to flourish by:

Uplifting Hearts, Inspiring Minds



Pope Francis
Catholic Multi Academy Trust

Welcome from the CEO



Pope Francis
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in Pope Francis Catholic Multi Academy Trust. We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool and whilst our first three schools were subject to academy orders, we have recently been joined by four primary schools (September 2024) with at least two other schools joining the Trust family this year.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities. Our aim is to facilitate Catholic schools to retain their identity and history, whilst supported by trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more and achieving the best outcomes they can.

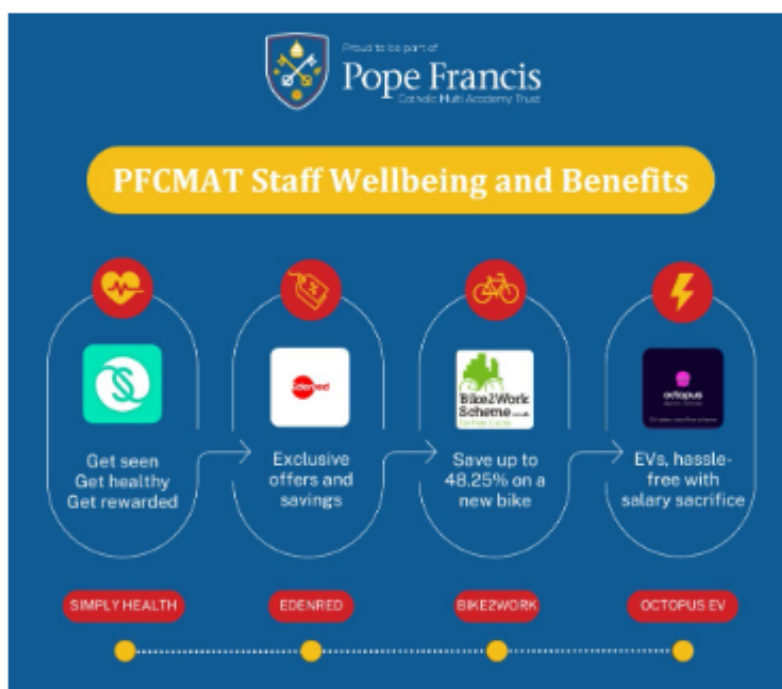
What We Can Offer

We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Take a look at our website and social media to get a sense of the support that we provide to all our employees, including our full staff benefits package: www.pfcmat.org/Staff-Benefits-Package/

We will be delighted to have informal conversations with potential candidates before the closing date.

CEO
Pope Francis CMAT



Welcome from the Headteacher



The Salesian Academy of
**St. John
Bosco**



Dear Candidate,

As the Headteacher of The Salesian Academy of St John Bosco I am delighted with your interest in joining our team.

At our academy, we have a clear and inspiring vision: to be a school defined by our faith and the strength of our Salesian and Catholic values, becoming the number one choice for families in our community. This ambition is supported by the robust partnership between Pope Francis Catholic Multi Academy Trust and the Salesians.

In the spirit of St. John Bosco, we are committed to ensuring that every pupil knows they are valued and loved. Our goal is to provide an education that nurtures their diverse talents, fosters both academic and personal excellence, promotes health and safety, and empowers them to make meaningful contributions to society. We are also excited about the upcoming transition to our new school building in 2026 - an inspiring environment for both staff and pupils.

We are seeking to appoint an Operations and Data Manager to lead, manage and support services within school including administration, premises, catering and Health and Safety. This person will also work alongside the school's Senior Leaders responsible for data to support their role in the Leadership and management of MIS systems and processing data for a range of stakeholders.

If you believe you possess the qualities, skills, and experience we seek - along with the enthusiasm, knowledge, and resilience to positively impact the future of our school. I eagerly await your application. Tours of the school are available on request, please contact Mrs B. Deegan on admin@sjb.pfcmat.org to arrange.

Thank you for considering this opportunity.

Sue Bourgade
Headteacher

"All staff serve as outstanding role models, and this ensures that the school's Salesian charism is fully reflected in their work. Pastoral care is outstanding, with a real focus on supporting the most vulnerable within its community." **Catholic Schools Inspection, 2024**

Why Choose Our School?

Our School Mission, Vision and Values

To be a Catholic School that seeks to appreciate and develop the talent and skills of each individual. We aim to instil the Salesian values of Respect, Understanding, Affection and Humour RUAH.

These four values underpin every aspect of our school life and together spell out the Hebrew word for 'breath of life' or 'spirit'. These values are evident in our orderly and settled environment, where we insist on the highest standards of politeness, behaviour and appearance.

Young people not only need to be loved, they need to know that they are loved."

This is one Don Bosco's most important statements about working with young people. He was the founder, in 1859, of the congregation of Salesian Priests and Brothers and has a special place in the life of the Catholic Church, as a saint and visionary educator. He sought to bring the love of God to young people, so that they would know they were valued and rich in potential.

And so, in this increasingly secular world, we are proud to be part of a worldwide Catholic Salesian community that has young people 'our future' at the heart of its Mission and Vision.

Our Catholic Schools Inspection in January 2025 shows how we live out these values:
"Pupils fully understand the school's mission statement, speaking eloquently about respect, understanding, affection and humour. They know that they are loved and know that they have to model that to feel loved themselves."



The Salesian Academy of
**St. John
Bosco**



Proud to be part of

Pope Francis
Catholic Multi Academy Trust

Application Process



The Role

To lead and manage support services within school.

To support the leadership and management of MIS systems and school data processing for a range of stakeholders.

How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each document to be completed and submitted alongside your cover letter, including:

- CES Application Form
- CES Consent to Obtain References CES
- Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Covering letter stating how your skills and experience meet the job description and person specification.

Please note - we reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible

Closing Date: Friday 4th July 2025 at Noon

Interviews will be held: week commencing Monday 7th July or before

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs B. Deegan at admin@sjb.pfcmat.org.

If you have any feedback on the application process and how we can make it more accessible, please let us know via info@pfcmat.org. Pope Francis Catholic MAT and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. **[Please see the link to our school's Child Protection Policy here.](#)**

Job Description



Post Title: Operations and Data Manager

Pay Scale: NJC 28 £37,938 FTE (pro rata)

Contract: Permanent - 36 hours per week Term time plus 3 weeks (42 weeks)

Start date: September 2025

Key Responsibilities

Operations:

- To lead and manage support services within the school including admin, premises, catering and ICT, ensuring that the site complies with all H&S legislation
- To line manage support staff in the relevant operational areas including appraisals recruitment and selection
- To develop and implement policies relevant to the school's support functions
- To be the H&S Manager for the school
- To be responsible for the school's fire and other emergency plans
- To act as the school's Data Controller leading and ensuring compliance with GDPR
- To be responsible for parental communications
- In conjunction with the Office Manager, maintain and develop an efficient and effective reception/office function ensuring effective deployment of staff
- Responsible for the oversight of the catering function including management of the service provision, compliance with statutory regulations, catering audits, the service offers value for money
- Responsible for line management of premises staff
- In conjunction with the MAT, overseeing all planned maintenance, and any remedial work is completed
- In conjunction with the MAT, monitor the condition of buildings and fixed plant and machinery
- In conjunction with the MAT, review the security of the school and develop plans for improvement
- To support on all HR related policies and provide managerial support and direction re all HR functions
- To monitor staff sickness absence
- To identify support staff development needs and staff appraisals
- With the support of the MAT, act as the school's H&S officer
- With the support of the MAT, identify hazards, undertake risk assessments, oversee first aid provision
- Act as school's Evco offering advice and guidance to trip leaders
- With the support of the MAT, act as school Chief Fire Officer taking responsibility for all planned and unplanned evacuations, drills are held regularly, records are up to date and fire notices are displayed
- Responsible for the oversight of the cleaning service provider RCCN including management of the service provision, compliance with statutory regulations including COSHH and ensuring the service offers value for money

"One pupil commented, 'The school is like a moral compass, which helps with the decisions I make when I'm with my friends and the staff'. All staff, expertly led by senior leaders and the school's Chaplain, strive to offer opportunities that enable pupils to respond to the needs of their peers, the local community and those further afield." **Catholic Schools Inspection, 2024**

Data:

- Advise on and undertake the efficient design review, development and security of the school's MIS systems included but not limited to SIMS, SISRA, Classcharts, and make recommendations to the Dep Head (Data) when improvements should be considered.
- To be accountable for the data provided to a range of stakeholders and audiences ensuring the data is accurate and meets stakeholder requirements.
- Be responsible for and liaise with other members of staff in the preparation and completion of the appropriate returns to the MAT, LA and DFE and other statutory bodies.
- To oversee the processing and analysis of exam results and assessment data.
- Provide management information, pupil statistics and data analysis as appropriate to report to SLT/teachers as appropriate.
- To support the attendance and pastoral teams to produce accurate and relevant data and streamline reporting processes within those areas.
- Support and train staff at different levels in their use of MIS and improve engagement and accuracy of use.
- Oversee, advise and assist with data quality checking processes in all MIS.
- Set up the start of year data in SIMS.
- Liaise with Computeam re installing and upgrading of software.
- Ensure the school complies with GDPR and carry out work in accordance with these requirements.
- In consultation with the DH(data) develop monitoring systems in accordance with the SIP.
- To keep up to date with developments in data management and accountability.
- To develop and implement where required bespoke systems and procedures for the management of information.
- To develop partnerships with stakeholders and other schools/MAT Data Managers to help deliver requirements.
- To supervise the Year 7 admissions process including liaising with the LA, exams officer and parents/carers.
- To oversee the data management of in year transfers including checking curriculum issues, data input to SIMS and external communications to stakeholders.
- To support and assist with other functions including timetabling, non academic data and parents evening set up.

The Pope Francis Catholic Multi-Academy Trust and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Please see link to our school's Child Protection Policy [here](#).

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification



Applicants must meet all of the essential requirements for this post.

Catholic Dimension	Essential	Desirable	Application / Interview
Understanding of the distinctive nature of Catholic Schools	Y		I
Strong support for our ethos and values as a Salesian Academy	Y		I
Safeguarding	Essential	Desirable	Application / Interview
Understanding and commitment to pupil welfare and safeguarding	Y		A / I
Qualifications and Training	Essential	Desirable	Application / Interview
Relevant professional qualification or experience in operations/business/facilities management.	Y		A / I
NEBOSH or IOSH qualification or equivalent in H&S		Y	A / I
Evidence of continuous professional development in operations, HR, data or school systems.		Y	A / I
Experience	Essential	Desirable	Application / Interview
Experience of managing multiple operational service areas (eg premises, admin, ICT, catering)	Y		A / I
Experience in a school or educational environment	Y		A / I
Experience of managing H&S, including risk assessments and emergency planning.	Y		A / I
Experience of using school MIS systems (eg SIMS, SISRA, ClassCharts)	Y		A / I

Experience in data management, GDPR compliance and reporting to external stakeholders.		Y	A / I	
Experience in staff line management, appraisals and HR functions.		Y	A / I	
Job Related Skills and Knowledge		Essential	Desirable	Application / Interview
The ability to lead and manage support services teams across a school setting.		Y		A / I
Knowledge and understanding of statutory regulations related to H&S, data protection (GDPR) and compliance.		Y		A / I
Ability to interpret and analyse data and systems to support school performance.		Y		A / I
Strong ICT skills and ability to train others in MIS and IT systems		Y		A / I
Knowledge of school admissions, attendance, and assessment data processes.		Y		A / I
Personal Qualities		Essential	Desirable	Application / Interview
Excellent interpersonal and communication skills.		Y		I
Ability to work under pressure and manage competing priorities.		Y		I
High level of organisational and planning ability.		Y		A / I
Commitment to collaborative working with staff and external stakeholders.		Y		A / I
Self-motivated with a proactive approach to improvement.		Y		I
Excellent record of personal attendance, punctuality and health		Y		A

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.



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