



Horizons Education Trust, American Lane, Huntingdon, PE29 1TQ

info@horizons.org.uk

CEO: Adam Dabin

Governance & Communications Administrator

Recruitment Booklet



We provide
opportunities
and experiences
for all





Shape the Future

Horizons Education Trust

Horizons Education Trust is seeking a highly organised, professional and proactive individual to join us as a Governance and Communications Administrator.

This is a unique opportunity to support the effective governance of our academies while also shaping how we communicate, present and promote our work to our communities. You will work closely with senior leaders, governors and trustees, ensuring that our governance processes are robust, compliant and well-organised, while helping to deliver clear, engaging and consistent communications across the trust.

We are looking for someone who thrives on organisation and accuracy, takes pride in producing high-quality work, and can manage competing priorities with confidence. The successful candidate will bring strong administrative skills, excellent attention to detail - particularly in minute-taking and documentation - and the ability to build positive working relationships with a wide range of stakeholders.

In this role, you will:

- Play a key part in ensuring our governance arrangements are effective, transparent and compliant
- Support and strengthen communication across our Trust and its academies
- Contribute to the professionalism and reputation of Horizons Education Trust
- Help ensure that our academies are well-supported to deliver the very best outcomes for children and young people

Whether you already have experience in governance or are looking to develop your career in a role that combines administration, governance and communications, this position offers a rewarding opportunity to make a meaningful impact.

If you are motivated, dependable and committed to high standards, we would love to hear from you.



Organisation Map

Cambridgeshire, East Anglia

Riverside Meadows Academy
Wisbech



Prestley Wood Academy
Alconbury Weald



Spring Common Academy
Huntingdon



Riverside Meadows Academy
St Neots





Job Description

Key Responsibilities

Governance & Clerking

- Provide full clerking support to the Trust Board, Committees and Local Governing Committees (LGCs)
- Prepare and distribute meeting agendas in consultation with Chairs, the Governance & Communications, and senior leaders
- Support the collation and circulation of meeting papers within agreed timescales via GovernorHub
- Attend meetings (primarily remotely, with some flexibility for daytime and evening meetings) and take accurate minutes
- Produce clear, timely and legally compliant minutes, including decision and action logs
- Maintain accurate records of attendance
- Provide procedural and constitutional advice to Chairs and governors in line with governance regulations and the Trust's scheme of delegation
- Support compliance with statutory and regulatory governance requirements, including publication of governance information
- Support the administration and effective use of governance systems and platforms
- Support the maintenance of governance trackers, records and filing systems
- Support governor recruitment, onboarding and training coordination
- Maintain up-to-date records of governor membership, terms of office and training
- Support the annual cycle of governance business, including calendar planning and policy review processes

Communications & Marketing

- Support Trust-wide and academy-level communications activity
- Maintain and develop Trust and academy websites, ensuring statutory compliance
- Create, edit and publish digital content across a range of platforms
- Support the promotion and marketing of the Trust and its academies
- Ensure consistency of branding across all communications and materials

General Responsibilities

- Maintain confidentiality, discretion and professionalism at all times
- Work collaboratively with colleagues across the Trust and its academies
- Manage competing priorities effectively and meet agreed deadlines
- Undertake any other reasonable duties as directed by the Director of Governance & Communications



Person Specification

Qualifications & Training	E	D
GCSE (or equivalent) in English and Maths (Grade A–C / 4–9)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong written communication skills, including experience of minute-taking and formal correspondence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1–3 years' relevant experience in communications or governance support	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Competent ICT and digital skills, with the ability to learn new systems quickly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clerical & Governance Experience	E	D
Experience supporting formal meetings, including agenda preparation and minute-taking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to produce accurate, clear and concise minutes, capturing key decisions and actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of the importance of governance, accountability and compliance in an organisational setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience handling confidential and sensitive information appropriately	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of clerking in a school or Multi-Academy Trust	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience using governance platforms (e.g. GovernorHub or similar systems)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of academy governance and statutory requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Familiarity with governance documentation (e.g. schemes of delegation, terms of reference, registers of interests)	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Person Specification

Communications Experience

E

D

Experience creating and publishing content for digital platforms (e.g. websites, newsletters, social media)



Experience updating and maintaining websites using a Content Management System (CMS) (e.g. WordPress or similar)



Experience working with branding guidelines and maintaining consistency across materials



Experience using design tools (e.g. Canva, Adobe Express or similar) to produce visual content



Experience managing or contributing to organisational social media accounts





Person Specification

Knowledge & Skills	E	D
Calm, professional and approachable manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong interpersonal and communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to build effective working relationships with a wide range of stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly organised, with the ability to prioritise workload effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong attention to detail and accuracy, particularly in relation to minutes and formal documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work both independently and as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Clear understanding of confidentiality and data protection requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commitment to safeguarding and promoting the welfare of children and young people	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Achievement
beyond
expectations



The image is a composite of two photographs. The top photograph shows the exterior of a modern brick building with a paved courtyard in the foreground. The bottom photograph shows the interior of a gym, featuring several treadmills and stationary bikes arranged in a row. The text 'Achievement beyond expectations' is overlaid in white on the middle section of the image.



Governance & Communications Administrator

Job Title:	Governance & Communications Administrator	Reporting to:	Director of Governance & Communications
Location:	Cambridgeshire	Salary:	Scale 6 (pt. 18-22) £25,229.51 - £26,959.14 (Actual)
Contract:	30hrs per week, 52 weeks per year	Start Date:	1 September 2026

Benefits:

- Hybrid/remote working considered
- Access to Local Government Pension Scheme
- Commitment to providing on-going training and development
- Horizons Education Trust is a member of the The Governance Institute & CST
- Mileage allowance paid at 45p per mile
- EAP Scheme (Medigold)

Purpose:

To support the effective operation of governance and communications across Horizons Education Trust by delivering professional clerking, administrative and digital communications support, ensuring compliance, consistency and high standards in all aspects of the role.

Liasing with:

- Members, Trustees & Governors
- Executive Team
- Academy Leadership Teams
- External partners and stakeholders

If you would like a confidential discussion in relation to the role prior to applying, please contact:

Amy Spittle
Director of Governance & Communications
Email: aspittle@horizons.org.uk

Horizons Education Trust is committed to the safeguarding and promotion of the welfare of children and young people, and expect staff to share this commitment.

Successful candidates require a satisfactory Enhanced Disclosure & Barring Service (DBS) check and will also be subject to a Barred List Check, to confirm that you are not barred from working with children.



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