

## **HEAD OF GOVERNANCE Recruitment Pack**

*Our Vision: to offer the best education  
and experience so that every child is  
supported to achieve their full  
potential.*



## MESSAGE FROM THE CEO



Owen Jenkins  
**Chief Executive Officer**

Thank you for your interest in the role of Head of Governance at Broad Horizons Education Trust. This is an important appointment for us. Our Trust has made significant progress in recent years, building firmer foundations and developing a clearer shared direction.

Our vision remains clear: to offer the best education and experience so that every child is supported to achieve their full potential. That vision is brought to life through what we describe as our Utopia: a picture of how we want our schools to feel and function in the future, with strong outcomes, empowered staff and joyful schools at its heart.

Good governance is essential to achieving that ambition. It helps us stay focused on the right things, provides assurance that our work is having the intended impact, and ensures that decisions are made thoughtfully, transparently and in the best interests of the children and communities we serve.

This role will be central to that work. We are looking for someone who can help us strengthen the way governance operates across the Trust, from the Board and its committees through to our Local Governance arrangements. The successful candidate will take ownership of our governance framework, policy approach and company secretariat responsibilities, ensuring that they are not only compliant, but purposeful and connected to our strategic aims.

If you are excited by the opportunity to shape governance in a strong Trust, and if you share our commitment to improving life chances for all pupils, I would be delighted to hear from you.

## MESSAGE FROM THE CHAIR



**Chris Snudden**  
**Chair of the Trust Board**

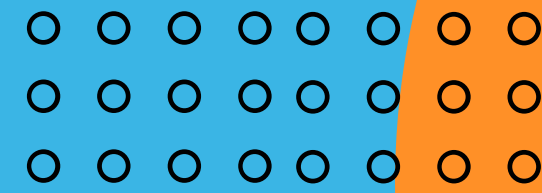
The schools of Broad Horizons Education Trust work collaboratively to improve outcomes for all children in their care, providing them with the very best educational opportunities and helping to secure better life chances. Strong governance is central to this work. It ensures that our Trust remains clear in its purpose, rigorous in its oversight and focused on the things that matter most for our children, staff and communities.

The Trustees wish to appoint an outstanding candidate for this important role. We are looking for someone who can provide high-quality governance leadership across the Trust, supporting the Board, its committees and our Local Governance Committees to operate effectively and with confidence. The successful candidate will work closely with the CEO, the Chair of Trustees and the wider Executive Team as the Trust continues to develop.

This is not simply an administrative role. We are seeking someone who can help shape and strengthen our governance approach, ensure our statutory and regulatory responsibilities are met, and support a clear flow of assurance between local governance, executive leadership and the Board. The role will also have an important part to play in overseeing our policy framework, company secretariat responsibilities and wider governance compliance.

The Trust prides itself on being an organisation where people are valued, where collaboration matters, and where we remain ambitious for every child in every school. It is important that the successful candidate brings sound judgement, integrity, attention to detail and the confidence to work constructively with senior leaders and Trustees.

If you are committed to excellent governance and believe you can help us continue to build a Trust that is well led, well governed and focused on improving life chances for all pupils, we would be delighted to hear from you.



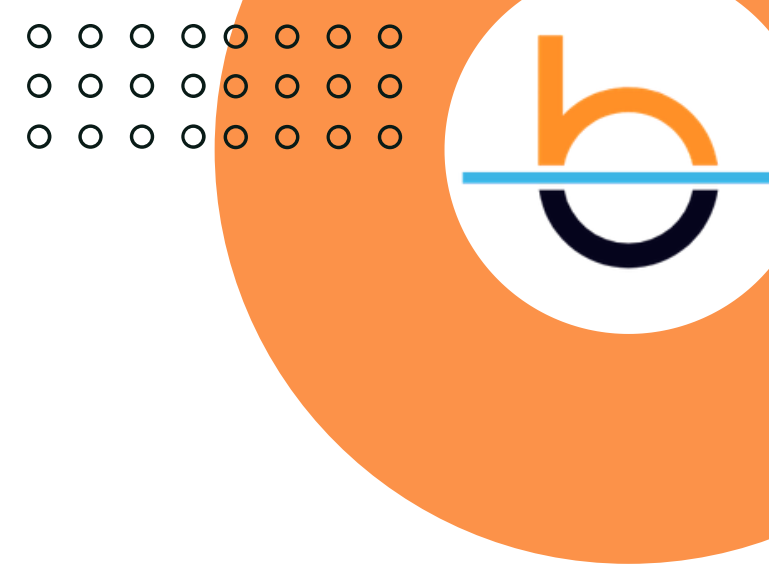
# OUR UTOPIA

At Broad Horizons Education Trust, we are ambitious for our future. Our Utopia is not a set of targets but a narration that will form our guiding North Star so that we strive to continuously improve.

In the near future, all of our schools will have outcomes that are better than national averages. All of our schools will have a balanced budget and, as a Trust, we will be investing in the future. All staff will feel empowered to achieve their high aspirations for all of their students. They will feel accountable, but supported, as they take decisions. Each of our schools will be recognised by external regulators as exemplars and people will look to us to understand what success is.

Parents will want to send their children to our schools and students will be proud when they tell others where they go to school. Staff will want to work at our schools and they will want to stay as they develop. Staff and students will find joy in their time at our schools and will look forward to being there, each and every day, as they forge friendships for life.





# Continuous Improvement

## *with Kindness*

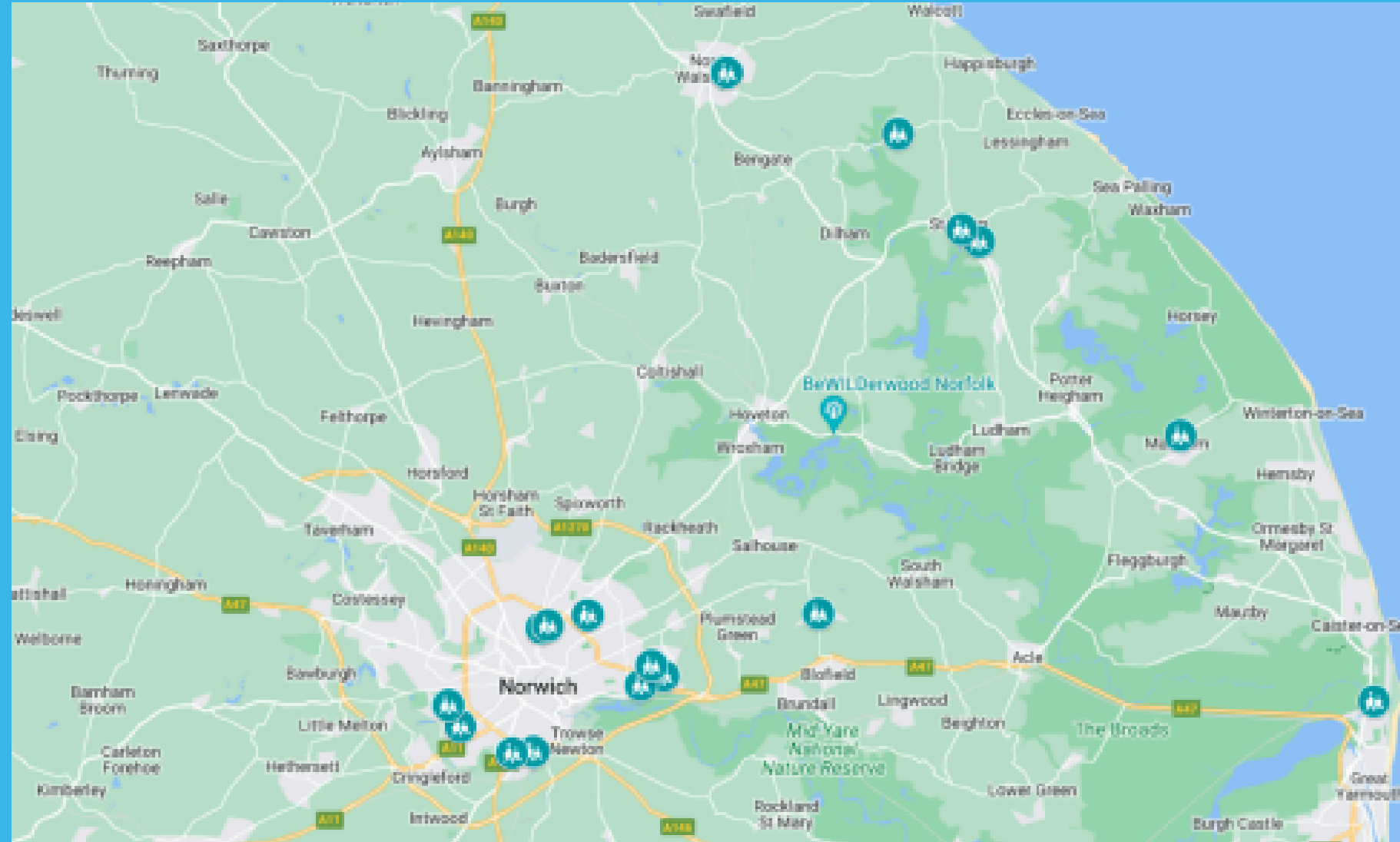
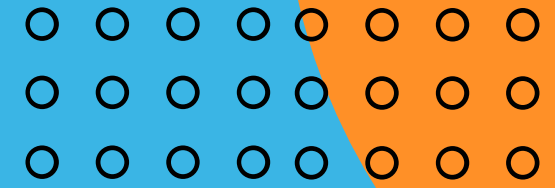
**Continuous improvement is our Trust's heartbeat.**

Every school, every leader, and every classroom should improve year on year. The concept of a Utopia was chosen on purpose. A Utopia holds the concept of perfection. But we know that education is one of the hardest jobs, because it is never done. There is always more to learn, both for our students and ourselves. However if we don't hold onto that sense of ambition, then complacency will set in and we will not achieve our vision. Therefore we must not feel disheartened by the need to continuously improve and instead we must recognise the reward as we do.

To look after each other as we constantly improve, we will hold **kindness** as a mantra recognising that we are all human. We will not shy away from areas for improvement and having difficult conversations, but we will always act collaboratively and compassionately.

We make no apology for having continuously high aspirations and we want you to be part of this with us. So where we ask you to continuously improve, our commitment is that we will invest in you and your skills to make sure your professional development is cutting edge and, most importantly, impactful.

# OUR SCHOOLS



**Bluebell Primary School**  
**Bure Park Specialist Academy**  
**Dussindale Primary School**  
**East Ruston Infant School**  
**Eaton Hall Specialist Academy**  
**Edith Cavell Academy and Nursery**

**Hemblington Primary School**  
**Hillside Avenue Primary School**  
**Martham Academy and Nursery**  
**North Walsham Infant School**  
**North Walsham Junior School**  
**St Clements Hill Primary Academy**

**Sewell Park Academy**  
**Sprowston Community Academy**  
**Stalham Infant School**  
**Stalham Academy**  
**Thorpe St Andrew School and Sixth Form**  
**Tuckswood Academy**

# Head of Governance

**Salary:** Starting at £43,822 and rising to £48,227 FTE (Salary band K)

**Hours:** Full time (part time arrangements considered)

**Reports to:** Chief Executive Officer

**Accountable to:** Chief Executive Officer and Chair of Trustees

## Purpose of the role

The Head of Governance is responsible for the development and effective operation of governance across the Trust.

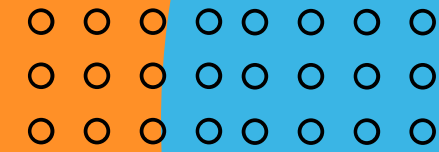
Working within the high-level strategic direction set by the Board of Trustees and the Chief Executive Officer the postholder will own the Trust's governance approach and its implementation so that it is widely understood and effective at all levels, whilst ensuring that the trust is compliant. This includes governance at Trust Board level, committee level and Local Governance Committee level, and the way these layers interact.

The postholder will ensure that governance is not simply administrative or procedural, but an active part of how the Trust understands its schools and achieves its Utopia whilst fulfilling its charitable and company responsibilities.

The role will also lead the Trust's policy framework and company secretariat function, ensuring that policies, statutory records, regulatory filings and governance documents are well maintained, compliant and aligned to the Board's strategic intent.

# The Role

# HOW TO APPLY



The closing date for applications is 4th June 2026 at 9am. You must submit your fully completed application by the closing date/time.

Interviews will take place on 12th June 2026.

If you would like an informal, confidential discussion regarding this role, please email [owen.jenkins@bhetrust.co.uk](mailto:owen.jenkins@bhetrust.co.uk)

We reserve the right to close the application window, therefore the advert and interview dates may be subject to change.

Broad Horizons Education Trust is committed to safeguarding and promoting the welfare of children, and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable).



# Key Responsibilities

## 1. Governance strategy and operating model

- Lead the development, implementation and continuous improvement of the Trust's governance framework, ensuring that it supports effective oversight, clear accountability and strong decision-making at the appropriate levels.
- Translate the strategic direction set by Trustees and the CEO into a coherent governance operating model, including annual cycles, meeting structures, reporting arrangements, assurance routes and local governance processes.
- Keep the Trust's governance structure under review, including the interaction between Members, the Board of Trustees, Board committees, the CEO, the Executive Team and Local Governance Committees.
- Lead the annual review of the Scheme of Delegation, Articles of Association, committee terms of reference and other core governance documents, ensuring that responsibilities are clear and that practice reflects the agreed model.
- Ensure that governance arrangements remain proportionate to the size, complexity and risk profile of the Trust.
- Advise the CEO, Chair of Trustees, Committee Chairs and Executive Team on governance effectiveness, regulatory expectations and good practice.

# Key Responsibilities

## 2. Trust Board, committee and Member governance

- Lead the planning and delivery of the annual governance cycle for Members, the Trust Board and Board committees including local governance committees.
- Work with the CEO, Chair of Trustees and Committee Chairs to ensure that agendas are purposeful, strategically aligned and focused on the matters that require Trustee oversight.
- Ensure that papers are commissioned, quality assured, distributed on time and presented in a way that enables effective scrutiny, assurance and decision-making.
- Provide high-quality governance advice before, during and after meetings, including advice on procedure, delegation, conflicts of interest, decision-making and regulatory compliance.
- Ensure that minutes are accurate, concise and focused on the substance of discussion, challenge, assurance, decisions and actions.
- Maintain a clear action-tracking system so that Board and committee decisions are followed through and reported back appropriately.
- Organise and support the Annual General Meeting and any other meetings of Members, including the proper handling of ordinary and special resolutions.

# Key Responsibilities

## 3. Local Governance Committees and Trust-wide governance coherence

- Lead the Trust's approach to Local Governance Committees, ensuring that their role is clear, valued and aligned to the overall governance framework.
- Ensure that LGCs operate as effective committees of the Trust Board, with a clear focus on standards, safeguarding, SEND, stakeholder engagement all through the lived experience of each school community.
- Develop and maintain clear guidance, templates, annual cycles and reporting routes for LGCs so that local governance is consistent, purposeful and proportionate.
- Support and advise LGC Chairs and local governance professionals/clerks on constitutional, procedural and governance matters.
- Ensure that local governance intelligence is captured and used well, so that Trustees and the Executive Team have meaningful insight into school context, stakeholder views, culture and risk.
- Oversee the recruitment, induction, training and development of LGC members.
- Lead regular review of LGC effectiveness and make recommendations for improvement where required.

# Key Responsibilities

## 4. Policy framework and policy governance

- Own the Trust-wide policy framework, ensuring that policies are maintained, reviewed, approved and implemented through a clear and reliable system.
- Ensure that the policy framework reflects the Board's strategic oversight as well as statutory and regulatory compliance.
- Maintain a central policy register, including ownership, review dates, approval routes and publication requirements.
- Advise policy owners on the appropriate level of governance approval, ensuring that Trustees are focused on policies requiring Board-level oversight and that operational policies are delegated appropriately.
- Ensure that statutory policies are reviewed in line with required timescales and that Trust and school websites remain compliant.
- Support the Executive Team to ensure that policies are not simply documents, but are capable of being enacted consistently across the Trust and at individual school level.

# Key Responsibilities

## 5. Company secretariat and statutory compliance

- Lead the company secretariat function on behalf of the Trust.
- Ensure that the Trust complies with relevant requirements under company law, charity law, the Academy Trust Handbook, the Academy Trust Governance Guide, the Trust's Articles of Association, funding agreements and other relevant regulatory frameworks.
- Maintain accurate statutory records, including registers of Members, Trustees, local governors, interests, attendance, training and other required records.
- Ensure timely and accurate Companies House filings and other statutory or regulatory submissions.
- Maintain oversight of Trustee and Member appointments, resignations, terms of office and declarations of interest.
- Ensure that conflicts of interest are identified, recorded and managed appropriately.
- Support the governance elements of the annual report and accounts, including governance statements and related disclosures.

# Key Responsibilities

## 6. Governance assurance, risk and compliance

- Ensure that governance provides a clear route for assurance to the Board, including through Board committees, executive reporting and Local Governance Committees.
- Work with the CEO, CFO and Executive Team to ensure that governance activity connects appropriately with risk management, internal scrutiny, audit, and compliance.
- Advise on governance implications arising from significant decisions, structural changes, school improvement issues, regulatory matters and Trust growth.
- Ensure that the Board has visibility of key compliance requirements and that these are built into the annual governance calendar.
- Monitor governance compliance across the Trust and escalate concerns appropriately to the CEO and Chair of Trustees.

# Key Responsibilities

## 7. Trustee, Member and governor development

- Lead the induction process for Members, Trustees and local governors, ensuring they understand the Trust's governance model, their role, legal duties and the Trust's strategic priorities.
- Develop and maintain a programme of governance training and development, including statutory training, role-specific development, networking opportunities and wider governance updates.
- Support the Chair of Trustees and CEO with Trustee and governor succession planning, skills audits and recruitment.
- Ensure that governance development is informed by self-evaluation, external guidance, changes in regulation and the needs of the Trust.

# Key Responsibilities

## 8. Trust growth and organisational change

- Support the governance and company secretariat aspects of Trust growth, school transfers, mergers or other structural changes.
- Draft, review and coordinate governance documentation required for schools joining the Trust or for changes to governance arrangements.
- Advise on the governance implications of changes to the Trust's size, structure, committee arrangements or local governance model.
- Ensure that new schools, Trustees, governors and leaders are inducted into the Trust's governance framework effectively.
- Maintain oversight of the Trust's Funding Agreements as the contractual relationship between the Trust, its academies and the Department for Education, ensuring they are properly stored, understood and reflected in governance arrangements.
- Coordinate any required changes or variations to Funding Agreements, including those arising from significant change, school transfers, changes to age range or capacity, mergers, closures or other structural changes.

# Key Responsibilities

## 9. Professional leadership

- Provide professional guidance, training and support to those undertaking governance roles across the Trust.
- Commission external governance advice or support where specialist input is required.

## General responsibilities

- Promote and safeguard the welfare of children and young people across the Trust.
- Uphold the Nolan Principles of public life and model the highest standards of integrity, confidentiality and professionalism.
- Contribute to the Trust's wider ethos of continuous improvement with kindness.
- Work collaboratively with colleagues across the Trust, recognising that effective governance depends on strong relationships as well as robust systems.
- Undertake any other duties commensurate with the level and purpose of the role.

# Person Specification

Area	Requirement	Essential	Desirable
<b>Qualifications and professional development</b>	A strong standard of education, with the ability to write, analyse and advise at a senior level.	y	
	Evidence of relevant professional development in governance, compliance, company secretariat, education leadership, law, public administration or a related field.	y	
	Degree or equivalent professional experience.		y
	Level 4 certificate in academy governance, NGA governance professional development, Chartered Governance Institute qualification, or willingness to work towards an appropriate qualification.		y
<b>Personal qualities</b>	Calm, credible, kind and professionally confident	y	
	Purposeful, organised and proactive	y	
	Committed to doing the right thing, including when this requires difficult advice or challenge.	y	
	Clear about the importance of governance as a means of improving the Trust, not just ensuring compliance	y	
	Committed to equality, inclusion and the best interests of children and young people.	y	



# Person Specification

Area	Requirement	Essential	Desirable
<b>Experience</b>	Significant experience of governance, compliance, company secretariat, board support or senior organisational administration.	y	
	Experience of advising senior leaders, chairs, boards or committees on governance, process, compliance or decision-making.	y	
	Experience of producing high-quality agendas, minutes, reports, action logs and governance documentation.	y	
	Experience of managing complex cycles of meetings, deadlines, records and statutory requirements.	y	
	Experience of developing or improving systems, processes or frameworks.	y	
	Experience of working in a multi-academy trust, academy, school, charity, local authority or regulated public-sector environment.		y
	Experience of working with Members, Trustees, governors or non-executive directors.		y
	Experience of supporting local governance arrangements across multiple schools or sites.		y
	Experience of policy management, compliance registers, Companies House filings or statutory returns.		y
	Experience of supporting organisational change, growth, merger, transfer or due diligence processes.		y

# Person Specification

Area	Requirement	Essential	Desirable
<b>Knowledge</b>	Strong understanding of effective governance and the difference between executive leadership and non-executive oversight.	y	
	Understanding of the legal and regulatory framework for academy trusts, or the ability to gain this quickly.	y	
	Understanding of the role of Members, Trustees, Board committees and Local Governance Committees in a multi-academy trust.	y	
	Understanding of schemes of delegation, terms of reference, conflicts of interest, decision-making and governance assurance.	y	
	Understanding of the importance of policies as both compliance documents and expressions of strategic intent.	y	
	Knowledge of the Academy Trust Handbook, Academy Trust Governance Guide, Companies Act 2006, charity law, DfE expectations and Companies House requirements.		y
	Knowledge of school accountability, safeguarding, SEND, finance, standards and risk as they relate to governance.		y
	Knowledge of governance self-evaluation and board effectiveness reviews.		y

Area	Requirement	Essential	Desirable
<b>Skills and abilities</b>	Excellent written communication, with the ability to produce clear, accurate and purposeful documentation.	y	
	Strong judgement, including the ability to know when to advise, when to challenge and when to escalate.	y	
	Ability to translate strategic direction into practical systems, processes and routines.	y	
	Ability to work confidently with senior leaders, Trustees, governors and external advisers.	y	
	Strong organisational skills, with the ability to manage competing priorities and deadlines.	y	
	High attention to detail without losing sight of the bigger picture.	y	
	Ability to handle sensitive and confidential information with discretion.	y	
	Ability to improve systems and bring clarity to complex or inconsistent arrangements.	y	
	Ability to build trust and credibility while maintaining appropriate independence.	y	
	Ability to draft governance reports, policy summaries, terms of reference, decision records and procedural advice.		y
	Ability to train, guide and support Trustees and local governors and their admin support.		y
	Ability to use digital systems effectively.	y	