

Governance and Compliance Lead Recruitment Pack

Part Time (0.6 FTE Term Time Only + 1 week)

Start date:
As soon as possible



'Work together, learn together, succeed together'

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Welcome from the Chief Executive Officer

Dear Applicant,

I am delighted that you are interested in finding out more about joining the Agora Learning Partnership; a multi-academy trust that currently consists of ten primary schools located across Hertfordshire, served by a supportive and dedicated Central Team.

We are seeking to recruit a high-quality candidate to a new and exciting role within the Trust's Central Team; a role that will give the successful candidate the opportunity to focus on both governance and compliance, Trust-wide, as the Trust's Governance and Compliance Lead.

This position offers the successful applicant a fabulous opportunity to be part of a Trust where collaboration and partnership are the key to its success. The Agora is a place where we 'work together, learn together and succeed together'.

The Role

This role will appeal to a highly professional and organised individual, interested in securing consistently high standards in governance and compliance, Trust-wide.

The Governance and Compliance Lead will:

- Oversee all aspects of governance effectiveness and compliance within the Trust
- Ensure governance adheres to good practice and meets all statutory and regulatory requirements
- Work closely with the Trust's Chief Operations Officer/Company Secretary, and other members of the Trust's Leadership Team, to secure ongoing improvements in Trust-wide governance and compliance
- Contribute towards the efficient and effective functioning of the Board of Trustees, including as the Board's Governance Professional
- Play a full and active role as a member of Agora Learning Partnership's Central Team

If you believe you would make a positive addition to our supportive, professional and friendly team, then I look forward to receiving your application.

I hope you find the information in this recruitment pack useful; however, if you have any further questions, or if you would like to discuss the role in more detail, please do not hesitate to contact me via HR@agoralearning.co.uk

I look forward to hearing from you.

Kind regards



Rebecca Daulman
Chief Executive Officer

Agora Learning Partnership's Vision and Aims

In ancient Greece, the word 'Agora' was used to describe a public open space used for assemblies and markets; Agora, a place where people could be together. As such, working together and learning together are fundamental to achieving our vision.

At the Agora Learning Partnership, we believe in the power of collaboration to improve the life chances of children and young people, whilst enabling them to flourish and achieve the very best outcomes in all aspects of school life and beyond. This belief underpins the vision for our organisation.

For such collaboration to be a success, our staff will have a variety of skills, knowledge and expertise; supported through the connection and development of our staff groups, Partnership-wide. We strive to be the employer of choice, so that we can recruit, develop and retain talented individuals who are suited to the schools and the children they serve.

Furthermore, we aspire for carefully planned collaboration, with the Partnership and beyond, to be the driving force for school improvement and strive for a self-improving, self-sustaining system. We believe this, alongside our 'local decisions for local children' approach, will support ongoing improvement in schools and will result in the children and young people we serve being offered a first class, enriched education that is fully inclusive; we will meet the needs of every child, preparing them for future life.

We will work to drive improvement, across our Trust community, through the Together Strategy which underpins the four pillars of the Trust's work; finance, operations, education and people. We understand that each of the Partnership schools has a unique identity. We will continue to work hard to engage with each school community to ensure the needs of each school community are met in order that all our schools are the schools of choice in their local area. Also, throughout our whole Partnership, we will work to provide a welcoming, safe and respectful environment; an environment where diversity is embraced and celebrated and where there is equity of opportunity for all.

Aims:

- To work together to improve the life chances of children.
- To enable all children to flourish and achieve the very best outcomes in all aspects of school life and beyond.
- To be the employer of choice to recruit, develop and retain talented individuals.
- To achieve ongoing school improvement by implementing the Partnership's self-improving and self-sustaining system, underpinned by collaborative-working opportunities.
- To continue to implement a 'local decisions for local children' approach in order that all children receive a first class, enriched education that is fully inclusive.
- To drive improvement, across our Trust community, through the Together Strategy which underpins the four pillars of the Trust's work; finance, operations, education and people.
- To recognise and promote the unique identity of each school, ensuring the needs of each school community are met and to engage with them, ensuring our schools are the schools of choice in their respective areas.
- To provide a welcoming, safe, and respectful environment, where diversity is embraced and celebrated and where there is equity of opportunity for all.

Agora Learning Partnership's Together Strategy



What?

In September 2021, the Agora Learning Partnership launched the Together Strategy. The Strategy details how everybody across the Partnership will work together to secure Trust-wide improvement. The core purpose of the strategy is to enhance, and not replace, the individual work of schools and assist in improving the life chances of the children and young people within and across the Partnership... ultimately helping them to flourish and achieve the very best outcomes in all aspects of school life and beyond.

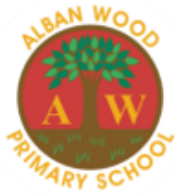
How?

The Together Strategy contains detail about the strategies that will be employed to achieve ongoing Trust improvement. These strategies are related to four focus areas – Together for Children, Together for Staff, Together for Schools, and Together for Community. A strategic plan has been developed to drive the implementation of these strategies.

When?

Implementation of the Together Strategy strategic plan commenced in September 2021, the plan has been reviewed and updated annually since that time. The plan continues to be the driving force for Trust improvement.

Agora Learning Partnership Schools



Alban Wood Primary School and Nursery	Bromet Primary School	Creswick Academy	The Grange Academy
Executive Headteacher: <i>Jonny Spector</i>	Headteacher: <i>Rebecca Whiteman</i>	Headteacher: <i>Rowan Thompson</i>	Headteacher: <i>Craig Maddox</i>

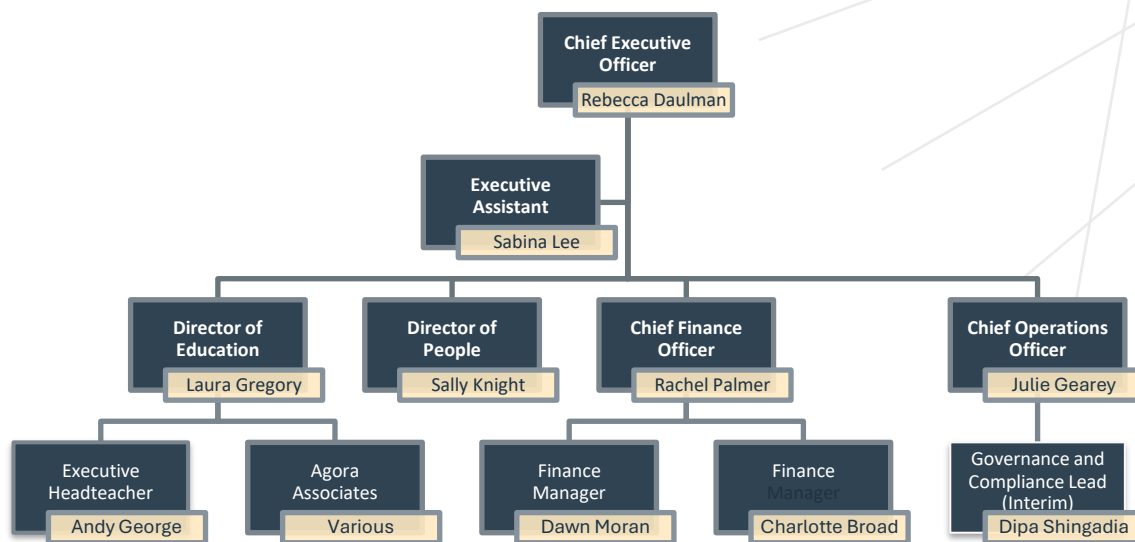


Journeys Academy (Opening 2026)	Meryfield Community Primary School	The Orchard Primary School	Oxhey Wood Primary School
Headteacher: <i>Sheryl Wall</i>	Headteacher: <i>Alex Gage</i>	Executive Headteacher: <i>Jonny Spector</i>	Headteacher: <i>Mikki Caplan</i>



Warren Dell Primary School, including a Specialist Resource Provision	The Acorn Centre	Waterside Academy	Wilbury Junior School
Executive Headteacher (Interim): <i>Chelsea Atkins</i>		Headteacher: <i>Kevin Peart</i>	Executive Headteacher: <i>Chelsea Atkins</i>

Agora Learning Partnership's Central Team 2026



Governance and Compliance Lead

Job Description

Governance and Compliance Lead

This job description details information about a newly designed role and is subject to review and amendment through annual negotiation as the role develops in scope.

Line manager	Chief Operations Officer/Company Secretary
Responsible to	Chief Executive Officer and the Trust Board
Location	Hybrid remote working (flexible time spent in schools/working from base)

Core Purpose of the Role:

The Governance and Compliance Lead will:

- Oversee all aspects of governance effectiveness and compliance within the Trust
- Ensure governance adheres to good practice and meets all statutory and regulatory requirements
- Work closely with the Trust's Chief Operations Officer/Company Secretary, and other members of the Trust's Leadership Team, to secure ongoing improvements in Trust-wide governance and compliance
- Contribute towards the efficient and effective functioning of the Board of Trustees, including as the Board's Governance Professional
- Play a full and active role as a member of Agora Learning Partnership's Central Team

Duties and Responsibilities – Specific:

Trust Governance – General

The Governance and Compliance Lead will:

- Work closely with and support the Trust's Chief Operations Officer/Company Secretary in all governance-related work
- Serve as the first point of contact for any business relating to governance and compliance
- Help to support organisational development, culture and continuous improvement in governance practice
- Work with the Trust's Leadership Team to plan the forward programme of meetings and cycle of business for the Board and its Committees, including the Academy Governing Bodies
- Work with the Chief Operations Officer/Company Secretary, to identify governance priorities and related risks, anticipate and draw the Chair's attention to matters that may arise and propose recommended actions
- Coordinate governance-related training, meetings and visits
- Ensure the Board of Trustees and Academy Governing Bodies are prepared during Ofsted visits, by ensuring related meetings are organised and briefing papers distributed
- Support the flow of information throughout the governance structure, between the Board and its Committees (including the Academy Governing Boards)

Trust Governance – Governance Professional

The Governance and Compliance Lead will:

- Liaise with, and work on behalf of, the Trust's Members as required, including in relation to Trustee recruitment and clerking for the Trust's Annual General Meeting
- Lead on regular communication with Members to ensure they have effective oversight of the Board's decisions, activities and impact
- Act as the Governance Professional for the Trust, by:
 - Advising and guiding the Board of Trustees with regards to:
 - Governance, constitutional and procedural matters relating to the operation of the Board
 - Compliance with the appropriate legal and regulatory frameworks
 - The potential consequences for non-compliance
 - Relevant training for Trustees
 - Offering a full clerking service for the Board of Trustees, by:
 - Leading the implementation of the annual governance cycle, including in relation to meeting schedules, agendas, papers and minutes
 - Preparing and administrating meetings and meeting related deadlines

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- Ensuring that the Board and Committees are properly constituted with appropriate terms of reference
- Taking accurate minutes of Board/Committee meetings and ensuring follow through on action points and matters arising from previous meetings
- Organising and clerking statutory hearings and appeals meetings that the Board of Trustees may need to convene, ensuring related documentation is saved and stored for appropriate periods of time
- Ensuring accurate record keeping
- Maintaining documents and ensuring these are readily accessible to the right parties
- Working with the Chief Operations Officer/Company Secretary to offer additional help with meetings of the Board and its Committees, by:
 - Ensuring meetings are inclusive
 - Overseeing the election of officers
 - Supporting the Chair of the Trust Board with meeting management
 - Supporting the Chair of the Trust Board to facilitate strategic debate and decision-making
 - Supporting issue resolution
 - Ensure that all decisions taken at meetings are communicated to relevant parties
 - Completing actions from meetings promptly after these have concluded
- Working with the Chair of the Trust Board and the Chief Operations Officer/Company Secretary to retain and recruit Trustees and, as part of the recruitment support, lead on the administrative process involved in recruiting and onboarding new Trustees
- Taking responsibility for providing a detailed and thorough induction programme for new trustees
- Working with the Chief Operations Officer/Company Secretary to conduct the annual skills audit, then advise on training requirements and the criteria for appointing new Board members
- Complete online registrations, including Companies House and Get Information About Schools (GIAS), and keep governance-related information on GovernorHub and the Trust’s website updated

Note: For further details about the role of the governance professional in a multi-academy trust, see the National Governance Association’s [related role descriptions](#)

Trust Governance – Academy Governing Bodies

The Governance and Compliance Lead will:

- Assist the Chief Operations Officer/Company Secretary to secure consistently high standards of local governance through quality assuring, supporting and challenging Academy Senior Leaders, Governors and Clerks
- Working with the Chief Operations Officer/Company Secretary to provide sound advice and proactive support to the Governors on statutory, legislative and procedural matters relating to governance
- Ensure the voice of Governors is heard by the Board
- Act as the first point of contact for Chairs of Governors
- Build strong relationships with the Chairs of the Academy Governing Bodies to ensure they are supported and valued
- Provide Chair of Academy Governing Bodies and Governors with advice and guidance, drawing on the skills, knowledge and expertise of the Trust’s Leadership Team and external parties as required
- Communicate important messages and share relevant information with Governors via GovernorHub
- Assist with the recruitment of new Chairs of the Academy Governing Bodies as required
- Work with the Chief Operations Officer/Company Secretary, to organise appropriate training for Governors

Compliance

The Governance and Compliance Lead will:

- Keep abreast of national and local policy drivers and changes to legislative, statutory and regulatory requirements
- Know where and when to access appropriate external legal advice and support
- Understand and ensure compliance with the Academy Trust Handbook, the Trust’s Articles of Association and Scheme of Delegation (including all related appendices), offering related advice to relevant parties as required
- Work with the Chief Operations Officer/Company Secretary to identify, record, manage and disclose conflicts of interests and potential related party transactions
- Play a lead role in ensuring compliance in key areas, including in relation to:
 - The work of the Academy Governing Bodies
 - The Trust and Academy websites (*note: as a minimum, the Governance and Compliance Lead will review the Trust and Academy websites regularly; the Lead will keep the Trust’s website updated and will feedback to schools where updates/changes are needed*)
 - Policies (*note: as a minimum, the Governance and Compliance Lead will maintain the Trust’s policy register, prompt relevant leaders to update Trust policies, ensure the relevant policies are presented to the Trust Board appropriately and in a timely fashion, add updated policies to GovernorHub and the website and ensure Academy School Leaders and Chairs of the Academy Governing Bodies are aware of updated policies*)
 - Risk registers (*note: the Governance and Compliance Lead will work closely with the Chief Operations Officer/Company Secretary to manage and maintain the trust’s strategic Risk Register and risk management arrangements in conjunction with the Trust’s Senior Leaders and the FARE Committee*)
 - The Single Central Record held by the Trust and each of its Academies
 - The Trust-wide register of interests, updated termly
 - Internal compliance audits and support external audit processes
 - Stakeholder surveys and evaluations

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- Assist the Chief Operations Officer/Company Secretary by assisting with the following:
 - Freedom of information requests and/or subject access requests
 - Complaints
- Ensure compliance with safeguarding requirements in relation to all aspects of the role
- Guided by the leads of the Trust pillars:
 - Carry out tasks to support improvements in Trust-wide compliance
 - Carry out monitoring and evaluation activities to check that the Trust and its Academies comply with Trust policies and relevant legislative, statutory and regulatory requirements
 - Prepare compliance-related reports as required

Trust Development

The Governance and Compliance Lead will:

- Build and maintain strong relationships with relevant parties, including Members, the Board of Trustees, the Trust’s Leadership Team, Academy Governing Bodies, Academy Senior Leaders and Clerks and draw upon these relationships to support the development of governance, Trust-wide
- Work closely with the Trust’s Leadership Team in order that, through the work on governance and compliance, children receive the very best education, in an environment where they feel happy and safe
- Work closely with the Trust’s Leadership Team to develop Trust-wide systems and processes pertaining to core areas of the role
- Source external advice and support where appropriate

Trust Growth

The Governance and Compliance Lead will:

- Ensure the Trust is suitably promoted via a range of channels, including social media, in line with the Trust’s communication strategy
- Support the delivery of the Trust’s growth strategy, specifically in relation to governance and compliance
- Work with the Chief Operations Officer/Company Secretary to:
 - Coordinate the due diligence process for schools committed to joining the Trust
 - Support the onboarding and induction of new Academy Governing Bodies to the Trust

Duties and Responsibilities – General:

The Governance and Compliance Lead will:

- Uphold the ethos of the Trust
- Actively assist in achieving the Trust’s vision and aims
- Actively support the implementation of the Trust’s strategic plans
- Establish and maintain professional and effective working relationships
- Contribute positively to creating a productive and happy working environment
- Work effectively with colleagues as a member of the team, taking individual and collective responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Participate as required in meetings and training with colleagues in respect of duties and responsibilities of the role
- Take responsibility for their own professional development and play a full and active part in the appraisal process
- Adhere to all Trust policies and procedures, including those pertaining to:
 - Child protection and safeguarding (and be pro-active and professional with regards to all child protection-related matters)
 - Finance
 - Health and safety
 - The General Data Protection Regulation (GDPR)
 - Equality, ensuring that all stake holders are treated fairly and equally
- Maintain confidentiality at all times in respect of Trust related matters and prevent disclosure of confidential and sensitive information
- Undertake any other duties of a similar level and responsibility as may be required by the Chief Executive Officer

Governance and Compliance Lead Person Specification

Requirements of the Post	Essential	Preferred	Source
Qualifications			
Educated to degree level (or equivalent)	•		Application
Additional qualifications relevant to the role, such as a Level 4 Certificate in Academy Governance		•	Application
Experience			
Experience of:			
• Governance-related matters in a Multi-Academy Trust	•		Application
• Providing a clerking service	•		Application
• Ensuring compliance across an organisation	•		Application
• Recruitment, appointment and induction		•	Application
• Working with a range of stakeholders to secure improvements and achieve organisational aims		•	Application
Knowledge and Skills			
Knowledge of:			
• The education and schools system, including structures, accountability and funding	•		Application, interview
• The educational landscape, locally and nationally, and current issues relating to the governance of Schools and Multi-Academy Trusts	•		Application, interview
• Governance in a Multi-Academy Trust	•		Application, interview
• Compliance-related matters, pertinent to Schools and Trusts	•		Application, interview
• Governance and compliance-related legislation, procedures and regulations relevant to the organisation	•		Application, interview
Able to:			
• Understand and appreciate working in a School/Trust context, including in relation to governance and compliance	•		Interview
• Understand and ensure compliance with the Academy Trust Handbook, the Trust's Articles of Association and Scheme of Delegation (including all related appendices), offering related advice to relevant parties as required	•		Application, interview
• Play a full and active role as a member of a team to achieve the vision and aims of an organisation	•		Application, interview
• Act as the first point of contact for governance and compliance-related business	•		Application, interview
• Provide a professional service as a Governance Professional	•		Application, interview
• Provide a high-quality clerking service	•		Application, interview
• Support the Trust to secure and maintain effective governance, including in relation to the practice of the Board of Trustees	•		Application, interview
• Monitor, evaluate and feedback findings to secure improvement across the organisation	•		Application, interview
• Secure compliance in the four Trust pillars i.e. education, people, operations and finance	•		Application, interview
• Help secure improvements in Trust-wide governance and compliance	•		Application, interview
• Support the Trust to secure growth		•	Interview
• Act as a professional and positive ambassador of the Trust	•		Interview
• Liaise effectively with a range of stakeholders (including Members, Trustees, Governors and the Trust's Leadership Team) and external parties	•		Application, interview
• Build positive relationships with a range of stakeholders and secure strong engagement	•		Interview
• Motivate, support and coach others	•		Interview
• Provide appropriate advice and guidance to relevant parties and, where appropriate, recommend a course of action	•		Interview
• Challenge and support relevant parties, with confidence and resilience, as required	•		Interview
• Source external advice and support where appropriate	•		Interview
• Play a lead role in the recruitment and induction of Members, Trustees and Governors		•	Application, interview
• Determine support, including training, appropriate for different stake holders		•	Application, interview
• Prioritise workloads, work to given deadlines and manage competing demands	•		Interview
• Work well under pressure and cope with the unexpected	•		Interview
• Work independently and as part of a team	•		Interview

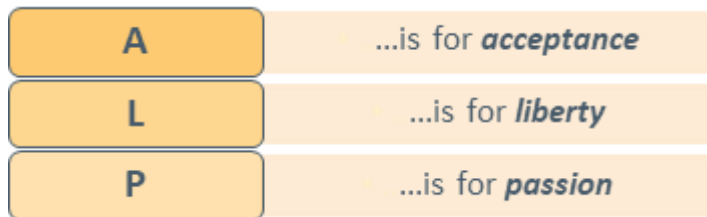
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• Make decisions independently	•		Interview
• Maintain confidentiality	•		Interview
• Create high-quality presentations and documents, including reports and presentations	•		Application
Excellent communication (both verbally and in writing) and negotiation skills	•		Application, interview
Excellent literacy, numeracy and ICT skills	•		Application
Highly effective administrative and organisational skills	•		Application, interview
Personal Qualities and Attributes			
Works with drive, commitment and enthusiasm	•		Interview
Calm and resilient under pressure	•		Interview
Leads by example with presence, confidence and clarity	•		Interview
Reliable, discreet, honest and trustworthy	•		Interview
Personal integrity and commitment to the principles of public life	•		Interview
Agile thinker and problem solver	•		Interview
Team player	•		Interview
Solution focussed	•		Interview
Highly organised and able to prioritise and adapt quickly to change	•		Interview
Committed to safeguarding children and young people and promoting their welfare	•		Interview
Committed to equal opportunities	•		Interview
Committed to ongoing professional development opportunities	•		Application

Employee Benefits

We recognise that successful people place value on a range of benefits associated with their careers including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. As your future employer we place importance on these aspects too.

- £22,782 to £25,091 (Actual Salary) M1 range 32 – 36
- Competitive pension scheme: Local Government Pension Scheme
- Flexible working arrangements
- Access to continuous professional development opportunities
- Supportive, friendly and professional working environment
- Strong partnerships and networks



At the Agora Learning Partnership, we believe that collaboration is essential if we are to achieve our quest to improve the life chances of all the children in our care. We feel *passionately* that for collaboration to be successful, relationships must be both positive and respectful. Furthermore, all children and adults associated with our Trust must feel *accepted* and *liberated*; we firmly believe that everyone should be free to be who they want to be – they should be proud of their talents and interests and have their own thoughts, beliefs and ideas, which they can confidently promote and share. The Agora Learning Partnership is a place where discrimination is not tolerated; instead, we celebrate the diversity in people and value the positive impact all the children and adults in our Trust community have on our organisation.

We also recognise that we are responsible for ensuring that all children and adults within the Partnership can flourish and reach their full potential. To achieve this, we employ a range of strategies to help secure equity for all, where adaptations to the Trust offer are made in order to achieve this. Ultimately, this empowers people to feel fully included and able to play a positive role within the Partnership.

This aspect of the Partnership's ethos and culture is imperative to its success and to the success of the staff and the children, during their time in the Trust and as they venture into the wider world. The children are developing the skills and the character they need to succeed in a wonderfully diverse world-wide community.

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The Recruitment Process

Closing date	Tuesday 30th June 2026 (Midday)
Shortlisting	Tuesday 7th July 2026
Interviews	Tuesday 14th July 2026

The Agora Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful appointments are subject to receiving satisfactory employment checks including references and a satisfactory Disclosure and Barring Service (DBS) Enhanced check. This post is exempt from the Rehabilitation of Offenders Act 1974.

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What we would like to know

Please read the job outline and person specification available at [MyNewTerm](#) then complete the online application form and supporting statement covering the questions below, by the closing date. More information about our Trust and schools can be found on the Agora Learning Partnership [website](#).

What skills, knowledge and experience do you have?

Considering the job description and job specification for the post, how well do you match what we are looking for in terms of your skills, knowledge and experience?

There may be skills, knowledge and experience that you have which do not fit neatly into our job outline. Are there ways in which you think you can bring additional skills, contacts or knowledge that the Trust may find useful?

Are you the right person for our organisation and team?

Please look at the list of personal attributes included in the person specification, which we think would be valuable for the post-holder. Tell us why you think you would be a good match for our organisation.

What is your evidence base and track record?

What would you like to tell us that demonstrates the measurable impact of your work that you are most proud of?