

DIOCESE OF BRENTWOOD - The Rosary Trust - SUMMARY OF KEY DELEGATED LEADERSHIP RESPONSIBILITIES

CSEL/CAO	Chief Operating Officer/Chief Financial Officer	Head teacher/Head of School
<ul style="list-style-type: none"> • Trust Accounting Officer • provides leadership and vision to the Trust • chairs Leadership Group and provides focal point for reporting to the Trust Board • represents views of Leadership Group and supports implementation of strategic decisions by Trust Board • advises on operational priorities and leads on development of Trust strategic plan and Trust policies, which remain the responsibility of the Trust Board • manages the Trust Executive Team ensuring high quality effective support is provided to the Academies • responsible for ensuring that the Trust keeps proper financial records, has appropriate financial systems in place and manages opportunities and risk • submits annual “statement on regularity, propriety and compliance” to ESFA • manages Trust’s external relations • builds effective partnerships with external agencies including the Regional Director and the Regions Group • leads and manages any process for the expansion of the Trust and its schools 	<ul style="list-style-type: none"> • responsible for all operational matters • fulfils responsibilities of “chief financial officer” under the Academy Trust Handbook • supports the Trust CSEL/CAO in managing operations and responsible for delivery of the Trust’s financial and accounting processes • ensures there is sound and appropriate financial governance and that risk management arrangements are in place • develops and ensures the implementation of the Trust’s financial management regulations and/or finance policy • prepares and monitors Trust and academy budgets • prepares and monitors Trust and consolidates academy monthly management accounts • ensures delivery of annual accounts • advises on financial policies including a procurement policy and strategy • leads on any significant procurement and advises on and monitors less significant procurements in line with the Trust procurement policy • undertakes contract management of any Trust wide contract and supports school based teams to manage school contracts • develops and advises on operational support for the head teachers • ensures there is risk protection cover in place for all risk areas • advises / helps on any significant capital project, funding and/or distribution of any capital grant. 	<ul style="list-style-type: none"> • undertakes statutory responsibilities as head teacher • provides leadership and vision to the Academy • responsible for standards and pupil outcomes • determines the curriculum priorities and takes responsibility for all teaching and learning • implements Trust Board decisions affecting the Academy • advises on and implements Academy’s development plan and strategic priorities • advises on and implements the staffing structure approved by the Local Governing Committee for the Academy and is responsible for the organisation of resources • responsible for recruitment of Academy staff and their professional development • undertakes performance management of Academy staff and deals with any grievances • responsible for the first stage of any disciplinary process involving Academy staff • working with the COO/CFO, advises on the Academy budget making recommendations to the Local Governing Committee and ensuring the Academy manages within its budget • advises on Academy policies, which are delegated to the Local Governing Committee for determination • responsible for safeguarding and well-being of pupils and staff • decides any pupil exclusions • manages Academy’s relationship with its community

Further detail will be set out in the Diocese of Brentwood template Scheme of Delegation, contact the Diocesan Education Service.

Reviewed by the Strategic Board: September 2025

Next Review: September 2026