

**Middlesex Learning Partnership**  
**Governance, Compliance and Operations Manager**  
**Salary: POA 29-33 (currently £42,769 - £46,967)**  
**Permanent / Full – time**

**Job description**

**Purpose of the role:** To ensure the work of the trust is underpinned by robust governance, operational practice and policies, enabling schools to focus on delivering an excellent, inclusive education for all the children and young people in our care.

**Location:** Office based with some potential for home working. The postholder will be expected to be a regular presence in trust schools.

**Key responsibilities:**

*Governance and compliance*

1. Take responsibility for the trust's compliance and policy frameworks, ensuring the trust and its schools have all appropriate policies in place, that these meet statutory requirements, and that they consistently reflect the priorities and values of the trust.
2. Write a range of school and trust policies, under the direction of Trust Leadership Group colleagues, and to check existing policies for statutory compliance and consistency.
3. Oversee the professional clerking of governance meetings, including trustee board, sub-committee and governing body meetings. This may include clerking directly and/or overseeing external clerking services.
4. Support the effective governance of MLP, ensuring that the articles of association, scheme of delegation, governance terms of reference and related documents are up-to-date and fit for purpose.
5. Support the trust's members, trustees and governors, managing onboarding, induction and offboarding, ensuring annual training is undertaken and monitoring declarations of interest.
6. File returns and update Companies House and DfE records as required.

*Operations*

7. Maintain the trust's corporate risk log and support the development and delivery of key performance dashboards.
8. Draft reports for the board/sub committees on matters germane to the scope of the role.
9. Support strong and effective communication with key stakeholders, developing high-quality presentation and marketing materials and related content.
10. Deliver operational support to the trust senior team, maintaining website content, supporting event organisation, monitoring enquiries inboxes etc.
11. Work with the trust's DPO provider, Judicium, to ensure compliance with data protection and related legislation, including co-ordinating responses to FOI and SAR requests.

## Person specification

<b>Education and qualifications</b>
1. Educated to at least GCSE level, with 5 A*-C including English and maths, or equivalent.
<b>Personal qualities, skills and abilities</b>
2. Committed to working positively and effectively as part of a close-knit, supportive team across schools and the trust.
3. Excellent written communication skills, with the ability to produce materials which are precise, detailed and clear.
4. Ability to develop and maintain accurate records, schedules and procedures, with very strong attention to detail.
5. Ability to build and sustain effective working relationships with a wide range of stakeholders at all levels of seniority.
6. High levels of professionalism, integrity and discretion, with sound judgement when handling confidential matters.
7. Well organised, self-disciplined and resilient, with the ability to work independently or as part of a team with equal efficacy.
8. Excellent IT skills.
<b>Knowledge and experience</b>
9. Proven experience in governance, compliance, policy, or regulatory roles, or in a closely related field.
10. Experience of producing high-quality, visually attractive materials such as presentations or flyers (desirable).
11. Understanding of the regulatory and policy environment relating to schools and multi-academy trusts (desirable).

### Other requirements

- We actively champion equality, diversity and inclusion and are committed to embedding inclusive practices throughout our trust, ensuring equitable access, representation and opportunity for all.
- We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.
- Willingness to travel between MLP schools for work, ideally with driving license and access to a car.