



**Governance**  
**Professional**  
Leger Education Trust





## **RECRUITMENT INFORMATION PACK**

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June 2026

Dear Applicant,

Thank you for your interest in the position of Governance Professional. This role involves providing high-quality, independent governance support and professional clerking to the Trust Board, its committees and Academy Governing Bodies across Leger Education Trust.

The Governance Professional will play a central role in ensuring governance is effective, compliant, well-organised and strategically aligned, enabling Trustees and Governors to fulfil their statutory responsibilities. The postholder will support strong accountability, transparency and regulatory compliance in line with Department for Education (DfE) guidance and the Academy Trust Handbook.

As Governance Professional, you will provide independent and expert advice to boards, ensure compliance with legal and regulatory requirements, and manage effective meetings and governance documentation to support the strategic leadership and operational effectiveness of the Trust.

Within this application pack you will find a job description and person specification, as well as information on the Trust and how to apply. I would strongly encourage you to visit the Trust website on [www.legereducationtrust.com](http://www.legereducationtrust.com) and our X (formerly twitter) account @LegerEdTrust, to see up to date information on life at Leger Education Trust (LET).

The successful applicant will be assured of a well-considered induction to the Trust and support for your own professional development.

Everyone within the Trust has a key role in achieving our aim of truly great students in truly great schools and our Trust values of PRIDE, AMBITION, INTEGRITY and RESPONSIBILITY are at the centre of all we do. You will join staff at a Trust who are positive, professional, friendly and have an absolute commitment to our young people.

We hope that you feel Leger Education Trust will be the right organisation for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to meet all of the team.

Yours faithfully,

Adam Dale  
CEO

Adam Dale BSc (Hons) NPQH CEO  
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[www.legereducationtrust.com](http://www.legereducationtrust.com)

Our Vision:  
'Truly great students in truly great schools'

## Our Vision

Truly great students in truly great schools

## Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them to thrive.

## Our Vision

**Truly great students in truly great schools**

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in their actions, have high ambitions for themselves and others, take responsibility and demonstrate integrity in everything they do.

## Our Mission

**A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive**

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



### Pride

We are the champions of our students, our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



### Ambition

We challenge ourselves to innovate and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



### Integrity

We operate with honesty, transparency, and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



### Responsibility

We act responsibly, take ownership for our actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity



## The Application Process

Further details about Leger Education Trust can be found on the Trust website: [www.legereducationtrust.com](http://www.legereducationtrust.com) and also the X (formerly twitter) feed @LegerEdTrust.

To complete an application please click on the link below (this will open up an online form via the 'My New Term' website):

<https://mynewterm.com/jobs/17144/EDV-2026-LET-91079>

Shortlisted candidates will receive an email detailing the interview process. If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

Written references will be sought on all short-listed candidates before interview.

If you have any queries on any aspect of the application process or need additional information, please contact [rwilcock@legereducationtrust.com](mailto:rwilcock@legereducationtrust.com)

### Key dates:

Closing date for receipt of applications: **Monday 22<sup>nd</sup> June 2026 at noon**

Interviews will take place: **wc 29<sup>th</sup> June 2026**



# **GOVERNANCE PROFESSIONAL**

**Grade 8 £33,699 - £39,152**

**Full-Time/Part-Time/Term-Time Negotiable  
Permanent**

Leger Education Trust is a Multi-Academy Trust with sponsor status. Since its establishment in November 2018 the Trust has grown rapidly and now includes five schools and an alternative provision in Doncaster, and from September will include a shared sixth form provision with Ridgewood School.

'Truly great students in truly great schools' is the central vision of Leger Education Trust and our Academies. We are dedicated to maximising the life chances of each and every child, focusing on students' health and well-being, character building and personal development.

Candidates will need to demonstrate excellent organisational, communication and interpersonal skills, with the ability to build effective professional relationships with Trustees, Governors and senior leaders. The successful candidate will be highly organised, discreet and proactive, with the ability to manage competing priorities and maintain confidentiality at all times.

You will provide high-quality governance support and professional clerking to the Trust Board, its committees and Academy Governing Bodies, ensuring governance arrangements are compliant, effective and aligned to statutory and regulatory requirements. The role will involve preparing and coordinating meetings, maintaining accurate governance records and advising boards on governance procedures and responsibilities.

You will report to the Chief Operating Officer and work closely with Trustees, Governors and school leaders to support effective governance across the Trust.

It is essential that you possess excellent administrative and organisational skills, strong attention to detail and the ability to communicate effectively with a wide range of stakeholders. Previous experience of governance, clerking or administrative support within an education or public sector environment is desirable. Knowledge of governance legislation, DfE guidance and the Academy Trust Handbook would be advantageous.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and an application form please follow the link below:  
<https://mynewterm.com/jobs/17144/EDV-2026-LET-91079>

Closing date for receipt of applications is **Monday 22<sup>nd</sup> June at noon**



## **JOB DESCRIPTION**

### **GOVERNANCE PROFESSIONAL**

**Grade 8 £33,699 - £39,152**

**Full-Time/Part-Time/Term-Time Negotiable**

**Permanent**

**Responsible to:** Chief Operating Officer/Trust Board

#### **JOB PURPOSE**

To provide high-quality, independent governance leadership and professional clerking across Leger Education Trust, ensuring governance is effective, consistent and compliant at all levels.

The postholder will play a key role in standardising governance practice across the Trust, supporting Academy Governing Bodies and leaders, and providing expert advice to ensure strong accountability, transparency and alignment with statutory and regulatory requirements.

#### **Main Duties and Responsibilities:**

##### **Clerking and Governance Support**

- Act as Clerk to the Trust Board and oversee or coordinate clerking arrangements for Academy Governing Bodies.
- Prepare agendas with Chairs and senior leaders in line with governance cycles and statutory requirements.
- Attend meetings (including evenings), take accurate and impartial minutes, and record decisions and actions.
- Maintain action logs, decision trackers and governance records.
- Provide procedural and regulatory advice to Chairs and members during meetings.
- Ensure consistency of governance processes across Academy Governing Bodies (AGBs), aligned to Trust expectations.
- Develop and maintain governance toolkits, templates and guidance for academies.
- Quality assure governance at academy level, identifying variation and driving improvement.
- Support the implementation and review of the Scheme of Delegation at all levels.
- Work with senior leaders to embed clear, efficient and compliant governance practices across academies.

##### **Governance Administration and Compliance**

- Ensure all governance documentation is accurate, up to date and audit ready.
- Maintain registers (interests, attendance, memberships) and statutory records.
- Support compliance with:
  - Academy Trust Handbook
  - Companies House requirements
  - DfE guidance and governance frameworks
- Contribute to Trust policy review cycles and ensure statutory policies are in place and compliant.

##### **Governance Coordination**

- Lead the standardisation and continuous improvement of governance practice across all tiers of the Trust, including Academy Governing Bodies.
- Support the maintenance of:

- Scheme of Delegation
- Terms of Reference
- Governance calendar
- Coordinate meeting logistics, papers distribution and document management systems.

### **Board and Governor Support**

- Support Trustee and Governor recruitment, onboarding and induction.
- Maintain training records and support governance development programmes.
- Monitor declarations of interest and statutory compliance checks.
- Lead and coordinate governance recruitment campaigns, ensuring diversity, skills alignment and sufficiency at all levels.
- Advise on appropriate governance structures at academy level, including committee composition and effectiveness.
- Support Chairs and Headteachers to ensure effective local governance and accountability.

### **Compliance and Assurance Support**

- Support preparation for audits and governance reviews.
- Monitor compliance gaps and escalate risks appropriately.
- Support statutory returns and filings as required.
- Provide advice and guidance to school and Trust leaders on complaints processes and procedures.
- Ensure complaints are managed in line with Trust policy, statutory guidance and best practice.
- Support investigation processes where required, ensuring consistency, fairness and compliance.
- Monitor trends in complaints and report themes to senior leaders and Trustees.
- Contribute to the review and improvement of Trust complaints policy and processes.

### **Continuous Improvement**

- Keep up to date with changes in governance legislation, DfE guidance and best practice.
- Contribute to strengthening governance systems and processes across the Trust.
- Promote high standards of governance aligned to the Trust's values and strategic priorities.
- Benchmark governance practice against sector best practice and contribute to external reviews where required.

### **General Responsibilities**

- Maintain strict confidentiality and integrity at all times.
- Working collaboratively across Trust teams and academies.
- Contribute to a culture of safeguarding, inclusion and continuous improvement.
- Undertake other duties commensurate with the role.

### **Conditions of Employment:**

- These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities without changing the general character of the post in order to meet the needs of the organisation.
- The post holder is required to support and have professional regard for the Trust's ethos and its objectives, policies and procedures as agreed by the Trust Board.
- The post holder's duties must be carried out in compliance with Equal Opportunities and Health and Safety at Work requirements.

**This job description may be amended at any time following discussion. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.**

## Person Specification

	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Grade C or above (or equivalent) GCSE English and Maths	✓		Application form
Relevant clerking qualification (e.g. NGA Clerking Development Programme) or willingness to obtain	✓		Application form
Degree or equivalent qualification		✓	Application form
Professional qualification in governance law, compliance or public administration		✓	Application form
<b>Experience:</b>			
Experience of clerking governing boards or formal committees	✓		Application form and at interview
Experience of minute-taking and maintain accurate governance records	✓		Application form and at interview
Experience of working with senior stakeholders	✓		Application form and at interview
Experience in an academy trust or education setting		✓	Application form and at interview
Experience supporting audits, compliance or regulatory processes		✓	Application form and at interview
<b>Knowledge, Skills and Abilities</b>			
Understanding of governance structures and processes	✓		Application form and at interview
Awareness of statutory and regulatory requirements for schools/trusts	✓		Application form and at interview
Knowledge of: <ul style="list-style-type: none"> <li>Academy Trust Handbook</li> <li>Companies Act and charity law</li> <li>DfE governance guidance</li> </ul>		✓	Application form and at interview
Excellent written communication and minute-taking skills.	✓		Interview
Strong organisational skills with high attention to detail.	✓		Interview
Ability to manage multiple priorities and deadlines.	✓		Interview
Ability to provide clear procedural advice to governance stakeholders.	✓		Interview
Strong IT and document management skills.	✓		Interview
High levels of integrity, discretion and professionalism.	✓		Interview
Ability to build effective relationships at all levels.	✓		Interview
Independent, resilient and self-motivated.	✓		Interview



Commitment to safeguarding, equality and inclusion.	✓		Interview
<b>Other:</b>			
Willingness to attend evening meetings	✓		Interview
Ability to travel between academies	✓		Interview
Enhanced DBS clearance	✓		Interview

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.