



**Triumph  
Learning Trust**

# Applicant Information Pack



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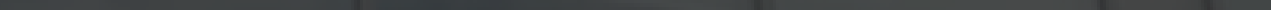
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Making the difference for vulnerable pupils ...

- Limited oral language skills
- Early educational failure, particularly in reading leading to low academic self-concept, disengagement from learning, poor attendance and exclusion
- A sense of powerlessness: little sense he can make things happen through his own efforts

Triumph Learning Trust

**Triumph Learning Trust**

Telephone: 01473 8222  
Email: admin@triumphlearningtrust.co.uk  
Website: www.triumphlearningtrust.co.uk

**Providing an exceptional education to transform lives.**

Making the difference for vulnerable pupils ...

- Limited oral language skills
- Early educational failure, particularly in reading leading to low academic self-concept, disengagement from learning, poor attendance and exclusion
- A sense of powerlessness: little sense he can make things happen through his own efforts



## **Job Advert in Brief**

### Governance Professional

**Hours per week:** 37 hours per week  
Hybrid - (Daily work pattern can be agreed)

**Working weeks:** 52 weeks

**Salary:** Grade 5 £28,598 - £34,434 FTE  
(Depending on experience)

#### **Triumph Learning Trust**

**Head Office:** Alderman's Green Primary School,  
Alderman's Green Rd, Alderman's Green,  
Coventry CV2 1PP  
02476688918  
[enquiries@triumphlearning.org](mailto:enquiries@triumphlearning.org)  
[www.triumphlearning.org/](http://www.triumphlearning.org/)

Triumph Learning Trust is looking for a motivated and detail-oriented Governance Professional to join our dedicated team. The purpose of this role is to provide high-quality governance, compliance, and clerking support across the Trust, ensuring that statutory and regulatory requirements are met and that governance processes operate efficiently and effectively.

The successful candidate will play a key role in supporting the Trust's governance framework, including maintaining statutory records, preparing reports, supporting meetings and committees, and providing guidance to schools within the Trust. You will work closely with colleagues across our schools to uphold strong governance practices and contribute to the Trust's mission of delivering the best possible outcomes for all learners.

Triumph Learning Trust is committed to supporting professional development and offering opportunities for career progression, enabling staff to continuously enhance their skills and succeed in their roles.

**The Governance Professional application form and supporting documents for this post are available on the Triumph Learning Trust website:** [My New Term](#)

**Curriculum Vitae (CV) are not accepted.**

The Trust is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

**Closing Date: Thursday 14<sup>th</sup> May 2026, 9am**



**“Coming together is a beginning; staying together is progress; working together is success”**

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.

# About Triumph Learning Trust

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.


We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



- Rugby Free Primary School
- Rugby Free Secondary School
- Courthouse Green Primary School
- Alderman's Green Primary School
- Cawston Grange Primary School


## Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment




**454+**  
Employees




**5**  
Schools and  
Counting



**3,171**  
Students



**16**  
Trustees /  
Members



**4**  
Resource  
Provisions for SEND



“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)



## Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.

**Aspiration**

**Innovation**

**Collaboration**



### Mission

Achieving quality and resilience in all that we do.



### Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



### Values

**Aspiration**



**Innovation**



**Collaboration**





**Sarah Malam**  
Chief Executive Officer

## Finance Department



**Jennifer Macdonals**  
Acting CFO



**Rebecca Green**  
Finance Officer



**Miriam Majemite**  
Finance Assistant

## Operations



**Kevin McKenzie**  
Trust Strategic IT  
Manager



**Laura Withington**  
Estates and Compliance  
Manager



**Suzanna Phillimore**  
HR and  
Payroll Manager



**Vanessa Sorzano-Ince**  
HR Officer



## Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



## Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



## Annual Leave

Support Staff, 25 days per year, plus bank holidays



## Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



## Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



## Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



## Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



## Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



## Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



## Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



## Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



## Employee Assistance Program

24/7 in the moment support via telephone helpline.



## Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



## Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.



# Job Description



## GOVERNANCE PROFESSIONAL

<b>Salary</b> (Depending on experience)	<b>Grade 5</b>	£28,598 - £34,434 FTE
<b>Hours</b>	37 hours, 52 weeks per year (Daily working pattern is negotiable)	
<b>Reporting to:</b>	Chair of Trustees	
<b>Liaising with:</b>	<b>Internal:</b> Shared Services colleagues, Operations Managers, Office Managers, Headteachers, SLT, school-based staff. <b>External:</b> Trustees, Governors	
<b>Start Date</b>	September 2026	

### Core Purpose

To provide high-quality governance, compliance and clerking support across the Trust, ensuring statutory and regulatory requirements are met and that governance processes operate efficiently and effectively.

### Duties and Responsibilities

#### Governance & Compliance

- Ensure full compliance with statutory and regulatory requirements across the Trust and its schools.
- Maintain and update Trust and school websites in line with compliance standards and publication requirements.
- Oversee and maintain governance documentation, including policies, registers, and statutory records.

#### Board & Committee Administration

- Organise and coordinate Board and Committee meetings, including scheduling, agenda preparation, and distribution of papers.
- Attend meetings as required and provide accurate minuting and clerking support.
- Track actions and ensure timely follow-up.

#### Stakeholder Liaison

- Act as the primary point of contact for all governance members across the Trust.
- Support effective communication between Trustees, Governors, and senior leadership teams.

#### Statutory Reporting & Registers

- Maintain and update records with external bodies, including:
  - o Get Information About Schools (GIAS)
  - o Companies House
  - o Department for Education (DfE)



- Ensure accuracy and timeliness of all statutory filings and governance data.

### **Risk Management**

- Maintain and monitor the Trust Risk Register.
- Work with senior leaders to ensure risks are identified, assessed, and mitigated appropriately.
- Provide regular updates and reports to the Board.

### **Clerking Oversight**

- Oversee local school clerking arrangements to ensure consistency and quality across the Trust.
- Provide guidance, training, and support to clerks where required.

### **Legal & Regulatory Oversight**

- Support compliance with legal frameworks, including oversight of governing documents such as Articles of Association (AoA).
- Ensure governance practices align with current legislation and best practice.

### **Specialist Clerking Duties**

- Provide clerking support for:
  - o Appeals panels
  - o Tribunals
  - o Finance, staffing, or other committees (FTB)
  - o Annual General Meetings (AGMs)

### **Complaints Management**

- Maintain and monitor the Trust complaints register.
- Ensure complaints are logged, tracked, and resolved in accordance with policy and timelines.
- Provide reports and analysis to leadership and the Board

## **Working Arrangements**

- This role offers a flexible working pattern, with the ability to work from home for a significant proportion of the time.
- The postholder will be required to travel to schools within the Trust to attend meetings and provide on-site governance support as needed.
- Some meetings may take place outside of standard working hours, requiring flexibility.

## **Generic Responsibilities of all Trust Shared Services**

- To continue personal development as agreed
- To engage actively in the appraisal process
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified.



- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to the Code of Conduct and set an example of personal integrity and professionalism
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To adhere to the values of the Trust
- To promote the agreed vision and aims of the Trust

## **Safeguarding**

Triumph Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this and the below commitments.

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders.
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all children to have the best outcomes
- Checking of visitor identification, especially at the point of school entry and the issuing of relevant safeguarding information.

# Person Specification



Attributes	
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• GCSEs (or equivalent) including English and Maths at Grade C/4 or above</li> <li>• Evidence of continuous professional development</li> <li>• Relevant qualification in governance, administration, or business (e.g. Level 3–5 Business Administration or similar)</li> <li>• Professional clerking/governance qualification (e.g. NGA Clerking Development Programme or equivalent) <b>(desirable)</b></li> <li>• Certificate in School Governance / Governance Professional accreditation <b>(desirable)</b></li> <li>• Educated to degree level or equivalent experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing governance, clerking, or high-level administrative support</li> <li>• Experience of organising and minuting formal meetings</li> <li>• Experience of working with senior stakeholders (e.g. leaders, governors, trustees)</li> <li>• Experience of managing confidential and sensitive information</li> <li>• Experience within a Multi-Academy Trust or school environment</li> <li>• Experience of supporting Boards or Committees</li> <li>• Experience of compliance or regulatory processes</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of governance procedures and best practice</li> <li>• Understanding of statutory and regulatory requirements within education</li> <li>• Awareness of safeguarding, data protection, and confidentiality requirements</li> <li>• Knowledge of DfE, ESFA, and Companies House requirements</li> <li>• Understanding of Academy Trust governance structures</li> <li>• Knowledge of risk management and internal controls</li> <li>• Excellent organisational and time management skills</li> <li>• Strong written communication skills, including accurate minute-taking</li> <li>• Ability to prioritise workload and meet deadlines</li> <li>• Strong IT skills (Microsoft Office, email, databases)</li> <li>• Ability to build effective working relationships</li> <li>• Experience using governance platforms (e.g. GovernorHub)</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High level of professionalism and integrity</li> <li>• Ability to maintain confidentiality at all times</li> <li>• Proactive, self-motivated, and able to work independently</li> <li>• Flexible approach to working hours (to attend evening meetings)</li> <li>• Strong attention to detail and accuracy</li> <li>• Willingness to travel between Trust schools</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake training and development as required</li> </ul>




If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the Trust, please contact HR.

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

### HR Enquires

 02476 688918

 [hr@triumphlearning.org](mailto:hr@triumphlearning.org)

 [triumphlearning.org](http://triumphlearning.org)

*This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.*

*The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title.*

*We reserve the right to withdraw this vacancy at any time.*

*Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.*



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 [www.triumphlearning.org](http://www.triumphlearning.org)  [facebook.com/TriumphLearningTrust](https://facebook.com/TriumphLearningTrust)  [triumph-learning-trust](https://triumph-learning-trust)  [triumph\\_learning\\_trust](https://triumph_learning_trust)

