

# Trust Governance Professional Recruitment Pack

September 2026 or sooner



**The Keys Academy Trust**

*Where every school is a centre of academic and pastoral excellence at the heart of its community unlocking the future for all*

# Welcome

Thank you for your interest in the Trust Governance Professional position within The Keys Academy Trust. On behalf of the Trust Board, we are pleased to introduce you to our Trust and to the vital role governance plays in supporting our schools and communities.

The Keys Academy Trust is committed to providing strong, ethical, and effective governance that enables our schools to thrive. Our work is underpinned by clear values, collaboration, and a shared ambition to ensure the very best outcomes for children and young people across the Trust.

We are a diverse and inclusive Trust, serving a range of school communities with different contexts and strengths. We value the positive relationships we have built with our schools, local communities, and external partners, recognising the important contribution that effective governance makes to the success and sustainability of our schools.

We are seeking an experienced, highly organised, and professional Trust Governance Professional who will support the Trust Board and its committees, ensuring high standards of governance, regulatory compliance, and effective decision-making. The successful candidate will bring expertise, discretion, and a proactive approach to supporting trustees and senior leaders in an increasingly complex educational and regulatory environment.

If you are shortlisted for interview, we will be keen to hear how your experience has contributed to strong governance practice, supported boards and trustees effectively, and strengthened accountability and assurance within a trust or similar organisation.

Above all, we hope you share our commitment to high-quality governance and our belief in its power to enable schools and leaders to flourish.

We warmly encourage you to learn more about The Keys Academy Trust and the role. Should you wish to discuss the position further, please contact Rachael Marrison to arrange a conversation.

We look forward to receiving your application.



*Hester G. Wooller*

Hester Wooller  
CEO

*David Horrocks*

David Horrocks  
Chair of Trust Board



# The Keys Academy Trust

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The Keys Academy Trust (TKAT) is a growing local, primary specialist multi-academy trust currently comprising thirteen Wokingham and Bracknell primary schools rooted at the heart of the diverse communities we serve. All our schools have aligned values and share a common vision to aspire to the provision of excellent learning and pastoral care for pupils and staff.

We are committed to an inclusive culture that values diversity and individuality.

Founded in 2017, TKAT offers:

- A safe, established partnership grounded in primary expertise.
- Provision of high-quality innovative CPD and national programmes, locally delivered.
- Access to Professional Bodies.
- Strong central systems that reduce burden and increase capacity.
- Attractive Local Government Pension Scheme.
- Well organised Trust Board with strong links to schools and other Governance Professionals within our schools.

The Keys Academy Trust helps all schools become great - together - whilst keeping their identity.

Our driving purpose is to support and improve schools to advance education for the public benefit. It is our belief that excellent learning is achieved through high quality teaching, delivery of a rich and exciting curriculum which is appropriately resourced and includes extraordinary opportunities for pupils so they gain an experience of “life in all its fullness”. This, in turn, unlocks future life chances for all.

We have a well-established infrastructure in place for Governance, Finance, HR, Premises and Admin that supports our schools to deliver strong progress and attainment outcomes and other agreed strategic priorities.

There will be many opportunities for you to collaborate with TKAT schools. We have a large range of networks including TKAT Governance Professionals, TKAT Chairs and Vice-Chairs, TKAT Safeguarding Governors. Alongside these, there is access to Inset Days and the TKAT Centre for Professional Growth and Excellence with CPD opportunities led by the Forest Learning Alliance.

In line with our Christian ethos, we are committed to being open and welcoming to all.

***We are united by our mission of unlocking the future for academic and pastoral success for every child.***

Everything we do is shaped by our TKAT values.

## VISION AND VALUES

We are a family of distinctive schools at the heart of the diverse communities we serve.

In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.



### Excellence

Striving always to do our very best, so we fulfil our potential, individually and together.



### Partnership

Collaborating with others, within the Trust and outside, for the benefit for all.



### Love of Learning

Offering a broad, balanced and rich curriculum, so we don't just grow in knowledge and skills, but also in our appetite to keep learning.



### Innovation

Seeking new and better ways of teaching, using evidence-informed research to create the best conditions for learning for our pupils, our staff and our communities.



### Nurture

Creating safe environments where all can flourish and become responsible and caring members of their communities.

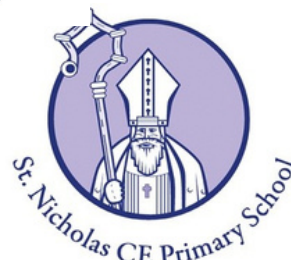
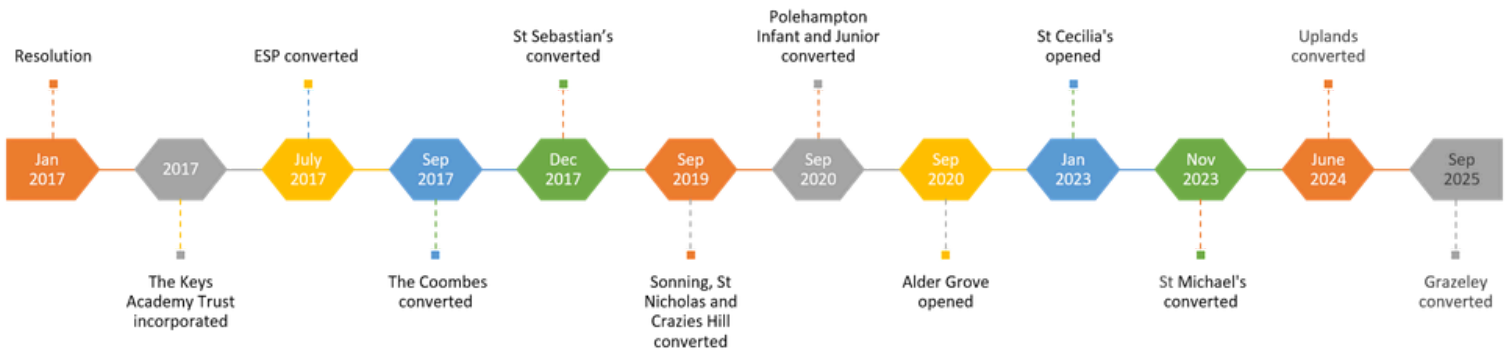


### Integrity

Embodying honesty, demonstrating humility and grace when things go wrong and acting transparently and wisely in all we do.

# Our Schools

Since our inception, we have been on a journey of growth, collaboration, and impact. This timeline highlights key milestones along the way, showcasing our commitment to progress and development. From our early steps in 2017 to our most recent school - Grazeley C of E Primary School conversion in September 2025, each moment represents our dedication to partnership and excellence.

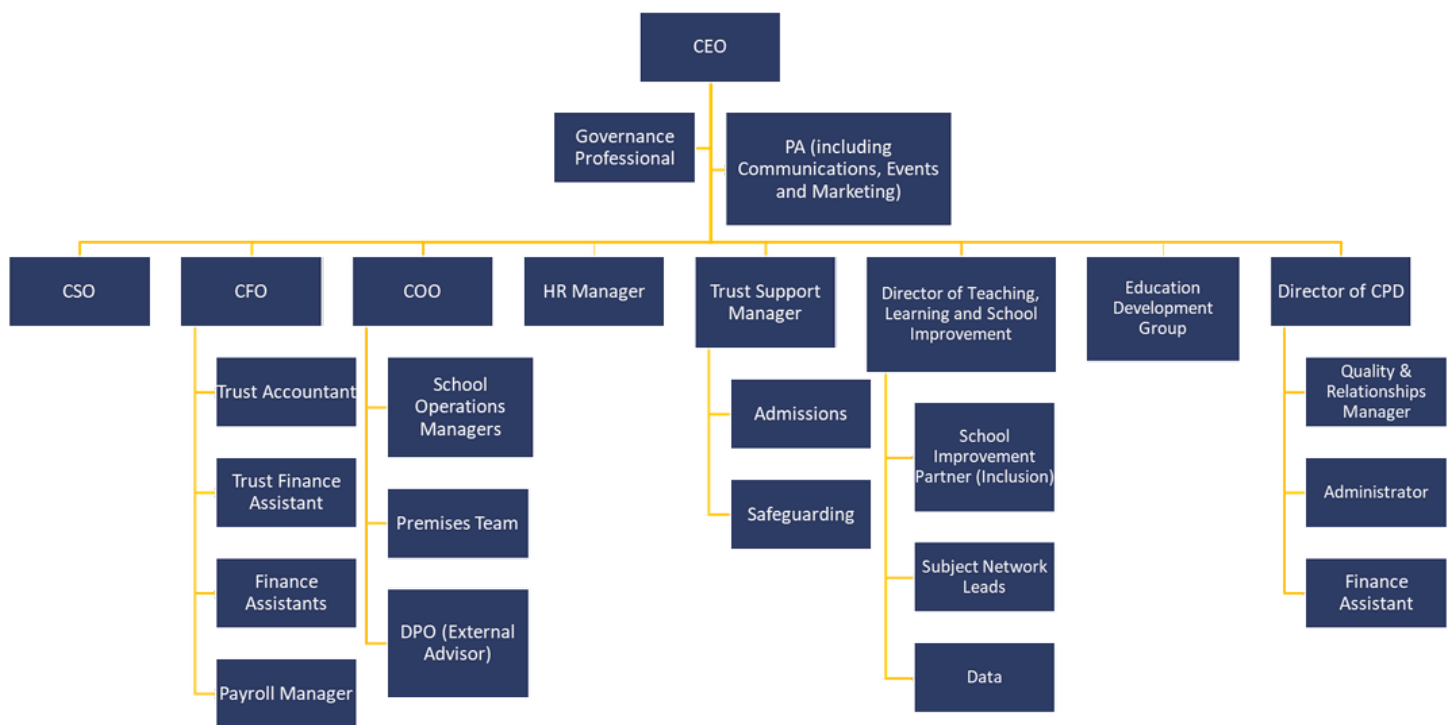


# The Central Team

Our Central Team plays a vital role in supporting our schools, staff, and students. Led by our CEO, the team provides strategic direction and operational support to ensure our schools can focus on delivering high-quality education.

From finance and HR to safeguarding, school improvement, and facilities management, each department works collaboratively to create a strong and effective trust-wide network. Our goal is to empower schools with the resources, guidance, and expertise they need to thrive.

Explore the structure of our Central Team below to see how we work together to make a difference across our Trust.



# Job Description

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## Employment duties

The main duties and responsibilities of this post are outlined below. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working are vital in this role. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities commensurate with the post's banding and whenever reasonably instructed.

## Professional Conduct and Ethics

- The post holder will uphold public trust in the profession and demonstrate the Seven Principles of Public Life (Nolan Principles): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- This commitment reflects the Trust's core value of integrity, ensuring ethical leadership, transparency and accountability are evident in all professional practice.
- The post holder will maintain appropriate professional boundaries, act within statutory frameworks, and model ethical behaviour in all interactions with others.
- They will also demonstrate the TKAT vision and values in everyday work and practice.

## Personal Development

The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. Continuing professional development in the role of governance professional should include:

- Liaising with relevant professional organisations and networks.
- Undertaking regular training including the pursuit of professionally recognised qualifications.
- Keeping abreast of policy developments affecting academy trust governance.
- Participating in regular performance management, led by the Chair of the Trust Board.
- Regularly review own practice, setting personal targets and taking responsibility for own personal development in conjunction with the aims and values of the Trust.
- Reflect on personal contribution to trust achievements and take account of the feedback of others.



# Job Description

## **Effective organisation and administration of Trust Board meetings**

The post holder will organise and clerk meetings of the Trust Board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, the post holder has a key role in:

- Keeping the Trust Board focused on its core strategic priorities.
- Setting the cycle of Trust Board and committee meetings and preparing focused agendas.
- Ensuring all meetings are inclusive and well structured.
- Satisfying all aspects of meeting compliance as stipulated in the Trust's Articles of Association and the Academies Financial Handbook, and in accordance with arrangements agreed by the Trust Board.

## **Advice and guidance**

As well as acting as the main point of contact for all queries relating to governance within the Trust (including to the Trust Board, committees and Members), the post holder will proactively update those governing by providing advice and guidance on:

- The legal and regulatory framework for governance, including charity and company law, the Academy Trust Handbook and the Trust's Articles of Association and funding agreements.
- The respective roles of members, trustees and local governors as required, including their duty to maintain the highest professional standards of conduct and ethics.
- Strategic leadership responsibilities.
- Best practice in academy trust governance, particularly in relation to committee structures and the Scheme of Delegation.
- The application of terms of reference, policies, procedural matters and relevant legislation/guidance across the Trust.
- Assurance frameworks and other integrated processes of organisational control and risk management.
- Other areas where schools and school leaders require advice, such as complaints, exclusions and policies.
- Identifying, recording, managing and disclosing conflicts of interests and potential related party transactions.



# Job Description

## **Manage statutory information and governance documentation**

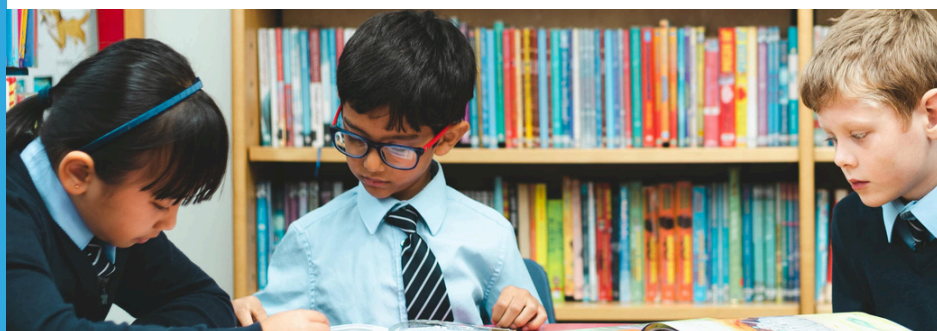
The post holder should act as gatekeeper for information and documentation that clearly details the Trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- Maintaining appropriate records of Trust Board and local governing body membership, along with appropriate Terms of Reference.
- Maintaining a Trust policy register and advising on the policy review and approval cycle
- Ensuring copies of statutory policies and other statutory documents such as the Scheme of Delegation and Register of Interests are published as agreed (e.g. on the Trust and/or school website) and in line with statutory requirements.
- Ensuring that governance-specific risks are included in the Trust's Risk Register.
- Ensuring that the Trust's responsibilities are undertaken in accordance with Companies House statutory guidance, including statutory filings within prescribed deadlines, maintaining company and trustee documentation and records management.
- Supporting production of the annual report and governance statement published with the Trust's annual accounts.
- Managing the flow of information between the Trust Board and Local Governing Bodies and Members, maintaining an up-to-date record of local governing body business.
- Developing trust-specific documents such as a Governance Code of Conduct
- Enabling an appropriate mix of skills on the Board and in local governing bodies through the completion of annual skills matrix.
- Maintaining the Trust's online governance portal (currently GovernorHub) or equivalent and the TKAT Governance SharePoint site.

## **Oversee governance membership and structure**

In order to ensure the efficiency and effectiveness of the Trust's governance framework, the post holder is responsible for:

- Ensuring the Trust Board and its committees are properly constituted.
- Leading on regular communication with Members to ensure they have effective oversight of the Board's decisions, activities and impact.
- Advising the Trust Board on succession planning.
- Support the Trust Board in developing effective and inclusive recruitment practices which promote diversity.
- Overseeing member, trustee and local governing body member recruitment as required, advising on election and appointment procedures.
- Developing a trust-wide induction process for those governing.
- Managing new appointments and oversight of the re-appointment and retirement of Trust Board members in accordance with the Articles of Association.
- Supporting the recruitment and implementation of local tier interim advisory committees where these are considered necessary.
- Assisting in the process of new schools joining TKAT by supporting, where necessary, the due diligence process along with the academy conversion process.



*“Parents appreciate the sense of community that makes this school a warm and very special place to be part of ”*  
- SIAMS November 2024

# Job Description

## Working with Others

The post holder will develop and maintain productive working relationships whilst maintaining independence by:

- Working closely with, and being responsible to the Chair of Trust Board to ensure that the Trust complies with the requirements set out in its Scheme of Delegation
- Liaising, engaging and working collaboratively and in partnership with other Central Team staff and local governing bodies within the Trust so that governance supports and enables the operational delivery of strategic objectives.
- Sharing knowledge, understanding and celebrating successes.
- Working closely with the Chair of Trust Board and committee chairs (including LGB Chairs) to ensure strong links between the Trust Board, members and LGBs.
- Providing information, advice and support to LGBs to enable them to meet their responsibilities as a TKAT school.
- Maintaining effective communications with relevant stakeholders such as the local authority.
- Treating people fairly, equitably and with dignity and respect to maintain a positive culture.
- Ensuring effective planning, allocation, support and evaluation of work undertaken by others and individuals ensuring clear delegation of tasks and delegation of responsibilities.
- Motivating and working with others to maintain a shared culture of high expectations for self.
- Identifying emerging talents in a climate where excellence is the standard, leading to clear succession planning.
- Acting as a positive role model, setting an example of high-quality performance in standards and maintain high morale.
- Committing to trust-wide and local collaboration rooted in mutual challenge and support, contributing to wider system improvement and working constructively with other schools, services and agencies.



*“I appreciate the benefits of being part of a trust, especially the opportunities to work with external professionals. This has been really valuable.”*

*- Earley St Peter’s Teacher, June 2025*

# Job Description

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## Local Governance

The post holder will assist each school in establishing and maintaining an effective local governing body (LGB) whose remit is the Trust and school's context and need. They will also:

- Be responsible for monitoring, quality assuring and continually improving the effectiveness of LGBs to serve their individual contexts.
- Build relationships with LGB chairs to facilitate engagement.
- Design and implement annual agenda cycles and supporting documentation.
- Design and help to deliver induction and training for LGB members.
- Manage the flow of information, including the effective implementation of a two-way communication loop to ensure local understanding of Trust strategy and Trust understanding of local issues.
- Process matters for escalation that require investigation and / or panel review (e.g. complaints, suspensions, exclusions) to ensure they are efficiently and effectively arranged and clerked, in line with statutory guidance.
- They will also work with LGBs to recruit and quality assure the work of school governance professionals.

## Evaluation and development

In contributing to rigorous and effective methods of self-review across the Trust, the post holder is responsible for:

- Co-ordinating the design and review of professional development plans for the chair of trustees and committee chairs (including LGB chairs).
- Co-ordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing.
- Co-ordinating annual completion of the school resource management self-assessment checklist.
- Supporting the commissioning of external reviews of governance.
- Developing and implementing a training programme for those governing.

## Other duties:

The post holder may also be asked to undertake the following duties:

- Act as clerk to the Members at general meetings.
- Source or provide clerking cover during times of absence.
- Clerk panels as required.

## Hours and salary:

Grade 7 SCP 25-29, Annual Actual £13,121 - £14,383

15 hours a week, term time, plus 2 weeks, this role involves evening commitments.

Part time

Permanent

## Notes:

1. *This job description is not necessarily a comprehensive definition of the post.*
2. *The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Chair of Trust Board and the post holder.*

# Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE Grade 4 / NVQ Level 2 or above in Maths and English or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant work experience of at least two years.</li> <li>Member of relevant professional organisations/networks.</li> <li>Governance related qualifications.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>A strong track record in supporting and developing governance.</li> <li>Clerking experience in multiple settings.</li> <li>Minuting meetings.</li> <li>Setting meeting agendas.</li> </ul>	<ul style="list-style-type: none"> <li>Working in an office environment.</li> <li>Working in a school environment.</li> <li>Presenting papers to groups of people.</li> <li>Advising on relevant procedural issues.</li> <li>Experience of legal matters.</li> <li>Proven experience in governance in multi academy trusts.</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>Maintains appropriate professional boundaries.</li> <li>Has a knowledge and understanding of Church Schools</li> <li>Commitment to promoting, implementing and monitoring aspects of equal opportunity;</li> <li>Demonstrates a commitment to the values and ethos of TKAT;</li> </ul>	<ul style="list-style-type: none"> <li>Has knowledge and understanding of education and school systems locally and nationally;</li> <li>Has knowledge of working arrangements with a MAT or in collaboration with other local schools;</li> <li>Experience of working in Church of England primary schools;</li> </ul>

	Essential	Desirable
<b>Skills / Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong understanding of MATs and schools (including regulatory frameworks etc.).</li> <li>• Ability to work effectively with others.</li> <li>• Excellent IT skills with working Knowledge of Microsoft Office including Word, Excel, Teams PowerPoint and Email.</li> <li>• Effective verbal, written and listening English language skills.</li> <li>• Strong organisation and time management skills with ability to prioritise, work calmly under pressure and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Has the ability to initiate and inspire change by influencing others.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work independently with minimal supervision and as part of a team.</li> <li>• Tact, diplomacy, confidentiality and sensitivity.</li> <li>• Approachability and patience</li> <li>• Adept at positive relationship-building with adults and students.</li> <li>• A positive outlook with the energy, drive, enthusiasm and determination to succeed.</li> <li>• Proactive, receptive to new ideas and adaptable to change.</li> <li>• Excellent attention to detail.</li> <li>• Enthusiasm and commitment to working within a growing organisation</li> <li>• A professional, sensitive and confidential approach to work.</li> <li>• Emotionally resilient.</li> <li>• Willingness to work outside of normal office hours as necessary to fulfil the role</li> </ul>	



We welcome applications from those who share our vision and values and are inspired by this career opportunity within The Keys Academy Trust.



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



[enquiries@keysacademytrust.org](mailto:enquiries@keysacademytrust.org)



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