

BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST

Governance &
Compliance
Lead
Application
Pack



Closing Date:
15th June 2026 - midday

Interview Date:
week commencing
22nd June 2026



CEO Welcome

Dear Applicant,

Thank you for your interest in this significant role within the central team at Blessed Edward Bamber Catholic Multi Academy Trust.

This is an important stage in the development of our Trust as we continue to grow and strengthen our family of schools across Blackpool, the Fylde and Wyre. As we expand, the need for strong, consistent governance and robust compliance arrangements across all of our academies becomes ever more critical to ensuring that each school is supported to thrive.

The Governance and Compliance Lead plays a vital role in this work. Operating across the Trust, you will act as a specialist in governance and compliance processes, supporting our CEO and central team to ensure that statutory requirements, policy frameworks and key procedures are delivered with accuracy, rigour and consistency. The role has a broad remit, including oversight of complaints processes, coordination of Trust-wide policies, maintenance of statutory records and supporting assurance processes such as risk and compliance reporting.

This is a role of real responsibility and impact. You will work closely with senior leaders and colleagues across our schools, often dealing with complex, sensitive or high-profile matters. As such, we are seeking an individual who demonstrates sound judgement, professionalism and a strong sense of accountability, alongside the ability to manage detail without losing sight of the wider organisational context.

At the same time, this is a service role. In line with our guiding principle of “Here to Serve”, the successful candidate will approach their work with integrity, collaboration and a commitment to supporting others. You will help ensure that our schools are not only compliant, but confident in the systems and processes that underpin their work.

At BEBCMAT, all that we do is underpinned by our core values of Trust, Respect, Faith, Hope and Service. These values shape how we work together as a central team and how we support our schools, colleagues and communities.

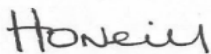
We are looking for someone who will embrace both the opportunity and the challenge of this role — someone who is motivated by making a difference at a Trust-wide level, and who takes pride in delivering high-quality, reliable and professional practice.

In return, you will join a welcoming and committed central team, with opportunities to contribute to the continuing development of our systems and approaches as the Trust grows.

Please note that you do not need to be a Catholic to apply for this role. This is a full time role to be worked term time only plus 3 weeks, but we are open to negotiating part time hours for the successful candidate.

Thank you for your interest in serving our schools and communities. I wish you every success with your application.

Yours sincerely,



Helen O'Neill
Chief Executive Officer



“TRUST RESPECT FAITH HOPE SERVICE”

Mission, Vision & Values

CORE PRINCIPLES

Our core principles are:

- Educating the whole person – We recognise that strong academic achievements enable our children and young people to successfully access their next steps in education, employment or training. We celebrate that each individual is made in God's image and has unique God-given talents to be recognised and harnessed. John 10:10 – 'I have come so that you may have life and have it to the full'
- Aiming for excellence in all that we do – from quality of the curriculum, pathways and opportunities for pupils, to Trust financial security.
- Working together for the Common Good – whilst maintaining the distinctiveness of each school which serves its own unique community.

MISSION

The Mission of the Trust outlines our core purpose. In Blessed Edwards Bamber CMAT, the mission of the Trust is for all of our Catholic schools to work together.

DEVELOP EXCELLENCE

By providing the best possible opportunities for every child through consistently delivering a high-quality education.

BUILD STRONG COMMUNITITES

By providing support and service to our families, parishes and wider communities, with an unrelenting focus on those most disadvantages and vulnerable in our society.

WITH GOSPEL VALUES AT THE HEART OF ALL WE DO

We will invest in the ongoing professional training and development for the whole Trust community, with Christ at the centre.

VISION

The Vision of the Trust focuses on the 'destination' of our journey – it gives us a steer and aspirational aim.

Through collective responsibility, united in our Catholic faith, we will provide bespoke support to:

- Enable each school to thrive spiritually, academically and financially
- Enable our children and young people to belong, engage and become - reach their full potential.

BELONG

Trusting in our faith and our Catholic mission, we will work as one family of schools together and with our wider communities.

Pupils and staff across the Trust are cherished for who they are and all achievements are celebrated.

ENGAGE

Pupils and students immerse themselves in the experience of education in the Trust. We raise aspirations and build for the future through high-quality learning and wider opportunities.

BECOME

Our pupils and staff grow and thrive as members of a Catholic community with shared values and grow to reach their full potential.

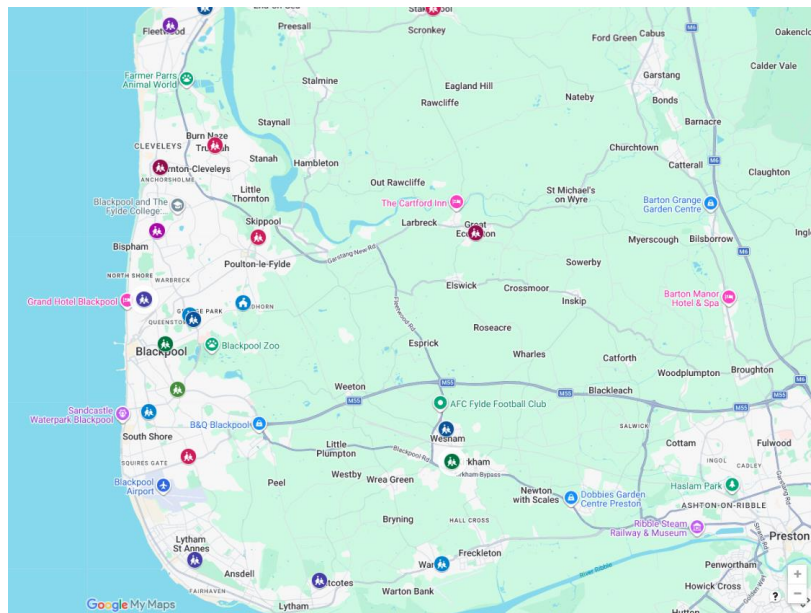
Schools grow in success educationally, financially and spiritually.

CORE VALUES

TRUST
RESPECT
FAITH
HOPE
SERVICE

Trust Schools

	Christ the King Catholic Academy		Holy Family Catholic Primary School, Blackpool
	Holy Family Catholic Primary School, Warton		Our Lady of the Assumption Catholic Primary School
	Our Lady Star of the Sea Catholic Primary School		Sacred Heart Catholic Primary School
	St Bernadette's Catholic Primary School		St Cuthbert's Catholic Academy
	St John's Catholic Primary School, Poulton		St John Vianney Catholic Primary School
	St Joseph's Catholic Primary School		St Kentigern's Catholic Primary School
	St Mary's Catholic Academy, Blackpool		St Mary's Catholic Primary School, Fleetwood
	St Mary's Catholic Primary School, Great Eccleston		St Peter's Catholic Primary School
	St Teresa's Catholic Primary School		St William's Catholic Primary School
	St Wulstan's & St Edmund's Catholic Primary School		The Willows Catholic Primary School



Message from the Diocese

Thank you for interest in the role of Governance and Compliance Lead at the Blessed Edward Bamber Catholic Multi Academy Trust in the Diocese of Lancaster.

The Diocese of Lancaster was founded in 1924, encompassing the historic counties of Cumberland, Westmorland and Lancashire north of the River Ribble. The Diocese operates in a diverse set of contexts, from west Cumbrian coastal towns and Lakeland villages, to the cities of Lancashire and the towns and villages of the Fylde coast. The mother church of the Diocese is at St. Peter's Cathedral in Lancaster, which will be celebrating its centenary next year, and the Bishop - the seventh since the creation of the Diocese - is Bishop Paul Swarbrick.

The Diocese of Lancaster supports 11 secondary schools, 70 primary schools, two independent schools and one sixth form college. The Bishop has set out his vision for academisation of all maintained schools in the Diocese and three Multi-Academy Trusts (MATs) have been created to bring our schools together and implement this plan:

Mater Christi Catholic Multi-Academy Trust – Cumbria and North Lancashire
Blessed Edward Bamber Catholic Multi-Academy Trust – Blackpool, the Fylde and Wyre
Mater Ecclesiae Catholic Multi-Academy Trust – Preston and rural Preston

Our Catholic MATs work closely with the Diocese of Lancaster Education Service (DOLES) to ensure we deliver an authentic Catholic education to all children in our schools, in line with the vision for education of Bishop Paul Swarbrick and the teachings and liturgical norms of the Catholic church.

On behalf of Bishop Paul Swarbrick, I would like to thank you for your interest in serving in our schools. I hope that you will consider applying for the post and I wish you every success.

Yours sincerely,

Michael Merrick

Diocesan Schools Commissioner
Diocese of Lancaster



What we offer - Benefits

Living Wage Employer



As an employer, we pay the real Living Wage so you can always be sure that you'll earn no less than the current rate.

Pension Scheme



Teaching staff: You will be enrolled into the Teachers' Pension Scheme.
Non-teaching staff: You will be enrolled into the Local Government Pension Scheme.

Health and Wellbeing



We offer access to free and confidential wellbeing services including GP service, counselling, mindfulness support and physiotherapy.

Death in Service



Should the worst happen, your nominated beneficiary will receive a payment of 3 x your annual salary if you are part of the pension scheme (TPS or LGPS).

Flu Jab



Our Trust offers all employees a flu vaccination. Employees can arrange their own vaccination and reclaim the cost up to the value of £15.00.

Travel to Work Scheme



We offer discounted travel via Blackpool Transport for the use of buses and trams.

How to apply

Prior to applying

If you are unclear about any aspect of the application process, please contact Ann Daly, HR Manager:

Tel: 01253 203260 ext 2200 or 07380 461330

Email: recruitment@bebcmat.co.uk

Application process

Please follow the link below to our careers page and complete your online application:

<https://mynewterm.com/trust/The-Blessed-Edward-Bamber-Catholic-Multi-Academy-Trust/2355>

Closing date for applications: Monday 15th June 2026 at midday

Interview date: week commencing 22nd June 2026

Post Details:

Grade: H2 NJC scale points 31 to 35

Full Time Equivalent Salary: £41771.00 to £46142.00 (pay award pending)

Contract: Permanent

Hours: 37 per week, term time only plus 3 weeks. Part time hours may be negotiated

Start Date: 1st September 2026

Job Description

POST TITLE	Governance and compliance Lead
JOB PURPOSE	<p>This is a new and exciting role within a growing Trust. Responsible to the CFO, the post holder must be able to prioritise, use initiative, be proactive and organised and able to work to clear deadlines. Flexibility, a calm approach and a positive attitude are essential to carry out this new role effectively.</p> <p>Main purpose of the role: To oversee all aspects of Trust governance, effectiveness and compliance, supporting the central executive team and school leaders in managing policies, complaints and ensuring adherence to all statutory and regulatory requirements. As Compliance and Governance Lead, you will be required to lead on managing operations relating to policy development and review, complaints, compliance, risk, GDPR and governance.</p>
RESPONSIBLE TO	CEO
RESPONSIBLE FOR	No direct line management responsibility
LIASING WITH (Working relationships)	Central team, Directors & Governors, Headteachers, School Business Managers, Trust leaders, external agencies, employees and parents
HOURS OF WORK	37 per week – term time only plus 3 weeks
PAY GRADE	Grade H – NJC scale points 31 - 35
LOCATION	Central Team Office
DISCLOSURE LEVEL	Enhanced
Key Responsibilities	<p>A) Compliance</p> <ul style="list-style-type: none"> • Conduct annual reviews of school and Trust websites to ensure they meet statutory requirements, reporting outcomes to leaders and governors and ensuring compliance is achieved. • Maintain up-to-date information on Trust website and internal systems for all Members and Directors, including attendance records, Registers of interest and biographies. • Oversee schools' and Trust compliance with the requirements of Keeping Children Safe in Education regarding the maintenance of aligned single central record, conducting regular audits and reporting to Directors and Governors. • Support central staff, school leaders and business managers in ensuring compliance with health and safety statutory requirements. • Digital and Cyber Security Standards - Monitor the compliance of Online Filtering and Monitoring systems in line with specific governance requirement • Digital and Cyber Security Standards – annually audit the Trust's progress against these standards • Sustainability and Climate Action - oversee the compliance side of school and Trust sustainability approaches and climate action plans, ensuring the plans exist, are monitored, and reported to the appropriate Board.

Job Description

Key Responsibilities (continued)

B) Governance

- Act as the primary link between the Trust and the governance professionals and clerking service
- Represent the Trust at Diocesan and regional Governance networks
- Maintain awareness of the Trust's Articles of Association and the governance framework.
- Maintain the Trust's Scheme of Delegation and ensure consistency with Trust policies and other instruments of governance, e.g. committee terms of reference.
- Work with the Diocese and Governance professionals to manage and mitigate conflicts of interest

C) Complaints and Case Management

- Lead process oversight and ensure correct administration of the Trust complaints policy, ensuring all stages are followed within statutory timescales, acting as a point of contact for staff, parents and legal representatives.
- Support Leaders and Governors to respond to stage 1 and stage 2 complaints, acting as an advisor regarding process and supporting communications.
- Oversee the Trust review stage 3, ensuring independent evaluation in line with policy
- Liaise with staff and legal representatives as appropriate when managing unreasonable or vexatious complaints.
- Provide advice and frameworks for leaders when dealing with unacceptable behaviour of parents and/or visitors to school in line with Trust policy.
- Maintain the statutory records of complaints required at Trust-level and ensure schools are maintain appropriate logs.

D) Policies and procedures

- Ensure statutory policy compliance, leading on coordination of key policies and procedures across the Trust, including further development of the policy tracker and review schedules.
- Quality assure Trust policies, including proof-reading, formatting and engaging policy owners over queries regarding content.
- Maintain the central policy register, ensuring key documents and the Trust website and portal are accurate and regularly updated.

E) Data Protection

- Act as the primary link for GDPR and the Data Protection Act 2018.
- Assist DPO in raising data protection awareness across the Trust
- Manage incidents, including swift containment, severity analysis and reporting
- Compilation of data protection incidents, maintaining records of outcomes
- Oversee the end-to-end process for Subject Access and Freedom of Information requests, ensuring statutory timeframes are adhered to.
- Work with the DPO to support the investigation of data breaches, including liaison with DPO in reporting any breaches to Information Commissioner's Office, and work with the DPO and schools to ensure Data Protection Impact Assessments (DPIAs) are in place for new systems.

Job Description

Key Responsibilities (continued)

F) Risk management

- To support the central team and school leaders in reviewing and assessing risk registers, ensuring moderation of scoring and regular review
- Reporting key risks to Directors and providing suggestions for future internal scrutiny audits
- Liaise with auditors and central staff to ensure appropriate management responses to internal audits are provided as required
- Be the first contact for media enquiries and liaise with schools, central team and other stakeholders to manage queries appropriately and professionally.

G) General other

- Support the CEO in delivering the Trust improvement plan and achieving ambitious Key Performance Indicators as appropriate
- Support the CEO through the development, implementation and review of appropriate Trust-level policies to achieve the aims and needs of the Trust and its academies/schools
- Ensure that the Trust effectively captures appropriate data to inform improvement planning, KPIs and statutory requirements
- Maintain an outward-facing role with the local community to develop the Trust's external relationships with parents/carers, parishes and the wider community
- To have a responsibility for data protection and a duty to observe and follow the principles of the GDPR Regulations, especially concerning confidentiality, treatment of personal information and records' management
- The post-holder will comply with the general terms and conditions of service and undertake such duties as appropriate to the salary and content of the work as may reasonably be required. The list of duties in this description should not be regarded as exclusive or exhaustive.
- Contribute to the wider life of the Trust and the BEBCMAT community.

Person Specification

GOVERNANCE AND COMPLIANCE LEAD– PERSON SPECIFICATION Personal Attributes required based on the job description	Essential	Desirable
Qualifications and Professional Development <ul style="list-style-type: none"> • Good standard of education including GCSE (or equivalent) in English and Maths • Relevant professional qualification or training in governance, compliance, legal administration or related field (or willingness to work towards) • Evidence of continued professional development 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
Experience <ul style="list-style-type: none"> • Experience of working in a governance, compliance, regulatory or legal environment • Experience of managing or coordinating complaints processes or casework • Experience of maintaining statutory records, policy frameworks or compliance systems • Experience of working with senior leaders and providing professional support or coordination across an organisation • Experience of working across multiple stakeholders, teams or sites • Experience within an education or multi academy trust environment • Experience of supporting risk management processes, compliance monitoring or assurance reporting 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
Knowledge and Understanding <ul style="list-style-type: none"> • Knowledge of governance and compliance requirements within a regulated environment • Understanding of statutory policies, regulatory frameworks and audit requirements • Understanding of complaints procedures and the importance of fair and transparent processes • Awareness of data protections (GDPR) and confidentiality requirements • Awareness of safeguarding responsibilities within an education context • Understanding of risk management principles and organisational assurance processes 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Skills and Competencies <ul style="list-style-type: none"> • Excellent organisational skills with the ability to manage complex processes and competing deadlines across Trust-wide remit • High level of accuracy and attention to detail, particularly in relation to compliance and statutory requirements • Strong analytical and problem-solving skills, with the ability to interpret policy and procedural requirements • Effective written and verbal communication skills, including the ability to draft clear, professional documentation and reports • Ability to work independently, using initiative to coordinate and drive processes forward • String IT skills, including use of systems, data and reporting tools 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

Person Specification

CENTRAL HR ADMINISTRATOR – PERSON SPECIFICATION Personal Attributes required based on the job description	Essential	Desirable
Personal Qualities and Values <ul style="list-style-type: none"> • Demonstrates integrity, professionalism and sound judgement in all aspects of work • Able to work with discretion, handling highly sensitive and confidential information appropriately • Calm, resilient and solution-focused, particularly when managing complaints or complex situations • Strong sense of responsibility and accountability for delivering high quality outcomes • Collaborative approach, building positive working relationships across the Trust • Commitment to service and supporting schools, leaders and colleagues • Commitment to supporting the Catholic ethos, values and mission of the Trust 	✓ ✓ ✓ ✓ ✓ ✓	
Other Requirements <ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undertake relevant training and development • Ability to travel between Trust sites if required 	✓ ✓ ✓	

Safeguarding Information

Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. To meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Safer Recruitment

Job descriptions and person specifications refer to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

Application Stage

All applicants are scrutinised to verify identity and academic qualifications; Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma refers to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal opportunities

BEBCMAT recognises the value of and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber
Catholic Multi Academy Trust