

**Governance
Officer**



**Improving
Outcomes
Transforming Lives
Enabling Social Mobility**

Welcome from the CEO

Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2026 than we were four years ago.



Simon Garrill
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

SGarrill

Our Four Critical Questions

**Why do
we exist?**

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

**How do we
behave?**

**What do
we do?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

Through a clear backbone, strong culture, academic rigour and smart systems.

**How do we
succeed?**

Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility.

Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the students in their class.

Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy.

Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the students in their care.

CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks.

Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching.

Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach.

SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND.

Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so.

Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone.

The Orion Backbone

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

Secondary Schools



**Orion
Eden Park**

11 - 18



**Orion
Coopers**

11 - 18



**Orion
Spires**

11 - 16



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Mead Road**

4 - 7



**Orion
Ravensworth**

4 - 11



**Orion
Scotts Park**

4 - 11

Nursery Charity



**Orion
Little Stars**



**Orion
Community
Impact**



**Orion
Education**

Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

Professional Development

Key to our ongoing success our development programmes are second to none. Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools. Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be. Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning. Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events. We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

About The Role

Governance Officer

Orion Education is seeking a highly organised and motivated **Governance Officer** to join our central team and play a pivotal role in supporting all levels of Governance.

Working closely with the Head of Governance, you will ensure that governance across the Trust is compliant, well-coordinated and aligned with statutory and regulatory requirements. Our Governance Officer provides full clerking services at every meeting, which are a hybrid mixture of both virtual and in person.

This role will suit someone who is detail-orientated, confident in handling sensitive information and able to demonstrate effectiveness in a fast-paced setting.

There are currently 8 schools in the Trust.

- Each LAB meets 4 times per year
- The Trust Board meets 17 times a year (a combination of Trust Board and Committee meetings)
- The Members meet 2 times per year
- At all levels there are a number of additional ad-hoc panel hearings

What we are looking for

The ideal candidate will have:

- Experience supporting governance in an educational environment
- Excellent written and verbal communication skills, including the ability to take professional-standard minutes
- An understanding of governance structures within academy trusts
- High levels of organisation, accuracy and attention to detail
- Strong digital and IT skills, with confidence using online platforms
- The ability to prioritise workloads, meet deadlines and work flexibly, including attending evening meetings
- A commitment to safeguarding, inclusion and the Trust's values

Job Description

Job Title	Governance Officer
Closing Date	Monday 02 June 2026 at 9:00 AM
Salary	NJC Scale 9 (Points 29 – 32) (FTE Salary £42,768 - £45,750 per annum) (Actual Salary £36,583 - £39,134 per annum)
Contract Type	Term Time, Permanent
Working Hours	36 hours per week, Term Time Only (39 Weeks)
Location	Mansion House, Hawkwood Lane, Chislehurst, BR7 5PS (with travel to schools in Bromley & Canterbury)
Reporting To	Head of Governance

Key Duties & Responsibilities

- To provide clerking services to the Members Board including agenda preparation, circulating meeting papers, minute taking and action tracking
- To provide clerking services to the Trust Board and committees including agenda preparation, circulating meeting papers, minute taking and action tracking
- To provide clerking services to Schools' Local Advisory Bodies and committees including agenda preparation, circulating meeting papers, minute taking and action tracking
- To plan the academies meeting calendar for the year
- To coordinate governance meetings, panels and hearings, ensuring that policy and statutory timeframes are adhered to and processes followed
- To maintain accurate records of governance activity, attendance, declarations of interest and terms of office
- To manage the governance platform used by the Trust (GovernorHub), as well as updating Get Information About Schools and the Trust websites with governance information
- To manage the recruitment of governors including organising parent and staff elections and supporting HR to ensure all appropriate checks are carried out
- To support succession planning for the Chair and Vice-Chair roles
- To support the induction and training of governors, ensuring governors complete all training requirements, help coordinate training sessions and maintain records of continuing professional development activity
- To provide advice to governors and school-based staff on the scheme of delegation and terms of reference, governance procedures and the legal framework that underpin them
- To support the admission consultation process ensuring statutory timeframes are met
- To monitor compliance with statutory, regulatory and Trust requirements
- To support the Trust and Academy policy review process
- To act as a point of contact for governance queries from school and stakeholders
- To conduct annual skills audits and advise on training opportunities

- To support with Freedom of Information and Subject Access Requests
- To undertake regular compliance review of Trust and academy websites
- To contribute to the development and regular reviewing of Trust and Academy governance documents
- Ensure governance knowledge is maintained so that accurate advice and guidance can be provided to Local Advisory Bodies

Corporate Responsibilities

- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to safeguarding; being vigilant for signs that children may be being abused and reporting any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Principal/CEO
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection, Financial Regulations in line with our Scheme of Delegation
- To uphold an individual and organisational commitment to a culture of safeguarding for all
- To be accountable to and carry out any reasonable request from the CEO/Line Manager

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

Person Specification

	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> Minimum of five GCSE (A-C/4+) including English and Maths or equivalent 	<ul style="list-style-type: none"> Level 3 clerking qualification Evidence of related CPD 	<ul style="list-style-type: none"> Application
Experience	<ul style="list-style-type: none"> Demonstrable administrative experience preferably in an education setting Minute taking to a professional standard 	<ul style="list-style-type: none"> Proven experience in governance support within a school or educational setting 	<ul style="list-style-type: none"> Application Interview
Knowledge, Skills and Ability	<ul style="list-style-type: none"> High level written and verbal communication Strong IT skills Interpersonal/relationship building skills Strong organizational skills Ability to manage competing deadlines Flexible approach to work and able to attend evening meetings Able to work on their own and as part of a team 	<ul style="list-style-type: none"> Awareness of multi academy trust Knowledge of governance law, structures, policy and practice in education 	<ul style="list-style-type: none"> Application Interview References
Character and Values	<ul style="list-style-type: none"> High commitment to safeguarding and promoting the welfare of children A passion for education and a deepfelt desire to make a difference for young people Commitment to the Trust agenda for inclusion, diversity and equality Commitment to the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership Resilient, flexible and hard working 		<ul style="list-style-type: none"> Application Interview
Personal Circumstances	<ul style="list-style-type: none"> Legally entitled to work in the UK Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 Flexible to support regular out of hours meetings 		<ul style="list-style-type: none"> References Interview



Orion Education

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Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of a role are subject to an Enhanced DBS check. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

