



# Contents

<b>01</b>	Welcome from the Chief Executive	Page 3
<b>02</b>	About Academy Transformation Trust	Page 4
<b>03</b>	Job Description	Page 6
<b>04</b>	Person Specification	Page 9
<b>05</b>	Onboarding	Page 13
<b>06</b>	ATT Institute	Page 14
<b>07</b>	How to Apply	Page 15



# 01. Welcome from the CEO

## Welcome from the Chief Executive

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 principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

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, to 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.

With best wishes,



**Mark McCourt**  
*Chief Executive Officer*



## 02. About 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 to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

### Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

### Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



## Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

### Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

### Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

### Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

## Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



## 03. Job Description

# Job Description

## Governance and Assurance Manager

The Governance and Assurance Manager is responsible for the effective operational leadership of governance support and assurance activity across the Trust. The postholder will ensure that all governance meetings, processes and documentation are delivered in a compliant, professional and effective manner, in line with statutory requirements, Trust policies and agreed service standards.

The role will lead on the day-to-day management and development of the governance service, supporting the delivery of an effective governance framework across Trust, committee and regional levels, while contributing to the Trust's wider assurance, risk and information governance arrangements.

### Key Responsibilities:

#### 1. Governance Leadership and Management

1.1 Lead on the development, implementation and continuous improvement of Standard Operating Procedures for all Trust governance meetings, including Board, committee and regional governance meetings. Ensure that governance activity is delivered in accordance with statutory, regulatory and Trust requirements and meets agreed quality and professional standards.

1.2 Lead on the development, implementation and maintenance of Standard Operating Procedures for Governor Discipline Committees, Complaints Panels, Admissions Appeals hearings, and agenda and minuting standards, working collaboratively with relevant Central Trust leads to ensure consistency, compliance and high-quality practice.

1.3 Ensure that governance records, registers, databases and associated controls are accurate, up to date and compliant with statutory and regulatory requirements, including public-facing information such as Trust and academy websites.

1.4 Maintain oversight of the annual Governance Calendar, ensuring the effective planning and coordination of all Member, Board, Committee and Regional governance meetings, and supporting the timely production and circulation of papers.

1.5 Lead on the development and implementation of a Quality Assurance framework for governance support services, using quality checks and feedback to monitor standards, identify areas for improvement and drive continuous service development.

1.6 Contribute to the ongoing development of the Trust's Governance and Assurance function, supporting changes to governance structures and approaches in response to Trust growth, regulatory change and risk.

1.7 Provide line management to the Governance Support Officers, including the allocation and prioritisation of work, oversight of shared mailboxes and casework, performance monitoring and professional development.

1.8 Design, coordinate and support the delivery of the annual governance training and development programme for Trustees, Governors and panel members, including induction, refreshers and targeted development activity.

1.9 Deputise for the Head of Governance & Assurance as required, providing leadership continuity and operational oversight in their absence.

1.10 Oversee the day-to-day operational flow of governance and assurance activity across the team, including triaging workload, managing peaks in demand and ensuring timely and effective responses to emerging issues.

## **2 Governance Meetings and Panels**

2.1 Provide management oversight of governance support for school-level and regional governance meetings, ensuring delegated responsibilities are met, meeting outputs are accurate and timely, and a consistently high level of service is delivered.

2.2 Provide ad-hoc governance, clerking or administrative support to the Head of Governance & Assurance for Trust-level meetings, including the Board of Trustees and its committees.

2.3 Provide clerking support for Exclusion and Suspension hearings, Complaints Panels and other statutory panels as required, ensuring processes are fair, compliant and appropriately recorded.

2.4 Ensure follow-up actions, decisions and compliance requirements arising from governance meetings are logged, monitored and communicated to relevant stakeholders.

## **3 Membership, Appointments and Induction**

3.1 Manage the recruitment and appointment process for Governors, ensuring compliance with Trust procedures, safer recruitment principles and effective due diligence.

3.2 Ensure that Governors are appropriately inducted, supported and engaged with training and development opportunities, maintaining accurate records of eligibility, declarations and attendance.

3.3 Provide support to the Head of Governance & Assurance, where appropriate, in relation to the induction and onboarding of Trustees and Members, ensuring relevant governance information, training and documentation is coordinated effectively.

## **4 Assurance, Complaints and Compliance**

4.1 Lead the day-to-day management of the Trust's complaints framework, ensuring compliance with statutory requirements and Trust policy, oversight of timelines and outcomes, and the identification and escalation of themes or risks to the Head of Governance & Assurance.

4.2 Support the Head of Governance & Assurance with the operation of the Trust's policy framework, maintaining accurate records of policy status and compliance, and overseeing delegated policy updates and formatting tasks undertaken by Governance Support Officers.

4.3 Support the Head of Governance & Assurance with the operation of the Trust's risk management arrangements, including coordinating the maintenance of risk registers with Governance Support Officers.

4.4 Monitor governance, compliance and functional risks arising from complaints, exclusions, admissions and appeals activity, and ensure these are accurately recorded and reported through the Trust's risk registers in line with the assurance framework.

4.5 Support the Trust's Data Protection Officer (DPO) with the coordination of Subject Access Requests (SARs), Freedom of Information (FOI) requests and data breaches, including oversight of delegated processing by Governance Support Officers and the maintenance of accurate records and logs. Provide data, reporting and training support to enable effective information governance across the Trust.

4.6 Provide governance and procedural support for admissions and appeal panels, ensuring processes are fair, compliant with statutory guidance and appropriately documented.

4.7 Assist with the maintenance of governance-related assurance records and trackers, supporting internal review, audit and inspection activity as required.

## **5 Records and Information Management**

5.1 Ensure governance records are created, maintained, stored and disposed of in accordance with the Trust's record management policies, retention schedules and information governance requirements.

5.2 Promote good records management practice within the Governance team and across governance processes, ensuring staff understand their responsibilities in relation to information handling.

## **6 Other Responsibilities**

6.1 Contribute to the wider life of the Trust and the Central team, supporting cross-trust initiatives and collaboration.

6.2 Engage in continuing professional development and participate in Trust-wide learning and development activities.

6.3 Undertake any other duties commensurate with the role, as reasonably required by the Trust.

6.4 The role will require occasional evening meetings and travel between Trust sites.

## 04. Person Specification

# Person Specification

## Governance and Assurance Manager

	Essential	Desirable	How will this be demonstrated
<b>Professional Qualifications and learning</b>	<ul style="list-style-type: none"> <li>GCSEs (or equivalent) including English and Maths at Grade C / 4 or above.</li> <li>Educated to degree level or equivalent professional experience, with the ability to operate effectively within governance, assurance and regulatory frameworks.</li> <li>Evidence of sustained and relevant continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Degree qualification or equivalent.</li> <li>Professional qualification, accreditation or formal training in governance, compliance, data protection, information governance or a related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Checking and Original Copy evidence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant experience in a professional, public sector or education environment.</li> <li>Experience of supporting governance, compliance or statutory processes within a regulated setting.</li> <li>Experience of preparing, coordinating and quality assuring agendas, papers and formal minutes for meetings operating within regulatory or governance frameworks.</li> <li>Experience of line managing or supervising staff, including allocating work, monitoring performance and supporting professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of Trust-level or board-level governance support within a multi-academy trust or comparable organisation.</li> <li>Experience of supporting admissions, appeals, exclusion or disciplinary processes.</li> <li>Experience of contributing to inspection, audit or regulatory activity.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of implementing and embedding new processes, procedures or frameworks, including supporting organisational change.</li> <li>• Experience of working with organisational policies, including coordinating review cycles and version control.</li> <li>• Experience of supporting complaints processes and statutory panels, ensuring procedural compliance and accurate record keeping.</li> <li>• Experience of supporting risk management or assurance activity, such as maintaining risk registers, monitoring risks or contributing to assurance reporting.</li> <li>• Experience of working with information governance or data protection processes, such as SARs, FOIs, data logs or compliance tracking.</li> <li>• Experience of working within the education sector or a similarly complex, regulated environment.</li> </ul>		
<p><b>Knowledge that supports the role</b></p>	<ul style="list-style-type: none"> <li>• Ability to manage and prioritise high-volume, time-sensitive workloads, including responding effectively to peaks in demand and conflicting deadlines.</li> <li>• Excellent written and verbal communication skills, with the ability to communicate confidently and professionally with senior leaders, trustees, governors and external stakeholders.</li> <li>• Strong drafting and editing skills, with a high level of accuracy and attention to detail.</li> <li>• Excellent organisational and prioritisation skills, with the ability to manage competing demands and deadlines.</li> <li>• Ability to manage and quality assure work delivered by others, including through delegation and oversight.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of legislation, statutory guidance and regulatory frameworks relevant to academies, education governance or information governance.</li> <li>• Experience of supporting or delivering training related to governance, compliance or information governance.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form/Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to establish, maintain and monitor records, logs, trackers and databases accurately and securely.</li> <li>• Confident use of IT systems, including document management systems and virtual meeting platforms, to deliver work to a high professional standard.</li> <li>• Ability to interpret and apply policies, procedures and regulatory guidance accurately and consistently.</li> <li>• Ability to monitor compliance and risk activity and provide clear, structured reporting.</li> <li>• Ability to build effective, professional relationships across the Trust, including with school leaders, governors, trustees and central teams.</li> <li>• Ability to exercise sound judgement and maintain strict confidentiality and discretion at all times.</li> </ul>		
Expectations of Role	<ul style="list-style-type: none"> <li>• 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 &amp; Becoming, where colleagues and pupils are supported to grow and flourish, and working within a <b>high trust, high accountability</b> 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 <b>capable, competent and confident</b>, through consistent high standards, inclusive behaviours, and a commitment to continuous improvement.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form/Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to safeguarding, equality, diversity and inclusion, and to promoting ethical and transparent practice.</li> <li>• A professional, proactive and solution-focused approach to work.</li> </ul>		
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend evening meetings as required.</li> <li>• Ability to travel independently between Trust sites.</li> <li>• This post is subject to an enhanced DBS disclosure.</li> </ul>	•	• Application Form/Interview



## 05. Onboarding

### Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

#### Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

#### Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

#### Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

#### Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



## What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

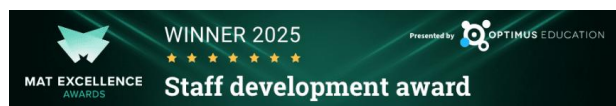
## Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

## Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



# 07. How to Apply

## Governance and Assurance Manager

### Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy Transformation Trust](#)

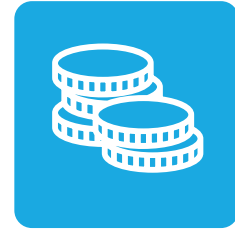


### Status:

37 hours per week  
All Year Round

### Salary:

NJC Point 36 – Point 40 (£47,181 - £51,356)

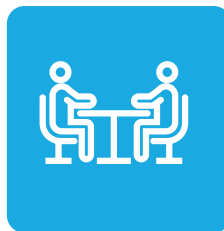


### Closing Date:

Wednesday 15<sup>th</sup> July 2026 at 9am

### Start Date:

As soon as possible



### Interviews:

Wednesday 22<sup>nd</sup> July 2026

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.





 @academytransformationtrust

 @AcademyTrust

 academytransformationtrust.co.uk

 office@attrust.org.uk

 0121 354 4000

 Unit 4, Second Floor,  
Emmanuel Court, Reddicroft,  
Sutton Coldfield, B73 6AZ

