

Governance & Administration Officer

Job Opportunity

Omnia Learning Trust — A Growing and Ambitious Multi-Academy Trust.



About Omnia Learning Trust

Omnia Learning Trust is a growing and ambitious multi-academy trust committed to providing outstanding educational opportunities for children and young people.

- i** This is an exciting opportunity to join the Trust's central team and play a key role in supporting governance, compliance and administration across the organisation. Working closely with Trustees, Governors, Principals and central Trust colleagues, the successful candidate will contribute to ensuring that governance systems remain effective, compliant and well organised.



Safeguarding Statement

Omnia Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults are required to adhere to the Trust's safeguarding policies and procedures. As part of our safer recruitment processes, the successful candidate will be required to undertake:

Enhanced DBS Check

An Enhanced Disclosure and Barring Service check will be required as part of the recruitment process.

Online Searches

Online searches will be conducted in accordance with safer recruitment guidance and Keeping Children Safe in Education.

All Safer Recruitment Checks

All appointments are subject to satisfactory references and all other safer recruitment requirements.

Employment Details

Job Title
Governance & Administration Officer

Responsible To
Head of Operations

Contract Type
One Year Fixed Term – Term Time Only

Hours
22.2 hours per week (equivalent to 3 days per week)

Working Pattern
Monday to Wednesday

Salary
GLPC 13 (£33,012 FTE including Outer London Weighting for 2025-2026)

Actual Salary
£16,962 per annum

Base Location
Home Based. Attendance at the Omnia Learning Trust London Hub at Twickenham Primary Academy as required, with travel to Trust schools across London and Oxfordshire from time to time.

Start Date
Week Commencing 14 September 2026

Benefits
Local Government Pension Scheme, paid annual leave entitlement (pro rata), Employee Assistance Programme, Trust-wide professional development opportunities, and all equipment required to undertake the role.

Purpose of the Role

The Governance & Administration Officer plays a key role in supporting the effective governance, compliance and administrative functions of Omnia Learning Trust.

Working closely with the Head of Operations, Trustees, Governors, Principals and school-based operational teams, the postholder will coordinate governance administration, maintain governance records, support compliance requirements and assist with a range of central Trust administrative functions.



Governance Administration

Coordinate governance administration, maintain records and support compliance across all Trust schools.



Meetings & Clerking

Arrange and clerk Board and Committee meetings, producing accurate minutes and maintaining action trackers.



Policy & Trust Admin

Maintain policy libraries, support Trust administration processes and ensure published content remains current and compliant.

- ❑ The successful candidate will be highly organised, proactive and detail-oriented, with the ability to manage multiple priorities, maintain accurate records and communicate effectively with a wide range of stakeholders.

Key Responsibilities

GOVERNANCE ADMINISTRATION

Maintain accurate governance records and coordinate governance processes, including:

- Maintaining accurate governance records across the Trust
- Coordinating Trustee and Governor onboarding processes
- Arranging and monitoring Trustee and Governor DBS checks
- Maintaining records of governance appointments, terms of office and declarations
- Updating and maintaining governance information on Get Information About Schools (GIAS)
- Maintaining governance content on Trust and school websites

- Supporting GovernorHub administration, communications and record keeping
- Maintaining governance action logs and decision records
- Ensuring governance records remain accurate, compliant and audit ready
- Supporting governance compliance requirements across the Trust

GOVERNANCE MEETINGS AND CLERKING

Coordinate and support all governance meetings across the Trust, including:

- Attend (virtually) **scheduled and ad hoc** governance meetings as Clerk
- Coordinating annual governance calendars and meeting schedules
- Arranging Board, Committee and ad hoc governance meetings
- Preparing and distributing agendas and supporting documentation
- Producing accurate and timely minutes

- Maintaining action trackers and monitoring progress against agreed actions
- Issuing meeting reminders and calendar invitations
- Maintaining governance archives and meeting records
- Supporting Chairs, Trustees and Governors with governance administration and advice where appropriate

TRUST ADMINISTRATION & POLICY

Support central Trust administration and policy management processes, including:

- Supporting new starter and leaver administration processes
- Assisting with probation administration and associated correspondence
- Maintaining accurate administrative records and databases
- Supporting document management and electronic filing systems
- Uploading and maintaining policies on Trust and school websites and Trust systems including Parago
- Maintaining policy libraries, version control records and policy review schedules

- Monitoring policy publication requirements and issuing policy review reminders
- Supporting the implementation and branding of new Trust policies
- Ensuring published policies remain compliant, current and accessible
- Assisting with compliance record keeping and evidence gathering
- Providing administrative support to the Head of Operations and wider Trust team as required
- Supporting operational projects and Trust-wide initiatives where required

General Responsibilities

The postholder will be expected to uphold the following responsibilities throughout all aspects of their work:

→ **Safeguarding**

Promote and safeguard the welfare of children and young people.

→ **Policies & Procedures**

Comply with all Trust policies, procedures and statutory requirements.

→ **Confidentiality**

Maintain confidentiality, discretion and professionalism at all times.

→ **Professional Development**

Participate fully in appraisal, training and professional development activities.

→ **Equality & Inclusion**

Promote equality, diversity and inclusion across all aspects of work.

→ **Flexibility**

Demonstrate flexibility and adaptability in response to changing priorities. Undertake any other duties commensurate with the grade and nature of the post.

Person Specification

Knowledge

✓ Essential

- Understanding of confidentiality and GDPR requirements
- Understanding of effective administrative systems and record keeping
- Understanding of the importance of governance, compliance and accountability
- Understanding of professional standards when working with senior stakeholders
- Strong ICT skills including Microsoft Office and Google Workspace

📄 Desirable

- Knowledge of academy trust governance structures
- Knowledge of Academy Trust Handbook requirements
- Knowledge of governance regulations and statutory responsibilities
- Knowledge of school and academy compliance requirements
- Knowledge of GovernorHub or similar governance platforms

Skills and Competencies

✓ Essential

- Excellent organisational skills
- Excellent written communication skills
- Strong attention to detail
- Excellent minute-taking skills
- Ability to prioritise workload effectively
- Ability to manage multiple deadlines simultaneously
- Ability to work independently and use initiative
- Ability to build effective professional relationships
- Strong ICT and digital administration skills
- Professional and diplomatic approach
- Ability to maintain confidentiality and exercise discretion
- Ability to work accurately under pressure

📄 Desirable

- Experience producing governance-style minutes
- Experience managing governance systems and databases
- Experience supporting policy management processes
- Experience developing administrative systems and procedures

Person Specification

Qualifications

✔ Essential

- GCSE Grade 4/C or above in English and Mathematics
- Educated to A-Level standard or equivalent experience
- Strong ICT skills including Microsoft Office and Google Workspace
- Evidence of continuing professional development

📄 Desirable

- Governance, administration, business or compliance-related qualification
- Clerking qualification or governance training
- Safer Recruitment Training
- Data protection or compliance-related training

Experience

✔ Essential

- Experience providing high-quality administrative support
- Experience organising meetings and managing documentation
- Experience maintaining accurate records and databases
- Experience handling confidential and sensitive information
- Experience managing competing priorities and deadlines
- Experience using digital systems and online platforms
- Experience producing professional written documentation

📄 Desirable

- Experience clerking governance meetings
- Experience working within education, governance or public sector environments
- Experience using GovernorHub
- Experience maintaining websites and online content
- Experience supporting compliance and policy management processes
- Experience working within a multi-academy trust environment

Person Specification

Personal Attributes

✓ Essential

- Professional integrity and discretion
- High levels of accuracy and attention to detail
- Commitment to safeguarding and child welfare
- Positive and proactive attitude
- Strong sense of accountability
- Ability to maintain confidentiality
- Commitment to high standards and continuous improvement
- Flexibility and adaptability
- Strong customer-service ethos
- Commitment to the values and ethos of Omnia Learning Trust

Desirable

- Interest in governance, compliance and academy trust operations
- Desire to develop professionally within a growing and ambitious organisation

Why Join Us?

We can offer a rewarding and fulfilling working environment as part of a committed and collaborative Trust community:



Ambitious Organisation

Join a growing and ambitious multi-academy trust committed to excellence across London and Oxfordshire.



Collaborative Team

Work within a supportive and collaborative central team alongside experienced leaders.



Career Development

Trust-wide professional development opportunities and the chance to grow your expertise in governance and compliance.



Flexible Working

A primarily home-based role with all equipment provided, offering genuine work-life balance.



Pension & Benefits

Local Government Pension Scheme, Employee Assistance Programme and paid annual leave entitlement.



Make an Impact

Play a key role in the effective governance and compliance of a growing and impactful multi-academy trust.

Thank you

We would love to welcome you to **Omnia Learning Trust** — a place where staff and communities grow together, **ambitious for all.**

www.omnilearningtrust.org.uk