



Governance Support Officer

One ATT Applicant Pack

Supporting Governance and Assurance across

Academy Transformation Trust



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About this pack

This applicant pack has been designed to help you understand Academy Transformation Trust, our ATT2030 strategy, the purpose and impact of the Governance Support Officer role, and the skills, knowledge and behaviours required to be successful.

A Welcome from Our Chief Executive Officer

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT, we are driven by a simple but profound belief: every child can and should become capable, competent and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague and every community we serve.

We know that people are at the heart of everything we do. Our Trust thrives because of the talent, dedication and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-

accountability organisation where leaders are empowered, colleagues are supported to grow and everyone is united in the moral purpose of education.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, belonging and becoming, and to ensuring that all of us, pupils and adults alike, leave more capable, more competent and more confident than when we arrived.



Mark McCourt

Chief Executive Officer
Academy Transformation Trust



About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person, able to take a rightful place in the community of educated people and contribute positively to society.

We believe that education transforms lives. Through ATT2030, we have set out a clear and ambitious strategy designed to ensure every pupil, colleague and community benefits from excellent leadership, strong culture and high-quality provision.

Our goal is simple yet profound: that everyone who learns or works within ATT becomes Capable, Competent and Confident.

As one of the country's largest multi-academy trusts, ATT combines the strength of a national organisation with the belief that decisions should be made as close as possible to the children, families and communities we serve. We are a high-trust, high-accountability organisation where leaders are empowered to lead, colleagues are supported to grow and expertise is shared across our schools and central services.

ATT2030:

Our Vision, Values and Goals

ATT2030 is our long-term strategy for transforming lives through education. Everything we do is guided by our belief that people flourish when they experience both Belonging and Becoming.

Our Values

- Belonging & Becoming: we meet people where they are and refuse to leave them there.
- Integrity & Excellence: we act ethically, demonstrate professionalism and strive for excellence in everything we do.
- High Trust, High Accountability: we combine professional autonomy with clear accountability and collective responsibility.

Our Three Goals

- Capable: developing people with the knowledge, skills and experience needed to succeed.
- Competent: ensuring individuals possess the judgement, habits and expertise to perform effectively and consistently.
- Confident: creating cultures where people feel valued, supported and empowered to contribute their best.

Why Join Academy Transformation Trust?

At ATT, we believe exceptional outcomes for pupils begin with exceptional experiences for colleagues. Our People Strategy 2025-2030 places colleagues at the centre of our success.

By joining ATT you will become part of a collaborative, values-driven organisation that invests in professional development, wellbeing and leadership at every level. You will work alongside talented colleagues who are united by a common purpose: transforming lives through education.

The Opportunity:

Governance Support Officer

Support the administration of Regional Academy Boards (RABs) and the statutory responsibilities of a large Multi-academy Trust, enabling these functions to be undertaken in a regulatory-compliant, professional and effective manner.

Provide administrative support to the Governance & Assurance function, supporting the Governance & Assurance Manager and wider team to ensure effective delivery of governance and assurance activity across the Trust.

Job Description

Purpose of the job

This is an exciting opportunity to join Academy Transformation Trust (ATT) as a Governance Support Officer, playing an important role in supporting governance, compliance and assurance activity across a large and growing Multi-Academy Trust.

As our Governance function continues to develop and expand, this is an excellent time to join the team. Working closely with the Governance & Assurance Manager and Head of Governance & Assurance, you will gain experience across a broad and varied portfolio including governance support, statutory compliance, hearings and panels, information governance, records management and assurance activities.

This role offers the opportunity to work with Governors, school leaders and colleagues across the Trust, supporting effective governance arrangements that help ensure the best outcomes for our schools and pupils.

Key Responsibilities

Governance Meetings

- Support the governance service to schools to ensure that their Regional Academy Board (RAB) meetings are conducted effectively and meet statutory and regulatory compliance requirements and high professional standards. This will include having direct responsibility for a defined number of RABs and managing their service provision directly being their first point of contact in the Governance team.

- Have responsibility for the provision of an effective preparation and distribution service for RAB meeting papers to ensure that Governors receive timely, accurate, well-presented information that enable them to provide effective support. This will require liaison with the school and Trust staff to ensure key deadlines are met.
- Attend and clerk Regional Academy Board meetings, hearings and panels, meetings are recorded accurately, promptly and in line with statutory and regulatory requirements, in line with the Trust's clerking standards.
- Provide governance and procedural support to Governors, Principals and relevant stakeholders in relation to compliance requirements and governance processes.
- Support the monitoring and recording of actions and decisions arising from RAB meetings and hearings.
- Provide clerking and administrative support for Exclusion, Suspension, Complaints, Admissions and Appeal hearings, including the organisation and coordination of panels as required.
- Develop and maintain effective working relationships with Principals, Chairs, school/Trust staff and Governors for the academies supported.
- Manage individual workload effectively to meet cyclical governance demands, statutory deadlines and service priorities.

Governance and Assurance Administration

- Develop and maintain relevant statutory governance and assurance records, databases and trackers to ensure compliance with Trust and regulatory requirements.
- Provide administrative and system support for the appointment, removal, and training of Governors, including the maintenance of accurate statutory records and declarations.
- Provide support to the induction, training, and briefing programme for Governors and panel members.
- Providing administrative support for the organisation of the Trust's governance calendar and delivery of an agreed governance workplans for Regional Academy Boards.
- Provide administrative support to assurance frameworks and activities, including formatting and updating approved policies, supporting the maintenance of governance and risk frameworks, and assisting with cyclical assurance processes as directed by the Governance & Assurance Manager.
- Support a defined portfolio of academies in meeting governance and compliance requirements, acting as a key point of contact for administrative support. This will include supporting the effective coordination and administration of Academy Community Forums, ensuring meetings, documentation and actions are managed in accordance with Trust procedures.

- Support information governance and operational compliance processes, including the administration and tracking of SARs, FOIs, data breaches and related compliance activities, in line with Trust procedures.

Supporting Governance and Assurance Services

- Provide support for the recording, filing, publication and version control of governance, assurance and legal documentation.
- Provide support for the organisation and management of governance events that will require liaison between Trust and schools; with the required information then supplied to Governors, as appropriate.
- Support effective lines of communication between the Trust Regional Academy Boards and governance stakeholders.
- Ensure that confidentiality is maintained at all times and that all GDPR and information governance principles are adhered to.
- Commit to continuous professional development, reviewing working practices to support high quality governance and assurance services across the Trust.

Records Management

- Maintain governance and assurance records accurately and in accordance with Trust policies, procedures and retention schedules, ensuring records are complete, up to date and stored appropriately.
- Support the effective operation of records management processes by ensuring governance documentation, minutes, decisions, registers and related information are filed, retained and disposed of in line with agreed procedures.
- Process and manage records relating to governance, complaints, hearings, admissions, appeals and assurance activity as directed by the Governance & Assurance Manager, ensuring accuracy, confidentiality and compliance with information governance requirements.
- Ensure all records handled as part of the role comply with data protection and confidentiality requirements, escalating any concerns or issues to the Governance & Assurance Manager as appropriate.

Other Responsibilities

- Contribute to the wider life of the Trust and the ATT community.
- Engage in continuing professional development and participate in Trust wide learning and development activities.
- Undertake any other duties commensurate with the role, as reasonably required by the Trust.

Who We're Looking For

The successful candidate will:

- Support a portfolio of schools across our local governance structure, ensuring meetings are effectively organised and conducted in line with statutory, regulatory and Trust requirements.
- Prepare and distribute meeting papers, attend meetings and produce high-quality minutes and action records.
- Provide governance and procedural support to Governors, Principals and other stakeholders.
- Support the administration of hearings and panels, including admissions, complaints, exclusions, suspensions and appeals.
- Maintain accurate governance records, databases, statutory registers and compliance trackers.
- Support Governor recruitment, induction, training and development activities.
- Assist with assurance and compliance activities, including policy management, governance workplans and risk and assurance processes.
- Support information governance processes, including Subject Access Requests, Freedom of Information requests and data breach administration.
- Build effective working relationships with school leaders, Governors and colleagues across ATT to promote high-quality governance and compliance.

This role would suit a highly organised administrator who enjoys working with a range of stakeholders, has excellent attention to detail and is looking to develop their career within governance, compliance and assurance. Whether you already have governance experience or are looking to build on a strong administrative background, this role provides an excellent opportunity to develop knowledge and experience within a broad professional portfolio.



Person Specification

Governance Support Officer

The person specification below sets out the knowledge, experience, behaviours and values required for success in this role. It is designed to support a fair, transparent and values-led recruitment process.

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	• 5 GCSE's (incl. Maths and English Grade C or above) • A Level/NVQ Level 3 (or equivalent) • Evidence of continuous development	• Degree qualification or equivalent • Working towards a professional qualification in governance, compliance, business administration, records management or a related field	Application form / Interview

	Essential	Desirable	How will this be demonstrated
		Governance professional qualifications (e.g. NGA, Chartered Governance Institute or equivalent)	
Experience	- Administration experience within a professional office, governance or education environment - Experience of preparing meeting papers and taking accurate minutes - Experience of supporting committees, boards or governance meetings - Experience of maintaining records, databases and administrative systems - Experience of working to deadlines and managing competing priorities - Experience of handling confidential and sensitive information	- Experience of working within the education sector - Experience of governance support in a school, academy trust or regulated environment - Experience of supporting complaints, admissions, appeals or exclusion processes Experience of compliance, records management or information governance activities	Application form / Interview
Knowledge and Skills	- Excellent written and verbal communication skills - Strong organisational skills and attention to detail - Ability to produce professional documentation to a high standard - Good IT skills, including Microsoft Office and online meeting platforms - Ability to maintain accurate records and databases - Ability to build effective relationships with colleagues, Governors and stakeholders - Ability to manage workloads and meet deadlines - Understanding of confidentiality, GDPR and information governance principles - Understanding of governance processes and professional meeting administration	- Knowledge of academy governance and regulatory requirements - Knowledge of records management, compliance or assurance processes Experience of governance management systems	Application form / Interview

	Essential	Desirable	How will this be demonstrated
Values	- The postholder is expected to actively contribute to the realisation of ATT2030, demonstrating a clear commitment to the Trust's values and strategic ambition. This includes fostering a culture of Belonging & Becoming, where colleagues and pupils are supported to grow and flourish, and working within a high trust, high accountability environment where professionalism, integrity, and collaboration are central to practice. In carrying out their role, the postholder will contribute to developing a community where all individuals, both adults and pupils, are supported to become capable, competent and confident, through consistent high standards, inclusive behaviours, and a commitment to continuous improvement. - Commitment to safeguarding, equality, diversity and inclusion, and to promoting ethical and transparent practice. - A professional, proactive and solution-focused approach to work.		Application form / Interview
Other	- Ability to attend evening meetings as required - Willingness and ability to travel between Trust sites - Ability to maintain a flexible approach during cyclical periods of governance activity - Enhanced DBS clearance		Application form / Interview



Working at ATT

We are committed to creating an exceptional colleague experience. Through our People Strategy, colleagues are encouraged to belong, become, contribute and thrive.

- **Belong:** feel welcomed, respected and connected.
- **Become:** develop professionally through learning, coaching and leadership opportunities.
- **Contribute:** make a meaningful difference through purposeful work and high professional standards.
- **Thrive:** experience wellbeing, fulfilment and a positive working environment.

ATT Institute and Professional Development

At ATT, we believe professional growth is fundamental to organisational success. The ATT Institute provides a framework for continuous professional learning, supporting colleagues at every stage of their career.

The Finance Business Partner will have opportunities to contribute to and benefit from Trust-wide development initiatives, cross-functional collaboration and professional networking.

Employee Benefits and Wellbeing

ATT is committed to supporting colleague wellbeing and creating an environment where people can thrive professionally and personally.

- Access to Vivup benefits platform.
- Flexible and agile working opportunities where appropriate.
- Employee wellbeing support.
- Professional development opportunities.
- Trust-wide career progression opportunities.
- Professional networks and communities of practice.

Recruitment and Selection Process

You can expect the recruitment and selection process to be transparent, values-led and aligned with the job description and person specification.

- Candidate information that gives clear detail about the role, responsibilities, pay and development opportunities.
- A point of contact within the Trust recruitment team to advise on each step of the process.
- A comprehensive vetting process that meets safer recruitment expectations.
- Selection for interview based on the job description and person specification.
- An opportunity to ask questions and engage in a full interview discussion about the role.
- Timely communication about the outcome and an opportunity to receive feedback.

Induction and Onboarding

If successful, you will receive a Trust induction and a role-specific induction designed to help you understand the policies, systems, relationships and priorities that will enable you to succeed.

- Regular opportunities to meet with your line manager.
- Information about policies, processes and procedures relevant to the role.
- Access to the equipment and systems needed to begin the role effectively.
- Connections with key colleagues across finance, operations and academies.

Safeguarding Commitment

Academy Transformation Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all colleagues and volunteers to share this commitment and to uphold the highest standards of safeguarding practice.

All appointments are subject to robust safer recruitment procedures and appropriate pre-employment checks in line with statutory guidance.



How to Apply

Location: Homebased with travel to Head Office/Schools when required

Start Date: ASAP

Closing Date for applications: Monday 21st September 2026 at 9am

Interview Dates: Thursday 1st October 2026

Salary: NJC Point 14-18 (£29,540 - £31,537 FTE)

Applications should be submitted via our recruitment platform, **MyNewTerm**.

Candidates are encouraged to use the person specification when completing their application and to clearly demonstrate how their knowledge, skills, experience and values align with the requirements of the role. We welcome applications from individuals who share our commitment to transforming lives through education and who can contribute positively to our culture of belonging, becoming and continuous improvement.

Potential applicants are encouraged to arrange an informal discussion with our Head of Governance, Emily Elliott, ahead of submitting an application. Please contact emily.elliott@attrust.org.uk to arrange a convenient time.