

Lead Governance Professional Job Description.

Location:	EAST Central Office, Wickham Market Primary School
Grade:	Grade 5 Pt 16-20. Actual Pay £22,534 - £31,003
Hours:	30-37 hours across 4-5 days p/w, 39 weeks p/a (term time + 1)
Contract Status:	Permanent (Full-time or Part-time)
Reports to:	Trust Executive

Main Purpose of the Role

East Anglian Schools' Trust (EAST) is looking to appoint an individual to coordinate and support governance in the Trust. The successful applicant may have experience of governance in some capacity or be willing to train to establish a new career path.

The post holder will join the Central Team as part of EAST's Operations Team, benefiting from the support and expertise of colleagues across key areas of Trust operations, including compliance, communications, digital systems, training, and executive coordination. Within this collaborative structure, the post holder will serve as the governance lead, providing specialist knowledge, strategic advice, and professional leadership on all governance matters across the Trust.

The successful candidate will be responsible for key aspects of governance which includes:

- Providing efficient and effective clerking and support to the Members, Trust Board, Trust Committees and other Trust-level meetings as required.
- Providing specialist governance advice when needed.
- Supporting school-based clerks, senior leaders and central colleagues with governance matters.
- Supporting the delivery, consistency and ongoing improvement of governance practice across the Trust.
- Providing governance-related administrative and organisational support within the team.
- Supporting consistent governance practice across the Trust, while working collaboratively with colleagues where responsibilities overlap with compliance, communications, systems, training or executive coordination.
- Support the governance teams of new schools joining EAST.
- Build and maintain strong relationships with all Governing Bodies, to ensure the flow of information goes both ways.

The Job Description & Person Specification outlines the skills alongside the personal qualities that we are looking for. These include:

- Excellent communication skills
- Strong organisational skills
- Ability to learn whilst in role and a willingness to train
- Ability to interpret information and to offer sound, reliable professional advice



- Competent and confident in using Microsoft Office and Microsoft Teams
- Ability to work effectively under pressure, managing conflicting priorities and to meet deadlines
- Attention to detail and accuracy
- Strong literacy
- Outstanding professionalism, initiative and customer service skills
- Experience within related sectors or roles beneficial but not essential

Key Responsibilities & Duties

The post holder will support the effective operation of the Trust Board, Trust Committees and wider governance arrangements by providing:

- Clerking for Trust Board, Trust Committees and other Trust-level meetings as required
- Administrative and organisational support
- Guidance to ensure that the Trust works in compliance with the appropriate legal and regulatory framework
- Ensuring governance teams receive updates and communication from the Trust in a timely and consistent manner

General Responsibilities

Effective administration of meetings

- Together with the Chair and Executive Leader, prepare agendas for Member, Trust Board and Committee meetings.
- Liaise with those preparing papers to make sure they are timely, and distribute the agenda and papers.
- Clerk meetings and prepare minutes within agreed timescales.
- Maintain action trackers indicating who is responsible for any agreed actions which have been generated at governance meetings.
- Ensure meeting documentation is uploaded to SharePoint.
- Advise on whether meetings are quorate.
- Record/Publish the attendance of Members, Trustees and Governor meetings as required.
- Maintain clear records of governance decisions, actions and assurance evidence, escalating themes, risks or follow-up requirements where appropriate.
- Oversee governance related KPIs and ensure trackers are updated accordingly.

The post holder must:

- Keep abreast with current educational developments and legislation affecting schools and Multi Academy Trusts.
- Provide advice at governance meetings. This will include guidance on core functions and updates following DfE guidance.
- Inform the Trust Board of any changes to its responsibilities as a result of a change in legislation.
- Produce the annual calendar for all governance meetings.
- Ensure new Members, Trustees & Governors receive induction materials and have access to appropriate documents.
- Contribute to the induction of Members, Trustees & Governors taking on new roles, in particular Chair of the Board, Chair of a Committee and link roles.



- Identify priorities, anticipate issues which may arise and draw these matters to the Chair's attention and propose recommendations.
- Support clerking of pupil exclusion, appeal panels and network meetings as required.

Membership

- Advise Trustees and appointing bodies in advance of the expiry of a Trustee term of office and the impact of this on the Board's capacity and skills.
- Advise Members & Trustees on the DfE's recommendations and guidance in relation to Members and Trustees.
- Establish & maintain, vacancy filling processes and procedures for all governance roles.
- Support or advise on the organisation of Chair elections for the Trust Board, Committees and, where required, Local Governing Bodies.
- Collate and maintain information for those in governance roles, such as any Business Interests and, where required, publish this information on the Trust's website.
- Investigate training opportunities as determined by an annual skills audit. Maintain a record of training undertaken.
- Maintain meeting attendance records and advise the Chair of potential disqualification through lack of attendance.

Manage Information

- Ensure that the governance section of the MAT website is up to date and compliant.
- Maintain governance databases and ensure GIAS is updated accordingly.
- Maintain copies of current terms of reference, membership of any committees and working parties and details of those in link roles.
- Maintain and support key governance frameworks, including the Scheme of Delegation, Terms of Reference, governance calendar, Code of Conduct and register of interests.
- Maintain a record of approved minutes, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of Trust Board and Committee correspondence where required.
- Manage the flow of governance information between the Trust Board, Governors, Schools and the Central Team.
- Maintain a governance yearly planner.
- Work with colleagues to ensure governance records, systems and reporting processes are accurate, accessible and aligned with wider Trust processes.

People & Relationships

- Develop and maintain effective professional working relationships.
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction and continuing professional development.
- Assist with the recruitment of Members, Trustees, & Governors.
- Act as a key point of contact for governance colleagues across the Trust, providing guidance, signposting and practical support as required.
- Support the governance teams of new schools joining EAST, helping them to understand the Trust's governance model, documentation, expectations, meeting cycles, clerk support arrangements and reporting processes.



- Support school-based clerks, who minute governor meetings within schools, by providing guidance, advice and practical support to promote consistency, confidence and effective escalation where required.

Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice
- Keep up to date with current educational developments and legislation affecting school governance
- Participate in regular performance management

General

- Carry out duties with full regard to the MAT's policies and procedures
- Perform any other duties and responsibilities within the range of the salary grade.

EAST is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.

Review

This job description outlines the key responsibilities of the role and will be reviewed periodically to reflect any significant changes. The duties listed are not intended to be exhaustive; the post holder may be required to undertake other relevant tasks as appropriate.

All staff are expected to be flexible in their approach and committed to supporting the Trust and its schools. Duties must be carried out in accordance with Trust and school policies, relevant legislation, and with full regard for the needs of our school communities.

For an informal discussion about the role, please contact Emma Power, Executive Assistant on mail@eastmat.org

Closing date: 31st July 2026 at midday

Interviews: week commencing 10 August 2026



Person Specification

Area	Essential	Desirable
Education & Qualifications	<p>4 GCSEs (A* - C / 9 – 4 including English) or equivalent</p> <p>Willing to undertake the nationally recognised Governance Professional qualification or its equivalent (if not qualified)</p>	<p>Other relevant or higher qualifications</p>
Experience	<p>Ability to prioritise work to meet tight deadlines.</p> <p>Ability to work collaboratively within a multi-disciplinary central team, contributing governance expertise while drawing on support from colleagues in related areas.</p>	<p>Experience of working in an administrative role</p> <p>Experience of preparing agendas and writing accurate, concise minutes.</p> <p>Experience of proof-reading documents for accuracy.</p> <p>Relevant personal and professional development.</p> <p>Experience of working in a school environment.</p> <p>Experience of supporting a governing board.</p> <p>Experience of supporting induction, onboarding or transition arrangements for new colleagues, governors or volunteers.</p>
Specialist knowledge skills and experience	<p>Excellent organisation and time management skills</p> <p>Effective written and verbal communication skills</p> <p>Ability to work on own initiative</p> <p>Ability to effectively engage with online meetings, as required</p> <p>Ability to research and share information</p> <p>Understanding of the purpose, value and principles of effective governance, or the ability to develop this quickly through training and experience.</p> <p>Confident use of Microsoft 365 applications, including Word, Outlook, Teams and Excel, with willingness to use SharePoint or similar systems for document management.</p> <p>Experience maintaining accurate records and managing information appropriately.</p> <p>Ability to track actions, decisions and</p>	<p>Knowledge of Data Protection Legislation</p> <p>Understanding of the role of a Governance Professional and the responsibilities of Members, Trustees and Governors within a multi-academy trust.</p> <p>Knowledge of educational legislation, guidance and legal requirements.</p> <p>Experience using SharePoint or similar collaboration platforms.</p> <p>Experience using MS Forms, Power Automate or creating automated workflows.</p> <p>Experience providing information, guidance, or support to colleagues.</p>



	<p>assurance evidence accurately, identifying themes or issues requiring follow-up.</p> <p>Ability to provide clear guidance, practical support and signposting to colleagues, clerks and governance stakeholders.</p>	
Values and personal qualities	<p>Ability to develop and maintain effective and supportive working relationships</p> <p>Motivated</p> <p>Flexible approach including the ability to work some evenings</p> <p>Able to handle confidential, sensitive and sometimes challenging information with discretion, impartiality and sound judgement.</p> <p>Positive 'can do' attitude</p> <p>Willing to actively participate in training</p> <p>Ability to remain calm and professional when responding to challenging or sensitive situations.</p> <p>Empathetic, approachable, and able to act as a positive role model.</p>	<p>Ability to contribute ideas and support continuous improvement of Trust systems, processes and services.</p>
Additional requirements	<p>Ability to handle a wide range of queries, using judgement to resolve issues or refer matters appropriately to senior colleagues.</p> <p>Willingness to learn Trust-specific systems, procedures and ways of working.</p> <p>Ability to adapt priorities effectively within a fast-paced and evolving environment.</p> <p>Ability to travel to meetings across Trust schools and central locations as required (many meetings are online).</p>	

East Anglian Schools Trust (EAST) is committed to creating a diverse workforce. We welcome applications from all suitably qualified candidates regardless of sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage or civil partnership.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

