



Governance Officer – Clerk to AGC's

Trust Office

The Diocese of Coventry Multi Academy Trust
St James' C of E Academy
Barbridge Road
Bulkington
Bedworth CV2 9PF

Candidate Information

Together, pursuing life in all its fullness

Governance Officer – Clerk to AGC's

About the Role

The trust is looking to appoint an inspirational and highly effective Governance Officer – Clerk to AGC's who is committed to supporting academies to educational excellence and support as they further develop the distinctive Christian character of educational provision and the school community.

The role has come about as a result of organisational change, and recognizing the positive impact such a role can have on the academies within the Trust.

You will work in partnership with the Governance Manager as well the Headteacher and Academy Governance Committee in several of our academies to administer and clerk governance activity for 6-8 academies.

Based centrally, you will work with several academies across Coventry and Warwickshire.

In return we can offer:

- A permanent, part time, Term Time Only, 25 hours per week post - to be worked flexibly with a need to attend local governance meetings outside of normal working hours
- An FTE salary of £23,850 - £28,850 per annum, actual salary of £13,687 - £16,556, depending on experience.
- A supportive network of professional colleagues
- A strong culture of professional development, including access to apprenticeship levy development
- The opportunity to be part of an aspirational organization and contribute to its development and growth
- Employee Assistance Programme
- Cycle to Work Scheme
- Employee Benefits Scheme
- Eligibility to join the Local Government Pension Scheme

Applications

Thank you for your interest in this post. Candidates with questions about this role can learn more by contacting Deb Bacon via email deb.bacon@covmat.org

Please note the closing date for applications is Wednesday 25th February 2026. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews are planned to take place on Wednesday 4th March 2026.

Job Description

CORE PURPOSE

The role is responsible for ensuring effective administration and minuting of Academy Governance Committee meetings for 6-8 academies across Coventry and Warwickshire, ensuring that they are consistent with Trust wide practice.

The Governance Officer – Clerk to AGC's will report to the Trust Governance Manager but will liaise with the Headteacher and the Academy Governance Committee Chair day to day.

The role is working from home with an expectation to minute meetings in person at the academies at times agreed with the Headteacher and Academy Governance Committee, which will usually be outside of normal working hours.

ACCOUNTABILITIES

The appointee will be line managed by the Governance Manager.

PRINCIPAL RESPONSIBILITIES

Main Accountabilities to include:

- Provide a clerking service to the Academy Governance Committee (AGC) of 6-8 schools, ensuring that services are timely and meet quality expectations, (including use of the Trust standardised documentation) to include:
 - agenda preparation and correspondence including collating meeting papers
 - minute taking for AGC meetings
 - minute finalisation with officers and chair
 - minute circulation and filing
 - clerking panel hearings where necessary
 - finalising and sending out papers
 - document storage on Sharepoint
 - meeting administration such as recording attendance
 - administration of AGC action logs
 - tracking academy policies and flagging for review and clerking panels.
 - maintaining up to date Register of Interests and Code of Conduct for AGC's
 - administration of skills audits for AGC's
- Ensure the AGC's are properly constituted, for example advising on expiry of terms of office, undertaking and supporting governor recruitment, completing training etc.
- Provide advice to the AGC's, officers and staff of the Trust regarding governance such as quoracy and other procedural matters, responsibilities, best practice, policies, induction, learning and development etc.
- Manage information effectively in accordance with legal requirements and those of the Trust and ensuring compliant data protection practice.
- Manage training records for the AGCs, encouraging compliance with training requirements.

- Ensure that the governance records, controls, databases and public information (including websites) are statutory and regulatory compliant for the 6-8 schools.

Other:

- Work in collaboration with the Trust Central Team and all Trust staff as appropriate.
- Develop and maintain strong relationships with Leadership teams.
- Undertake other duties commensurate with the grade.
- Maintain knowledge and skills in appropriate technology and undertake any training as necessary.
- Safeguard and promote the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.
- The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the Governance Officer will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a trust culture which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom

English is an additional language), to support and improve pupils' achievement and personal development.

- Building bridges with the trust's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Staff 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. This job description will be reviewed annually and the trust reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Professional Development						
1	5 GCSE's (including Maths and English Grade C or above)	✓		✓		
2	A Level / NVQ level 3 or equivalent		✓	✓		
3	Successful completion (or evidence of registration) of Governance Clerking Development programme, the Governance Leadership programme, or equivalent		✓	✓		
4	Evidence of relevant, recent Continuous Professional Development		✓	✓		
5	Willingness to undertake professional development	✓		✓	✓	
Professional Experience and Knowledge						
1	Experience of managing and delivering organizational governance and compliance		✓	✓	✓	
2	Working to the DfE's Academy Trust Governance Guide		✓	✓	✓	
3	Experience of establishing strong relationships across a range of stakeholders	✓		✓	✓	
4	Effective information management and sharing	✓		✓	✓	
5	Experience of setting up and implementing administrative processes and procedures	✓		✓	✓	
6	Experience of organization and administration of organizational meetings, events and conferences within time and resource constraints	✓		✓	✓	
7	Track record of using sector good practice, collaboration and professional networks to inform and develop services		✓	✓	✓	
8	Experience of working within the Education sector		✓	✓	✓	
Skills and Abilities						
1	Knowledge and understanding of governance and compliance		✓	✓	✓	
2	Knowledge of data protection principles		✓	✓	✓	
3	Knowledge of the education system including knowledge of relevant legislation and regulatory requirements regarding governance in education		✓	✓	✓	
4	Ability to build strong working relationships with a range of internal and external stakeholders	✓		✓	✓	✓
5	Strong listening, verbal and written communication skills, including proficient skill in governance minute taking	✓		✓	✓	✓
6	Strong IT skills including word processing, using spreadsheets and presentation software	✓		✓	✓	
7	Flexible, adaptable and willing to meet the needs of the Trust	✓		✓	✓	
8	Possess a full driving license and have use of vehicle for business purpose and appropriate insurance and be willing to travel to sites across the Trust	✓		✓	✓	

9	Willing and able to flex working hours to attend routine governing body meetings and occasional events that may fall outside normal working hours	✓		✓	✓	
Personal Qualities & Ethos						
1	A passionate belief in the Trust's vision <i>Together, pursuing 'life in all its fullness' (based on John 10, 10)</i>	✓		✓	✓	
2	Commitment to the aims of the Diocese of Coventry Multi Academy Trust	✓		✓	✓	
3	Commitment to support the Trust's agenda for safeguarding, equality and diversity and health and safety	✓		✓	✓	
4	A motivated self-starter with the ability to work flexibly, both working collaboratively and independently	✓		✓	✓	✓
5	Ability to act with integrity to ensure confidentiality is maintained	✓		✓	✓	
6	Ability to follow rules, processes, and principles of public sector and Trust governance	✓		✓	✓	
7	Excellent interpersonal skills with the ability to promote the adherence of the Trust's policies and procedures	✓		✓	✓	

I _____ **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Governance Officer – Clerk to AGC's**.

Signed

Date