



Job Description

Job Title: Governance & Compliance
Operational Lead

Location: Esteem Multi-Academy Trust
Central Team

Job Description

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| Job Title | Governance & Compliance Operational Lead |
| Location: | Esteem Multi-Academy Trust Central Team Office, with hybrid working from home and travel to school sites. |
| Hours per week: | 37 Hours Per Week (part time can be considered) |
| Weeks worked per year: | Flexible working and Term Time Working can be discussed. |
| Reporting to: | Director of Governance & Compliance |
| Salary Scale: | Derbyshire CC Grade 11 - £39,865 - £43,270 FTE |

Main purpose of Role

We are seeking an experienced and highly organised **Governance and Compliance Operational Lead** to join our Central Team. This is a key professional role, supporting the Director of Governance and Compliance to deliver high-quality, compliant and effective governance across the Trust and its academies.

You will act as a trusted advisor to senior leaders, trustees, governors and panels, bringing expert knowledge of academy trust governance, statutory frameworks, and compliance practice. This varied role includes clerking, oversight of the Trust's compliance systems, governance training support, policy coordination, and supporting governance assurance processes.

This position is ideal for an experienced academy trust governance professional or senior clerk who thrives in a dynamic environment, builds strong relationships, and delivers meticulous, high-quality work to tight deadlines. The role combines clerking responsibilities with broader governance coordination, ensuring that statutory and organisational requirements are met, and maintaining robust systems to support effective governance at all levels.

Principal Accountabilities:

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| Governance Assurance and Compliance | <ul style="list-style-type: none"> • Provide expert advice on Trust governance, procedures and statutory requirements. • Oversee, monitor and maintain the Trust Compliance Register. • Ensure actions identified in compliance processes are completed within required timescales. • Support the Trust's response to complaints, compliance queries and governance issues. • Check compliance against Ofsted expectations and alert senior leaders to risks. • Ensure statutory filings are completed. |
| Governance Professional Services | <ul style="list-style-type: none"> • Plan, arrange and clerk LGC and Governor Panel meetings. Some clerking of Trust Board or committees may be required. • Produce high-quality minutes, agendas, summary notes and action tables. • Maintain strong organisational systems and records. |

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| | <ul style="list-style-type: none"> • Support and deputise for the Director of Governance and Compliance. • Cover meetings on behalf of team colleagues. |
| Panel Management & Complaints | <ul style="list-style-type: none"> • Arrange and clerk Governor Panels. • Act as first point of contact for the Complaints Procedure. • Liaise with Chairs, Headteachers, panel members and stakeholders. |
| Policy Coordination | <ul style="list-style-type: none"> • Support drafting, reviewing and maintaining Trust-wide and academy-level policies. • Manage and quality-assure the Programme of Policy Review. |
| Governance Recruitment, Induction & Training | <ul style="list-style-type: none"> • Manage governor recruitment through external organisations. • Support eligibility checks, appointments, elections and onboarding. • Coordinate skills audits and self-assessments. • Monitor and report on governor training. |
| Risk, and Audit | <ul style="list-style-type: none"> • Support maintenance of the Strategic Risk Register. • Support delivery of the Internal Audit Programme. • Coordinate strategic planning, internal and external audit documentation (e.g. external audit papers) |
| Records & Resource Management | <ul style="list-style-type: none"> • Ensure annual declarations, DBS checks and compliance records. • Maintain registers of interests and governor attendance. |
| Relationships & Influence | <ul style="list-style-type: none"> • Work closely with trustees, governors, senior leaders, headteachers and external partners. |
| Personal and Team Development | <ul style="list-style-type: none"> • Support induction of governance team members. • Commit to CPD and continuous improvement. |
| Other General Requirements | <ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities & GDPR. • Provide a high standard of customer service in all dealings internal and external to the MAT |

This Job Description is non-exhaustive and sets out the main expectations of the post holder. This Job Description can be altered with the agreement of the postholder and will be reviewed regularly. Employees 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

The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Person Specification

| Criteria | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> A-Levels or equivalent qualifications. Strong written and spoken English. | <ul style="list-style-type: none"> Qualifications in clerking, governance or committee administration. |
| Experience | <ul style="list-style-type: none"> Significant experience in governance or clerking. Strong understanding of academy trust governance. Excellent communication and organisational skills. Development and maintenance of strong central systems to facilitate excellent governance and compliance. Experience of a governance management system (e.g. GovernorHub or similar) Ability to work flexibly and travel. | <ul style="list-style-type: none"> Experience designing and delivering training. Knowledge of risk management and audit. |

Signed:

Date: