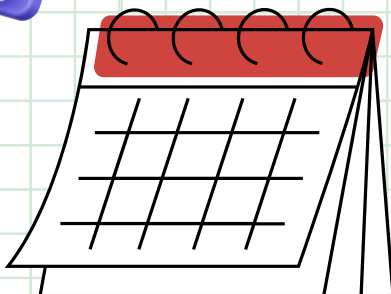
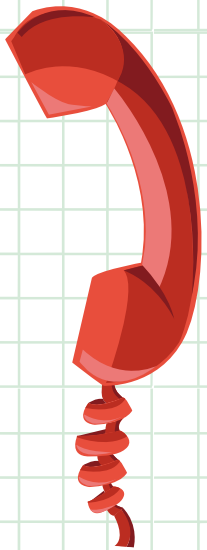
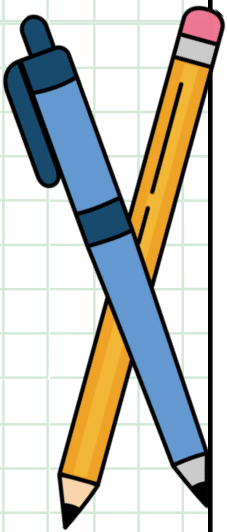


Wootton
Academy Trust

GOVERNANCE PROFESSIONAL

Job Pack



Welcome

from the Executive Headteacher

Dear Applicant,

Thank you for your interest in the post of Governance Professional at Wootton Academy Trust.

We are at an incredibly exciting time in our development. This September, Wootton Upper School will become Wootton Academy, a Year 7 – 11 secondary and grow from 850 to 1150 students. In addition, our popular and oversubscribed sixth form Kimberley College will also change as it focuses on getting students into the country's top universities and degree apprenticeships. The opportunities that come from this are huge, and we need to grow our staff body in key subjects as a result.

Both settings have been inspected in recent times and found to be “Good” across the board – Wootton in November 2024, and Kimberley in May 2023. Teachers can get on and teach because students behave and work hard.

However, we have lots of things we must do better right now for our students and the wider community. We want to run superb schools with great outcomes for all students, enabled by a high-performing, happy staff body, and a reputation as a great place to learn and work. We are working hard to build a strong culture based on great attendance and behaviour by students. And we are developing a curriculum that is ambitious and knowledge-rich, recognises the importance of subject disciplines, and immerses students in the best that has been thought and said.

If you share our passion for knowledge and handing it on to future generations, and are motivated to find out more about us, then please visit our website or get in touch with us for a chat. We'd love to show you around and have you see for yourself a place where teachers can teach and students work hard. Details of the application process are at the end of this recruitment pack.

We look forward to receiving your application.

Yours sincerely,



Mark Lechain
Executive Headteacher

About WAT

TRUST VALUES

Wootton Academy Trust is committed to the pursuit of **excellence**, with an unrelenting drive to ensure that every student makes great progress, achieves exceptional standards and realises their potential.

It is important to us that all students are able to access a wide range of **enrichment** activities in our academies, to realise their full potential and to be able to operate with great **independence** in adult life. Therefore, we are committed to providing all students with lots of diverse **opportunities** including developing their awareness of the importance of British values, of upholding the rule of law, tolerance, respect, democracy and **equality**.

We are committed to providing our students with skills to enable them to play active roles in our **community** and in the wider networks in which we all operate, in **partnership** with others.



"The pursuit of excellence underpins everything we do"




Our **vision** is to operate academies which are genuinely inclusive; Wootton Academy Trust (WAT) strongly believes that its provision should be judged by how its academies nurture the most vulnerable students in their communities to maximise their future social mobility.

We operate caring and supportive communities where everyone is encouraged to flourish. We are committed to providing all our learners the best education possible. We, therefore, nurture high aspirations and work collaboratively with others to provide outstanding opportunities.

It is important to us that everyone knows they are valued, and we will celebrate each student's individual journey as they take their next steps, well prepared for life in modern Britain.

Key Facts

	 Wootton Upper School	 Kimberley Sixth Form
Last Ofsted	Nov 24	May 23
Ofsted Judgement	Good in all areas	Good (Section 5)
PAN	297 students 10 forms of entry	350 students (2024)
Year Established	1975	2013
Type of School	Converter Academy part of Academy Trust	Sixth Form Free School part of Academy Trust
Age Range	11-16	16-19
Number of Students on Roll	875 (rising to 1150 from September 2026)	750
Number of Students in Sixth Form	N/A	As above
% of SEND Students	16%	6%
% of EAL Students	7%	18%
% FSM Students	18%	7%
% of Pupil Premium Students	21%	8%
School Website	https://www.woottonupper.co.uk/	https://www.kimberleycollege.co.uk/

About the role

At Wootton Academy Trust, we take governance seriously.

We know that to do the best for students and staff, our leaders, trustees and governors need to have a clear vision and sense of purpose, and act in accordance with the Trust's foundational documents, Academy Trust Handbook, company and charity law, and other regulations and best practice.



We are looking for a governance professional to work with the Chair and Board, Local Governing Bodies, and executive leadership team, to support meetings and provide expert advice, to ensure our trust is well governed and led.



Job Description

Job Title	Governance Professional
Reporting to	Chair of Wootton Academy Trust
Location	Wootton Academy Trust
Salary Scale	Freelance - £300 per meeting

Three main areas we require are:

- Board Support
- Committee Support
- Policy & Compliance

Board Support

- Maintain an annual Board and Committee yearly planner, clearly noting all items, which must be reviewed by each Committee and the Board and at which meeting.
- Maintain records of all member/trustee appointments, resignations and terms of office renewals.
- Maintain attendance record of Board members.
- Update the Secure Access portal of any changes.
- Maintain the annual register of interests.
- Advise trustees on declarations of interests.
- Provide sound impartial advice and proactive support to trustees, committee members, the Board Chair, and ELT on their compliance with statutory, legislative and procedural matters relating to the governance of the Trust. This includes compliance with the Articles of Association and the trust funding agreement.
- Co-ordinate the administration of committees and the Board, ensuring that the agendas follow the annual plan, are set in good time and in co-ordination with the Chair of the Committee and CEO. Ensure that all papers are formatted and distributed in a timely manner.
- Draft minutes of Board and committee meetings, capturing challenge, ideas and the actions which arise.
- To attend all Board and committee meetings and advise on quorum, governance and procedure.
- Ensure that these actions are carried out effectively in a timely manner and report to the Board and Committee on the progress. Ensure that all minutes are circulated to the Chair of the Board/Committee within 5 working days for comment.
- Ensure that all decisions taken at Board and committee meetings are communicated to the relevant parties in a timely fashion.
- Conduct skills audits and advise on training requirements as well as putting together an annual training programme.
- Support recruitment of new Trustees.
- Review and maintain relevant sections of the Trust website.

Committee Support

- In consultation with the Chair and relevant members of ELT, to plan the forward programme of meetings and cycle of business of committees, identifying the main items to be taken at those meetings aligning with data drops, financial and other timeframes.
- Work with the ELT to ensure the work of committees and their members complements the Trust's school improvement activities.
- Ensure that chairs and committees are prepared in order to effectively manage their role in Ofsted visits, with briefing papers and support meetings available at short notice.
- Set an annual plan of first-hand experiences for governors to triangulate with external reviews and information shared by senior leaders – visits, Teams meetings with senior leaders, etc.
- Organise, oversee and promote governor induction and training and maintain a register of attendance.
- Maintain the records of all governor appointments, resignations, and terms of office renewals.
- Maintain the annual register of interests and advise governors on declarations of interests.
- Maintain an attendance record of Governing Body and Committee meetings.
- Update the Secure Access portal of any changes.
- Provide sound advice and proactive support to the governors on statutory, legislative and procedural matters relating to the governance.
- Co-ordinate the administration of committees, ensuring that agendas follow the annual plan, are set in good time and in co-ordination with the Chair of the Committee and relevant member of ELT. Ensure that all papers are formatted and distributed in a timely manner.
- Attend all meetings of committees and advise on quorum, governance and procedure at these.
- Provide minutes of all meetings, capturing challenge, ideas and the actions which arise.
- Ensure that these actions are carried out effectively in a timely manner. Ensure that all minutes are circulated to the committee Chair within 7 working days.
- Ensure that all decisions taken at meetings are communicated to the relevant parties.
- Assist with the recruitment and/or elections of parent, staff and other governors where required.
- Conduct skills audits and advise on training requirements and the criteria for appointing new Governing body members relevant to vacancies.



Policy and Compliance

- To own and maintain the continuous and regular development, review and update of Trust and school policies and compliance. To maintain a full register of all policies and oversee the delegation of policies and compliance. Ensuring there are effective policies in place and published where appropriate which have been agreed for use by the Trust and its schools.
- Ensure compliance with regards to statutory policies and other key documents.
- Oversee formal stages of the complaints procedure both at trust and school level.
- Clerk any statutory appeal Committees/panels the Governing Body may need to be required to convene.
- Maintain archive material.
- Maintain records of Governing body/Board correspondence.
- Ensure website compliance with regards to the governance and policies on the central Trust website and the academies.
- Advise the Trust and governing bodies on succession planning (of all roles, not just the Chair).
- Maintain copies of current terms of references.
- Maintain records on nominated governors e.g., SEND, Safeguarding.
- Ensure that governors have had a Disclosure and Barring (DBS) check carried out.

Person Specification

CRITERIA	In assessing these criteria, the focus will be on demonstration of the necessary experience/knowledge to fulfil the overall strategic function as IT and Digital Innovation Lead	ESSENTIAL (E) DESIRABLE (D)		WHERE ASSESSED
		E	D	
A EDUCATION/QUALIFICATIONS & PROFESSIONAL DEVELOPMENT				
1	Literacy and numeracy sufficient to the role; expected minimum level GCSE maths and English			A
2	To undertake (or to be undertaking) a recognised Academy Governance / Clerking qualification e.g.: ICOSA, NGA or equivalent.			A
3	Undergraduate degree			A
4	Have already undertaken or be willing to complete the National Training Programme for Clerks or its equivalent			A
B KNOWLEDGE & EXPERIENCE				
5	Experience of clerking committees, including preparation of agendas, taking minutes and advising members committees on relevant legislation and procedures			
6	Awareness of Data Protection/Freedom of Information requirements			A, I, R
7	Awareness of Child Protection/Safeguarding requirements or willingness to undertake training			A, I, R
8	Knowledge of DBS procedures and willingness to undergo a DBS check			A, I, R

9	Experience of working in a school or educational environment and an understanding of Academy governance			A, I, R
10	Knowledge of the function of Local Government, with particular reference to education			A, I
C SKILLS & ABILITIES				
11	Excellent written communication. Being capable of preparing agendas and minuting discussions effectively, accurately and appropriately given the sometimes sensitive subject matter			A, I, R
12	Outstanding communication skills; ability to communicate effectively at CEO, Trustee, Head Teacher, senior staff and Chair of Governors level and to liaise effectively			
13	Good time management skills			
14	Competent and confident in using Microsoft Office			A, I, R
15	Ability to work effectively under pressure, managing conflicting priorities and to meet challenging deadlines			A, I, R
16	Ability to work independently to tackle problems creatively and to think laterally			A, I, R
D PERSONAL QUALITIES				
17	Motivation to work with children & young people in an educational setting			I, R
18	Demonstrate a high level of commitment to build and maintain successful relationships with CEO, Trustees and Governors			I, R
19	A positive, enthusiastic outlook with the energy, drive, enthusiasm and determination to succeed			

20	Must be proactive, not reactive			A, I, R
21	Commitment to and belief in equality of opportunity for all			A, I, R
22	Understanding of the importance of confidentiality			A, I, R
23	Punctual with good attendance records			
24	Able to travel effectively to attend meetings in person			
25	Ability to cope resiliently with the responsibilities and demands of the post			

Key: A = Application I = Interview R = References

PLEASE NOTE: The Selection Panel will use the Person Specification criteria above to shortlist. Please demonstrate how you meet the criteria in order to be shortlisted



EMPLOYEE BENEFITS



- COMPETITIVE SALARIES



- TPS AND LGPS DEFINED CONTRIBUTION PENSION SCHEMES



- A COMPREHENSIVE EMPLOYEE ASSISTANCE PROGRAMME



- HIGH QUALITY CPD PATHWAYS



- GENEROUS HOLIDAYS



- AN EXCEPTIONAL ECT INDUCTION PROGRAMM PROGRAMME



- FREE GYM AND SHOWER FACILITIES



- INDIVIDUAL DIGITAL DEVICES FOR STAFF



- ON-SITE COFFEE SHOP



How to Apply



APPLICATION PROCESS

To apply, please send the completed Application Form via <https://mynewterm.com/jobs/5411/EDV-2026-WAT-69665>

Your supporting statement should demonstrate how you meet the requirements set out in the Person Specification.

CLOSING DATE

Open until filled. Please apply at the earliest opportunity. We reserve the right to close the vacancy early should we receive applications from outstanding candidates.

Shortlisting will take place upon receipt of applications.

INTERVIEWS

Interviews will be held upon shortlisting.

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form.

NOTIFICATION & FEEDBACK

Candidates who have been interviewed will be notified of the outcome as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Unsuccessful candidates will also be given constructive feedback.

SAFEGUARDING

The Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of the leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of their induction.

DATA PROTECTION

As part of our recruitment process, Wootton Academy Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit the school's website.

Thank you for your interest

