



GOVERNANCE MANAGER CANDIDATE PACK



FROM THE CHIEF EXECUTIVE

Thank you for your interest in working with us at River Learning Trust. You will see from our website that we are a flourishing multi-academy Trust and we are continuing to grow as like-minded schools choose to join us.

This is a new role within the Central Team and a significant development of our governance support for schools. This will increase our ability to deliver our vision for the best possible experience for all of our children, young people and colleagues. The postholder will work closely with our Head of Governance and Compliance across RLT schools, providing support, guidance and training to each school's Local Governing Body and Clerks.

You will be instrumental in managing the compliance for clerking, delivering training and leading on cutting-edge quality assurance initiatives, including the use of AI for governance and monitoring the Governance Assurance Framework.

We ask a lot of the people that work with us, and we think we offer a lot in return. Most importantly we have a real commitment to training and professional development for everyone that works with us. It's busy, it's stretching, and it's incredibly rewarding.

The role is flexible, with options for working between 0.6FTE and 1.0FTE, on either a term-time only or extended basis.

If you are passionate about governance and compliance and the difference this can make to the successful operation of our schools, then this post is for you. We would love to hear from you.

If you have any questions, please email Louise Askew, Head of Governance and Compliance, to arrange a call: laskew@riverlearningtrust.org.

Thank you again for your interest and we look forward to hearing from you.

Paul James, Chief Executive



GOVERNANCE MANAGER

Job Role: Governance Manager providing high quality support to the Trust's Clerks and Governors, to ensure effective governance across the Trust

Responsible To: Head of Governance and Compliance

Grade: 11

Location: Hybrid (RLT Central Team Office at Rose Hill Primary School, Home, Schools)

Contract Terms: Permanent, working hours/pattern flexible: 0.6FTE to 1.0FTE per week as agreed. Term time only or plus 1 to 2 weeks as agreed

Disclosure Level: Enhanced DBS

ROLE SUMMARY

The Governance Manager will manage the compliance for clerking across the Trust and supporting Governors in their role. They will deliver training for Governors and Clerks. The role of Governance Manager will also lead on quality assurance initiatives such as the Governance Assurance Framework, the use of AI for governance and the administration of admissions. The role requires the candidate to provide support on procedural matters such as Complaints and processes involving Governor Panels.

KEY RESPONSIBILITIES

1. CLERK TRAINING AND SUPPORT

- Chair termly Clerks briefings and lead training as appropriate
- Support schools in the recruitment of Clerks and Governors
- Oversee the performance of Clerks to LGBs and committees ensuring minutes and reports are appropriate and that Clerks receive the necessary training and support including induction training

2. GOVERNOR TRAINING AND SUPPORT

- Working with the Head of Governance to develop and update the Trust's programme of training for LGBs, including delivering new Governor and new Chair induction
- Produce and regularly update LGB resources, including: schedules of business, terms of reference, support and challenge questions and monitoring forms
- Support schools with policy and procedure as regards complaints and other processes involving Governors, including finding extra Governors for panels. Provide clerking support for these panels where necessary
- Lead on the induction of LGBs joining RLT

3. QUALITY ASSURANCE, COMPLIANCE AND DEVELOPMENT

- Working with the Head of Governance, this role will monitor the Governance Assurance Framework and work with the external consultant on the Governance Challenge and Review Process (LGB quality assurance)
- Attend LGB and committee meetings occasionally as part of quality assurance and training processes
- Work with the National College as regards to the Compliance Manager (compliance management platform)
- Working with the Head of Governance to develop policy and implementation on the use of AI for governance (i.e. for minute taking)
- Oversee the administration of the annual school admissions round

GENERAL RESPONSIBILITIES AS PART OF THE TRUST

- To support teaching and learning by providing high quality support as part of a committed and flexible team
- At all times act in accordance with agreed local and national policies and procedures
- Contribute to the overall ethos/work/aims of River Learning Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Carry out other duties as required from time to time by line manager
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

KEY CONTACTS

- Head of Governance and Compliance
- Executive Assistant to the CEO
- Clerks to Governors
- Chairs of Governors and other Governors
- Headteachers
- GCRP Reviewer

The River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role.

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

QUALIFICATIONS AND EXPERIENCE

ESSENTIAL

- Sound educational background including GCSE Maths and English (A*- C) or equivalent
- Extensive experience of supporting and advising local governing bodies
- Experience of working across teams and of developing and maintaining good working relationships
- Experience of devising Governor training

DESIRABLE

- Educated to degree level or equivalent experience
- Extensive experience of supporting and advising local governing bodies in an Academy Trust

KNOWLEDGE AND SKILLS

ESSENTIAL

- Extensive knowledge of governance procedures
- Extensive knowledge and understanding of policies/code of practice and awareness of relevant legislation
- In-depth knowledge of all aspects of clerking for local governing bodies
- A commitment to keep abreast of local and national initiatives and changes to legislation in relation to governance
- Excellent standard of oral and written communication skills and the ability to convey complex information with clarity
- Exceptional planning and organisational skills
- Coaching and developing staff
- Ability to develop training for Clerks and Governors
- Strong interpersonal skills coupled with the ability to act diplomatically
- Very good IT skills and experience of working in a Google Space

DESIRABLE

- Experience of working with confidential information
- Knowledge of educational legislation, guidance and legal requirements
- Knowledge of data protection legislation
- Experience of working with AI

PERSON SPECIFICATION

REQUIRED SKILLS, EXPERIENCE, AND KNOWLEDGE

PERSONAL QUALITIES

- Hard working, flexible and reliable
- High level of integrity and probity and a commitment to highest levels of effort
- Ability to work accurately and methodically
- Ability to lead by example, coach and motivate others
- Excellent time management
- Good team player
- Strong attention to detail
- Commitment to continuous improvement through professional development, self-evaluation and awareness
- Commitment to safeguarding and promoting the welfare of children
- Commitment to and able to work in a way that promotes and respects equal opportunities and diversity
- Full driving licence

RIVER LEARNING TRUST

WHAT WE CAN OFFER

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible experience for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing CPLD opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust and the benefits you could access, please see our "[Working in RLT](#)" guide.

This role includes regulated activity relevant to children.

HOW TO APPLY AND WHERE TO FIND FURTHER DETAILS

NB. Online applications through MyNewTerm

Please feel free to contact Louise Askew, Head of Governance and Compliance, at laskew@riverlearningtrust.org to arrange an informal discussion regarding the role.

- **Closing date** - Wednesday 07 January 2026
- **Interview dates** - Wednesday 14 January

The River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#). Please see our website for up to date policies including our Child Protection and Behaviour Policies.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#).

THE TRUST'S SCHOOLS

We currently educate more than 16,500 pupils and have more than 2,000 colleagues in the Trust. Our school-centred initial teacher training arm (OTT) trains around 150 trainees in around 50 schools in Oxfordshire, Berkshire and Wiltshire.

SECONDARY SCHOOLS

Cheney School
Chipping Norton School
Gillotts School
Gosford Hill School
Kingsdown School
The Cherwell School
The Marlborough CofE School
The Oxford Academy
The Swan School
Wheatley Park School

Horspath CofE Primary School
Larkrise Primary School
Madley Brook Primary School
Middle Barton Primary School
New Marston Primary School
Rose Hill Primary School
Sandhills Primary School
Seven Fields Primary School
Tower Hill Primary School
Witney Community Primary School
Windrush CofE Primary School
Wolvercote Primary School

PRIMARY SCHOOLS

Barton Park Primary School
Bayards Hill Primary School
Beckley CofE Primary School
Charlbury Primary School
Cutteslowe Primary School
Edith Moorhouse Primary School
Edward Feild Primary School
Garsington CofE Primary School

ALTERNATIVE PROVISION (AP)

Meadowbrook College

SCITT (TEACHER TRAINING)

OTT

TEACHING SCHOOL HUB

Oxfordshire Teaching School Hub



