

Governance Officer

Advert

Acer Trust is seeking a highly organised and proactive Governance Officer to support the effective delivery of governance, compliance and administrative processes across our family of schools. Governance plays a vital role in ensuring strong accountability and high standards of education, and this role is central to maintaining and strengthening that foundation.

Working closely with the Chief Operations and Finance Officer (COFO) and the Trust's Governance Advisor, you will provide high-quality support to ensure that governance arrangements are efficient, consistent and compliant with statutory requirements. You will play a key role in coordinating governance processes, supporting governance and executive meetings, and ensuring that systems, records and reporting are maintained to a high standard.

The role offers a varied and rewarding opportunity to be involved in all aspects of governance, from policy management and statutory compliance to complaints coordination and trustee/governor lifecycle processes. You will act as a key point of contact for governance queries, providing clear and practical procedural guidance to schools and colleagues across the Trust. You will also play a pivotal role in the ongoing development and improvement of governance systems and processes; this includes working with digital tools and emerging technologies to enhance efficiency, improve record keeping and support high-quality decision-making.

We are looking for a systems-driven professional with exceptional organisational skills, excellent attention to detail and the ability to manage multiple priorities effectively. You will be a confident communicator, able to build positive working relationships and provide clear, professional advice. Experience of governance or clerking is desirable, but we are equally interested in candidates who demonstrate the capability, professionalism and commitment to develop in this field.

This role offers an excellent opportunity for professional development, with exposure to a wide range of governance activity and the chance to build expertise in a specialist and increasingly important area. The Trust is committed to supporting ongoing learning, including opportunities to undertake relevant governance qualifications and training. We would particularly welcome candidates who are interested in taking on apprenticeship based training.

The role is based at one of our schools, with occasional travel across the Trust and the option for hybrid working. Some flexibility in working hours will be required to support governance meetings, including occasional evening work.

If you are motivated by making a meaningful contribution, enjoy working in a structured and detail-focused environment, and are keen to develop your career in governance, we would be delighted to hear from you.

For an informal conversation about the role, please contact hr@acertrust.org.uk to arrange a discussion. To apply, please submit your application via MyNewTerm. The closing date for this role is 10am on Monday 01 June 2026 and interviews will be held that week.