



Job Description

Lead Governance Professional

Contract Type: Flexible
Grade: To be discussed based on experience
Annual Salary: TBD
Start date: September 2026 (to be discussed at interview)

Position: Lead Governance Professional

Reporting to: Deputy CEO

Role Purpose

The role is responsible for ensuring that governance across the Trust is:

- Legally compliant
- Strategically effective
- Well-structured and continuously improving

The post holder acts as the Trust's principal adviser on governance matters, supports the Board of Trustees and its committees, oversees governance compliance and supports the management of Academy and Board Committees.

Key Areas of Responsibility

1. Strategic Governance Leadership

- Implement the Trust's governance strategy working with the Board & Executive Team.
- Lead governance improvement across the Trust.
- Advise executive leaders, Trustees and Committee Members.
- Monitor governance frameworks and operating models to ensure compliance.
- Ensure timely delivery of governance training, briefings and development programmes.

2. Governance Advice and Expertise

- Expert advice on academy Trust governance.
- Guidance on legislation, regulation and governance best practice.
- Lead and organise the resolution of complex governance issues.

3. Board and Committee Effectiveness

Responsibilities include:

- Supporting effective operation of the Board of Trustees.
- Overseeing the clerking of meetings, either by directly providing clerking services or by coordinating clerking arrangements and all related governance matters.
- Maintaining governance documents.
- Overseeing governance induction and CPD.

4. Compliance and Regulatory Assurance

Work with and collaboratively support the CFO/Company Secretary, CEO, DPO and the Director of Operations to ensure that the Trust is compliant with:

- Academy Trust Handbook requirements.
- Ofsted and DfE requirements and expectations
- Company law.
- Charity law.
- Education legislation.
- Data protection legislation.
- Safeguarding requirements.
- Health and safety obligations.

Key responsibilities include:

- Supporting Company Secretary and the Director of Operations to work together to ensure high quality effective governance.
- Maintaining statutory registers.
- Monitoring and supporting policy review cycles and governance related risks.
- Supporting annual reports and governance statements.
- Managing & publishing, where relevant, governance records and documentation.
- Checking and improving the EPA Website in relation to governance related matters and ensuring that school websites are compliant
- Supporting the Chairs of Academy Committees as necessary

5. Stakeholder Management

The role requires strong relationship building with:

- Trustees & Members
- Governors/Committee Members
- Executive and school leaders
- Department for Education/Ofsted

Key Personal Attributes

- High integrity and ethical standards
- Professional credibility
- Independence of judgement
- Resilience under pressure
- Good collaborative team member
- Discretion and confidentiality
- Innovation and continuous improvement mindset