

**Empowering futures:
for a better tomorrow**



Join our team at Ivy Education Trust as a

Local Governance Officer – Primary phase

Scale 4, Points 8-12 Full time equivalent £26,824-£28,598 pa. (£9,114-£9,717 pa pro rata).

570 hours per annum worked across 38 weeks per year. Hours to be worked flexibly during term time, to include attendance at evening meetings.

Permanent contract – Available from 1st September 2026

If you believe that every child deserves the very best start, help guide those who lead our schools. Your work in governance will make a lasting difference.



Welcome

Everything we do across our Trust is focused on our mission to deliver a high-quality and inclusive education for our pupils.

As part of our Governance Officer team, you will have the opportunity to play an important part in enabling our schools to achieve their ambitions.

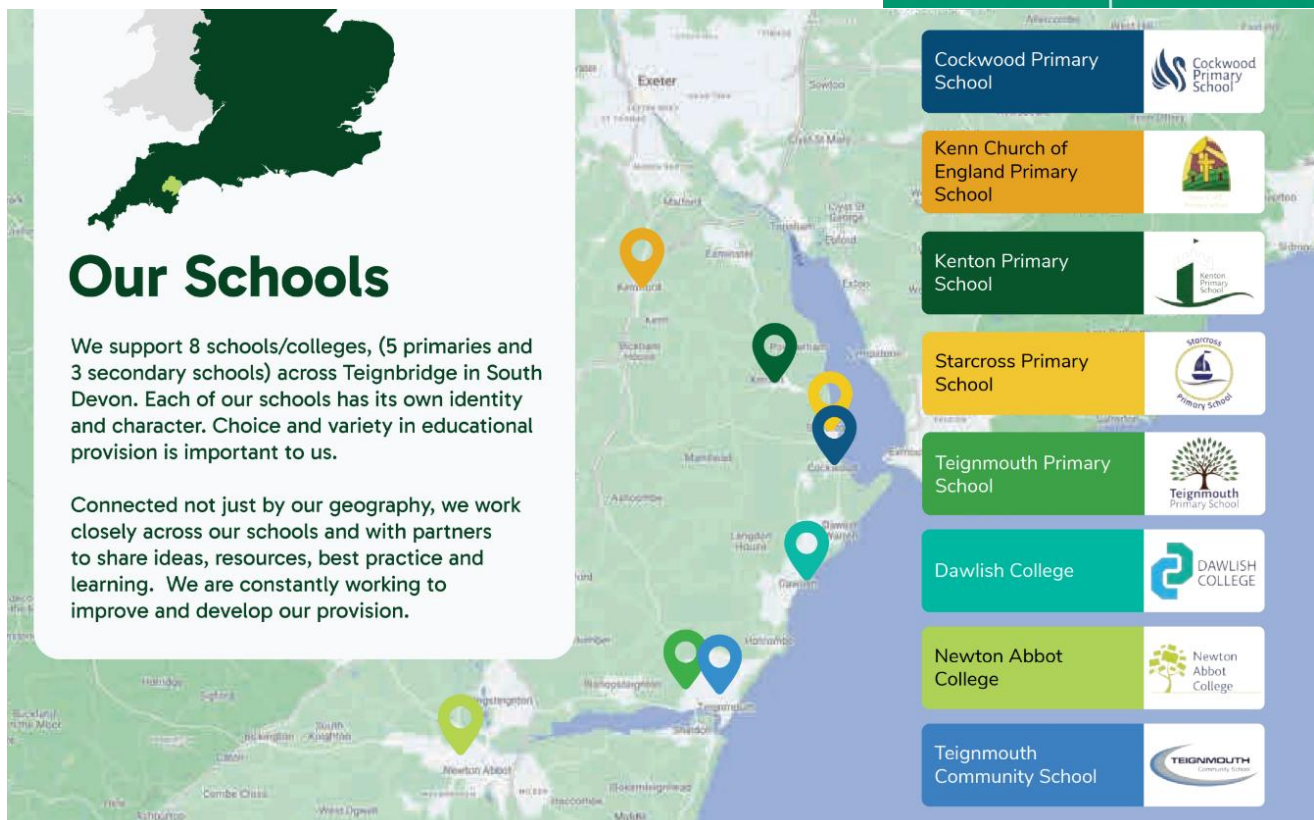
We work across our schools to develop, deliver, and operate services that are fit for purpose, deliver value and enable us to maximise our impact for our pupils and the communities we serve both now and in the future.

Working with us, you will have the opportunity to make a real difference.

Please take some time to learn a bit more about us, the communities we service, and what makes us, us, our values.

This is an exciting time to join us as we grow our service and learn together across our community of schools.








Our Trust



Our Schools

We support 8 schools/colleges, (5 primaries and 3 secondary schools) across Teignbridge in South Devon. Each of our schools has its own identity and character. Choice and variety in educational provision is important to us.

Connected not just by our geography, we work closely across our schools and with partners to share ideas, resources, best practice and learning. We are constantly working to improve and develop our provision.

	Cockwood Primary School
	Kenn Church of England Primary School
	Kenton Primary School
	Starcross Primary School
	Teignmouth Primary School
	Dawlish College
	Newton Abbot College
	Teignmouth Community School

Our vision and mission define our purpose.

Our vision: 'Empowering futures; for a better tomorrow'

Our vision describes what we would like to accomplish. It is future focussed, setting our long-term goal for both pupils and ourselves. We believe that through our work we can change lives. This inspires and motivates us to be better every day.

Our why:

Our mission describes why Ivy exists: 'To deliver an ambitious, high-quality, inclusive education'.

Our how:

Our values are what makes us, us. Whilst our schools have their own unique identities, our values are what we have in common, they guide us in how we approach our work and empower us to be successful.

Being Ivy. Our values:



Being Ivy. Through our behaviours we bring our values to life every day:

Courage

- Be bold
- Take chances
- Seize opportunities
- Take ownership

Compassion

- Listen to learn
- Be kind to self
- Be kind to others
- Take care of the world around you

Collaboration

- Stronger together
- Support others
- Many schools; one Trust
- #TeamIvy

Commitment

- Work hard
- Give it everything
- Be consistent
- Be accountable

If our values resonate with you, we would love to hear from you.

At Ivy Education Trust we are committed to safeguarding and promoting the welfare of children and young people and we expect all our staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.



The role: Local Governance Officer – Primary phase

We are looking to appoint an enthusiastic, confident and organised individual to be our Local Governance Officer – Primary phase. Supporting the two Local Governing Bodies (LGBs) of our primary schools, the role will be mostly home-based, and many duties can be undertaken flexibly to meet deadlines. The LGB meetings (five per academic year) are held in the late afternoon/early evening and travel to the school sites will be required for these, together with a termly team meeting at our central team office and any additional training events/requirements. LGB meetings are scheduled in advance, with reasonable notice provided and hours will be flexibly used across the academic year to accommodate quieter and busier periods, eg leading up to a meeting.

Training will be given in addition to support from the Trust Governance Officer and access to the professional governance support subscriptions held by the Trust.

Why join us?

- **Meaningful impact:** Play a key role in strengthening governance and supporting effective leadership, helping ensure the school delivers the best possible outcomes for pupils.
- **Professional environment:** Work closely with experienced governors, school leaders, and Trust colleagues, contributing to high-quality, compliant governance practice across the organisation.
- **Development opportunity:** Enhance your expertise in governance, legislation, and organisational processes, with ongoing training and collaboration across the Trust's governance network.

What you'll do

- Support the effective operation of the primary phase Local Governing Bodies (LGBs) by providing high-quality administrative and organisational assistance.
- Prepare agendas, collate reports, and produce accurate minutes and action logs using the AI clerking tool, Scriba (full training will be given) to ensure well-run, compliant meetings.
- Advise and guide on governance procedures and statutory requirements, helping the LGB operate within the Trust's framework and legal obligations.
- Manage governance information and records, ensuring accuracy, confidentiality, and compliance with relevant regulations.

- Work collaboratively with the Chair, governors, school leaders, and Trust governance colleagues to maintain strong communication and consistent governance practice across the Trust.

Where you will be based

This role is part of our Governance Officer team and supports our primary schools across our Trust. It is expected this role will mainly be worked from home, however working locations are not fixed and there will be a requirement to travel to our primary schools, and our central team office on occasion.

About you

If you

- are organised, detail-oriented, and committed to supporting effective governance;
- have strong interpersonal skills and are able to build positive working relationships with a range of stakeholders;
- have experience in an administrative, governance, or committee support role (or similar);
- are proactive, able to manage your workload, and can work independently with a high level of discretion;
- are confident using Microsoft Office (particularly Word, Outlook, and Teams) and digital systems to manage information;
- have an interest in organisational processes and are willing to develop your knowledge of governance and compliance

please get in touch to learn more about this opportunity.

We offer

- A role where your work really matters.
- The opportunity to work in a team who are invested in growing the potential of others.
- Competitive package with generous career average pension scheme with annual employer contributions linked to salary*.
- Ongoing professional development.

**employer contribution rates set by the Local Government Pension Scheme.*

If you're ready to use your organisational skills to make a real difference, and grow within a supportive, values-driven environment, we'd love to hear from you.

How to apply

Please take the opportunity to learn more about the role by viewing the detailed job description on the following pages.

To learn more about our primary schools please view: [our-schools](#)

If you have any questions about this post or would like to arrange an informal chat about the role or a visit to the Trust, please contact Gaby Willis, Trust Governance Officer via gaby.willis@ivyeducationtrust.co.uk

The closing date for applications is 22nd June 2026 at 9am, with interviews being arranged soon after shortlisting has taken place.



Job description

Post title:	Local Governance Officer – Primary phase
Schools:	Cockwood, Kenn CofE, Kenton, Starcross & Teignmouth primary schools
Working hours:	570 hours per annum across 38 weeks per year. Hours to be worked flexibly during term time, to include attendance at early evening meetings.
Salary grade:	Scale 4, Point 8-12 (Full Time Equivalent £26,824-£28,598). This equates to £9,114-£9,717 per annum pro rata).
Contract type:	Permanent
Responsible to:	Trust Governance Officer and Chair of the Local Governing Body (LGB)
Responsible for:	n/a

Key purpose of job:

This is an exciting opportunity to support and develop effective governance within the Local Governing Bodies (LGBs) of our primary schools ensuring the LGBs run smoothly in accordance with all statutory requirements, including the Trust's Scheme of Delegation and other policies and procedures.

Full training will be given alongside ongoing support and mentoring from the Trust Governance Officer.

You will contribute towards the efficient functioning of the LGBs by:

- Providing effective administrative and organisational support.
- Facilitating effective and efficient meetings, advising and guiding on procedural matters relating to compliance to ensure that the LGBs adheres to the appropriate legal and regulatory framework.
- Managing information effectively in accordance with legal requirements observing confidentiality where necessary.
- Working in a team with the Trust Governance Officer and Local Governance Officers within our Trust to ensure consistently excellent practice and communication between the Trust Board and the LGBs.

Main Duties

- To provide a professional service to the LGB, supporting the Chair of the LGB by planning and preparing agendas, collating reports and supporting papers and taking accurate minutes assisted by the AI clerking tool, Scriba (full training will be given on Scriba).



- Advise the LGB on relevant legislation and procedural matters where necessary, before, during, and after meetings.
- Ensure meetings are quorate; that the LGB is correctly constituted; and advise of any perceived conflicts of interest so that appropriate action may be taken.
- Know where to access appropriate legal advice, support and guidance and, where necessary, seek advice and guidance from the Trust Governance Officer.
- Advise the LGB on its core functions and parameters in which decisions can be made in relation to the Trust's Scheme of Delegation.
- Contribute to the annual calendar of LGB meetings in liaison with the Trust Governance Officer.
- To support the LGB with the recruitment of governors including assisting with election procedures, issuing letters of appointment, and liaison with our People team to ensure references and DBS checks are in place.
- To ensure new governors' induction materials and appropriate documents are shared and available, including Code of Conduct, and that appropriate training is arranged.
 - To participate in regular performance management, led by the Trust Governance Officer and Chair of Governors.
 - To support the governors of the relevant LGB to understand and uphold the importance for the ethos of Kenn CofE Primary as a church school and prepare for SIAMS inspections (in addition to the normal Ofsted preparation).

Administration:

- With the Chair of the LGBs, prepare a focused agenda for LGB meetings and other meetings if required, in line with the LGB's Annual Cycle of Business.
- Liaise with those preparing the papers to ensure they are available on time and distribute the agenda and papers in advance of the meetings using GovernorHub (training on this will be given).
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies) and take appropriate action in relation to absences.
- Draft minutes of meetings (assisted by the AI clerking tool, Scriba), indicating who is responsible for any agreed action and send drafts to the Chair in a timely manner.
- Follow-up any agreed action points with those responsible and inform the Chair of progress.
- Liaise with our People team to ensure Disclosure and Barring Service (DBS) and other relevant checks are carried out on any new governors where it is appropriate to do so.
- Maintain a record of training undertaken by members of the LGB.
- Maintain a review schedule of all school-based policies and liaise with the school to ensure these are updated when required and brought to the LGB for approval.
- Maintain an Annual Cycle of Business for the LGB.
- Ensure the Governance area of the school website is compliant and up to date.

Manage Information:



- Maintain up-to-date records of the names, addresses, category of governors, term of office, and register of interests, and inform the LGB and any relevant authorities of changes to the LGB membership, potential vacancies and the necessary succession planning for all roles.
- Maintain copies of current Terms of Reference and details of governors with specific responsibility for an area, eg Safeguarding.
- Maintain a record of minutes of meetings, and ensure copies are sent to the relevant bodies on request and are published as agreed at the meeting.
- Maintain records of LGB correspondence.
- Manage the flow of information from the Trust Board to the LGB and vice versa, in liaison with the Trust Governance Officer.
- Undertake appropriate and regular training and development to maintain knowledge, improve practice and personal development as and when identified by the Trust Governance Officer (at no cost to the post holder).
- Keep up to date with current educational developments and legislation affecting governance using the various means available (including governance support platforms subscribed to by the Trust).
- To work in a team under the supervision of the Trust Governance Officer with the other Local Governance Officers, and attend team meetings to ensure consistently excellent practice, compliance, and communication between the LGBs and the Trust Board.

Other duties

- To place the safeguarding of all children in the school as the highest priority.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS with barred list check.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and pupils at our schools.
- To maintain an understanding of and work within Trust policies, procedures and statutory regulations, including in respect of health and safety, equity and inclusion, GDPR and data protection, safe use of IT, safeguarding children and safer working practices.
- To conduct oneself in a manner befitting a member of staff working in education at all times, demonstrating the behaviours and standards of our code of conduct.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Please note – our Trust operates a Smoke-Free Policy, and all staff and workers are prohibited from smoking in any of the Trust buildings, Trust sites including enclosed spaces within the curtilage of buildings, and Trust vehicles.



Person specification

Assessment criteria Evaluated from application form (A) and / or interview (I)	Essential	Desirable
Qualifications:		
GCSE English and Maths (grade C or above) or equivalent level of experience (A)	✓	
A willingness to attend appropriate training and development (A/I)	✓	
Experience:		
Experience of working in an administrative capacity (A/I)	✓	
Writing agendas and producing accurate concise minutes (A/I)		✓
Organising meetings (A/I)		✓
Knowledge:		
Awareness of data protection legislation to handle sensitive information in a confidential and impartial manner. (A/I)		✓
Knowledge of local governance procedures, roles and responsibilities (A/I)		✓
Educational legislation, guidance and legal requirements (A/I)		✓
Skills:		
Good listening, oral and written skills	✓	
ICT including keyboard skills and using the internet to access relevant information	✓	
Highly organised, good administrative skills, methodical, attention to detail	✓	
Able to work as part of a team	✓	
Integrity with the ability to maintain confidentiality and remain impartial	✓	
Have a flexible approach to working hours	✓	
Be able to work on own initiative and be self-motivated	✓	

