

**Governance and Compliance Officer**  
A merger of Auriga Academy Trust with Coombe Academy  
Trust to form Helix Learning Trust

# Recruitment Brochure

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**Preparing you for a world of opportunity**

# Recruitment of Governance and Compliance Officer

Are you ready to take on a key support role within the central team of an ambitious and growing Multi-Academy Trust (MAT) in South West London?

**Coombe Academy Trust and Auriga Academy Trust are merging to form Helix Learning Trust. To support governance in the merged Trust from September 2026**, we are seeking a dynamic professional to join us as a **Governance and Compliance Officer**, working alongside a Head of Governance and Compliance, to help shape the future success of our schools.

This is an excellent opportunity, at the heart of the Trust, providing essential administrative and professional support to the Head of Governance and Compliance, as well as liaising with the Trust Board, Local Governing Bodies, the CEO, and the Executive Team.

Whether you are seeking to broaden your professional experience as a Governance and/or Compliance Officer or to apply your current expertise to a new role and make a lasting impact, this role provides the chance to contribute meaningfully to the Trust's vision.

Join a Trust where Ambition, Collaboration, and Trust are not just words, but a lived experience.

Our focus on creating a happy and stimulating working environment means we offer a range of benefits to support staff wellbeing. These include access to an Employee Wellbeing Programme, an enthusiastic staff association offering opportunities for staff sport and socialising, staff celebrations and rewards, and access to a wide range of discount schemes.

We welcome pre-arranged visits to the Trust to discuss the role or a meeting via Google Meet, this can be arranged through contacting us by email on: **hrdirector@coombe.org.uk**

**Salary:** Scale 5 on the NJC pay scales with a salary of £28,598 – £31,022 FTE.

**Contract:** Term time only, plus 1 week. 30–36 hours per week. Flexible working for evening meetings.



## Welcome from the CEO, Esther Brooks



I am delighted that you are interested in starting or furthering your career within our merged Trust\*; Helix Learning Trust. Our Trust will bring together a family of mainstream and specialist schools united by a shared commitment to collaboration, ambition and trust. These values are lived experiences in each of our schools and underpin everything we do.

Our moral purpose is founded on the belief that every child and young person is entitled to a world of opportunity throughout their education and beyond. From nursery through to sixth form and specialist provision, we work together to ensure all learners are prepared for a future of possibility.

Whether you are taking your first steps as a support staff member, joining our central team, beginning your journey as an Early Career Teacher, or bringing experience as a teacher, leader or specialist practitioner, we look forward to developing a strong and rewarding working relationship with you throughout your Helix Learning Trust journey.

Thank you for your interest in joining us.

*Esther Brooks*

CEO



# Job Summary



## Governance and Compliance Officer Job Summary

The Governance and Compliance Officer provides high-quality, professional support to the Head of Governance and Compliance in maintaining effective governance and compliance across the Trust. The post holder will provide well-researched administrative support and guidance to the Head of Governance and Compliance, which in turn supports the Trust Board, Local Governing Bodies (LGBs), the CEO, and the Executive Team. Accountable to the Head of Governance and Compliance, the officer is responsible for supporting the fulfilment of statutory duties for the Trustees and ensuring the governance framework operates efficiently.

Key duties focus on administration and records, including preparing draft agendas and meeting packs, taking accurate minutes, maintaining governance calendars and records, and supporting the policy review and approval cycles across the Trust. The role also involves administrative support for statutory compliance, such as updating GIAS and Companies House, and supporting information governance processes like logging and tracking Freedom of Information Requests (FOIRs) and Subject Access Requests (SARs) and liaising with our outsourced Data Protection company.

We are seeking a professional who can build strong and effective relationships with a wide range of stakeholders. A sound understanding of the multi-academy trust legal/regulatory framework, including the Academy Trust Handbook, company law and charity law, or a clear willingness to develop this knowledge quickly.

Applicants must have experience of clerking meetings and producing accurate minutes. Strong communication skills, excellent organisational and time-management abilities, and confidence in using digital tools, including Google Workspace, are essential, along with a willingness to embrace new technologies. A commitment to the Trust's values and to safeguarding and promoting the welfare of children is fundamental.

# Job Description



## Key Responsibilities and Duties

### Governance Support and Clerking

- Support the delivery of high-quality organisation and administration across the Trust including:
  - Preparing draft agendas and agenda packs in line with agreed governance plans
  - Attending meetings where required and taking accurate minutes, action logs and summary notes
  - Circulating papers, minutes and actions within agreed timescales
- Maintain governance calendars, meeting schedules and annual cycles
- Support clerking of non-routine governance meetings when required (e.g. complaints or staffing panels), in line with agreed frameworks
- Assist in maintaining accurate membership, trustee and governor records, including declarations of interest and DBS records
- Support induction and onboarding processes for new trustees and governors

### Governance Framework and Records

- Support the maintenance and effective use of the Trust's governance portal or equivalent systems
- Maintain and update governance documentation, including:
  - Committee structures and membership lists
  - Terms of reference and schemes of delegation (administrative maintenance only)
  - Registers of trustees, members, governors and declarations of interest
- Support accurate record-keeping to ensure governance arrangements remain compliant with Trust and statutory requirements
- Maintain orderly electronic and paper filing systems for governance and compliance records
- Assist with ensuring effective information flow between governance tiers under direction of the Head of Governance and Compliance

### Statutory and Compliance Administration

- Support the maintenance and updating of statutory information on systems and portals, including:
  - GIAS
  - Companies House (administrative support only)
  - Trust and school websites (statutory content)
  - GovernorHub
- Support the coordination and tracking of compliance actions and deadlines
- Assist with gathering evidence for audits, inspections and governance reviews

# Job Description



## Key Responsibilities and Duties – Continued

### Policy Coordination and Document Control

- Support the coordination of Trust-wide policy review and approval cycles especially with school level policies
- Maintain central policy registers, review schedules and version control
- Support the coordination of policy approval cycles and publication processes
- Assist with communication of approved policy changes to relevant stakeholders
- Ensure approved policies are electronically stored and published in line with Trust requirements

### Data Protection and Information Governance Support

- Provide administrative support for information governance processes, including:
  - Logging and tracking FOI and SAR requests
  - Maintaining data breach and request logs
  - Supporting documentation for DPIAs and RoPA reviews
- Liaise with the Trust's Data Protection Officer and internal teams as directed
- Support organisation of data protection training and awareness activities

### General and Professional Responsibilities

- Act as a professional point of contact for routine governance and compliance queries, escalating where necessary
- Identify opportunities for improved efficiency and consistency in governance administration
- Exercise high levels of discretion, accuracy and attention to detail
- Undertake appropriate training and continuous professional development relevant to role
- Carry out other duties commensurate with the role as directed by the Head of Governance and Compliance

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post and may be requested to support short term projects across the Trust Central Team.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

## Person Specification – knowledge and skills

Essential	Evidence
Knowledge of the legal and regulatory framework for multi-academy Trusts, specifically the Academy Trust Handbooks, Company Law, and Charity Law (or willingness to acquire this knowledge).	Application/ Interview
Ability to manage own time efficiently and prioritise workloads	Application/ Interview
Ability to work as part of a team and on own initiative	Application/ Interview
Ability to keep to deadlines	Application/ Interview
Ability to keep appropriate records	Application/ Interview
Excellent communication skills, both written and oral	Application/ Interview
High levels of accuracy and attention to detail	Application/ Interview
Ability to prepare agendas and take minutes of meetings	Application/ Interview/Task
Strong digital skills, including experience with Google Workspace, applications, and AI tools to support efficient administration and communication	Application/ Interview/ Task
Willingness to learn new skills and undertake training	Application/ Interview
Experience of clerking committees, including preparing agendas, taking minutes, and advising committee members on relevant legislation and procedures	Application/ Interview
Knowledge of statutory education policy compliance, or a willingness to develop this knowledge	Application/ Interview
Knowledge of data protection requirements and processes such as FOIR's and SAR's.	Application/ Interview
Demonstrate a high level of commitment to build and maintain successful relationships with governors and Trust colleagues	Interview



## Person Specification – Continued

Essential	Evidence
Seeks advice and guidance from relevant Trust colleagues and specialists as appropriate	Application/ Interview
Able to support and work within the ethos and values of the Helix Learning Trust	Application/ Interview
Understanding of and commitment to promoting the Equality of Opportunity and safeguarding responsibilities within the Helix Learning Trust	Application/ Interview
Desirable	Evidence
Willingness to complete Level 3 Certificate in the Clerking of School and Academy Governing Boards or equivalent	Interview
Knowledge of the Law relating to Academies	Application/ Interview
Experience of working in a school or other educational setting	Application/ Interview



## About Helix Learning Trust

In September 2026 the Helix Learning Trust brings together five mainstream schools and three specialist schools serving children and young people aged 4 to 19 across the Royal Borough of Kingston upon Thames and the London Borough of Richmond upon Thames. Our family of schools includes three nursery and primary schools, two secondary schools, a joint sixth form, and three special schools, alongside five Specialist Resource Provisions within our mainstream settings. Working collaboratively as one trust, we share expertise, resources and ambition to ensure every child and young person receives an exceptional education and is prepared for a world of opportunity.

### Our Schools

#### Primary Academies

[www.knollmeadprimary.org.uk](http://www.knollmeadprimary.org.uk)

[www.greenlane.org.uk](http://www.greenlane.org.uk)

[www.robinhoodprimary.org.uk](http://www.robinhoodprimary.org.uk)



#### Secondary and 6th Form Academies

[www.coombeboysschool.org](http://www.coombeboysschool.org)

[www.coombegirlsschool.org](http://www.coombegirlsschool.org)

[www.coombesixthform.org](http://www.coombesixthform.org)

#### Special Schools

<https://www.clarendon.richmond.sch.uk>

<https://www.strathmore.richmond.sch.uk>

<https://www.capellahouse.org.uk>

### The Region

Our schools are located in the desirable southwest London boroughs of Kingston and Richmond, offering a unique combination of green spaces, riverside living, and excellent transport links to central London. The area is popular with families and provides a vibrant mix of shopping, dining, and cultural attractions.

# What we can offer you

At Helix Learning Trust our focus on creating a happy and stimulating working environment means we offer a range of benefits to our staff.



## Professional Development & LifeLong Learning Opportunities

- Internal mobility within Helix Learning Trust with access to career opportunities across 3 primary and 2 secondary schools
- A guaranteed CPD plan tailored to your requirements
- Financial support for 'M' level study
- Access to CPD through apprenticeship training
- Bespoke management training including performance management and recruitment
- Participation in an annual Trust Wide INSET day
- Networking opportunities with our local 'cluster' schools
- Access to an online learning portal

## Community

- An enthusiastic Staff Association offering opportunities for staff sport and socialising
- Staff celebrations and rewards throughout the year
- Long service recognition
- Opportunities to collaborate and network through our annual Trust Wide INSET day



## Wellbeing



- Employee Wellbeing Programme which includes:
  - 24/7 hour confidential support by an experienced therapist or advisor
  - A free life coaching session.
  - Home Life Support including information and advice on financial, retirement, legal and tax issues.
  - A range of resources supporting both physical and emotional health
- Wellbeing modules, factsheets and videos.
- Access to CSSC member benefits scheme
- A supportive Executive Leadership Team
- Wellbeing ambassadors in our secondary schools
- Discounted membership to Nuffield Health Gyms

## Travel

- Excellent transport links to be both Richmond and Kingston Upon Thames, and Central London including close proximity to bus and railway stations
- Access to a cycle to work scheme
- Free onsite parking



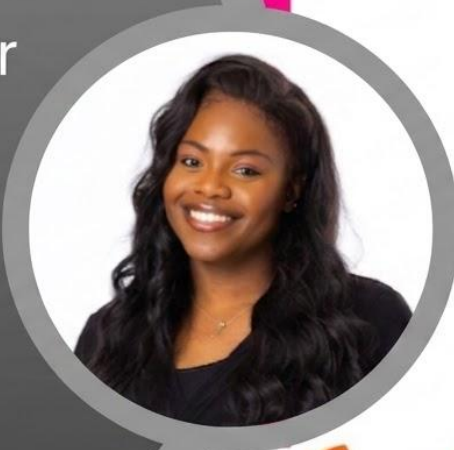
## Additional Benefits

- Discounts on shopping, leisure and travel through access to Teacher Perks and Discounts for Teachers (available to support staff as well)
- Generous Pension Scheme
- Annual pay progression opportunities



## What do our Staff say

Head of Year  
& STEM  
Coordinator



*Being at CGS gives me the opportunity to impact the lives of students as well as show them diversity in an evolving world.*

*Knollmead has helped me to become a knowledgeable practitioner with a diverse range of skills.*



SEN HLTA



**Knollmead**  
Primary School

## What do our Staff say

*I've had an incredible journey since first starting as an apprentice, and enjoy being surrounded by supportive and friendly colleagues at our schools.*

”

IT Service Manager



“

Food Technology  
Teacher  
& House  
Champion



Coombe  
Boys' School  
& Sixth Form



*I first came to Coombe during my NQT placement and the first thing that resonated with me was the huge sense of collegiality and community.*

”

“

# Our Values

## Ambition

We believe in working together to ensure every child and young person has the desire and determination to achieve success. Each school's curriculum aims to nurture and develop the aspirations of our children and young people, ensuring every child and young person has meaningful life opportunities.



## Collaboration

As a group of schools, we believe in reciprocity; all schools and staff benefit from working together to ensure our children, young people and our communities are prepared for a future of possibility.



## Trust

We recognise the strong correlation between trust and the capacity to develop and improve. As a group of schools we work together with strength, resilience, and transparency. Working together as one organisation we serve each school community's unique context.



## Our Vision

Bespoke professional development ensures lifelong learning for all staff in an environment where success at all levels is recognised and celebrated. In turn this provides a high standard of inclusive education for our children and young people, one in which their lives are enriched with meaningful opportunities and achieves the best possible wellbeing and academic outcomes. In short, this ensures children and young people leave Helix Learning Trust well prepared for their next stage in life and education, and **prepares them for a world of opportunity.**

# Safeguarding Children and Safer Recruitment

- ➔ Helix Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We expect all staff and volunteers to adhere to the principles and guidelines set out in the DfE Keeping Children Safe in Education document.
- ➔ All staff have access to bespoke Safeguarding training for their setting and the Helix Learning Trust is committed to sustaining a culture, where all staff and volunteers feel able to raise concerns and know that these will be followed through.
- ➔ All offers of employment are subject to a number of pre-employment checks including right to work in the UK, professional qualification verification, pre-employment health check, online presence search, appropriate Enhanced DBS checks, Children's Barred List Checks and Prohibition, directions, sanctions and restrictions checks. This includes a Section 128 check for any senior leadership positions across the Helix Learning Trust.





## Preparing you for a world of opportunity



The **Coombe Academy Trust** is a company limited by guarantee (company number 7905433, registered in England and Wales) that has its registered office at:

Coombe Boys' School, Blakes Lane, New Malden, Surrey, KT3 6NU.

Trust related enquiries: [trustenquiries@coombe.org.uk](mailto:trustenquiries@coombe.org.uk)