



**BISHOP HOGARTH**  
Catholic Education Trust

*We are* **HIRING!**

**APPLICANT INFORMATION PACK**



**GOVERNANCE OFFICER**

*Christ at the Centre, Children at the Heart*



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

# JOB DESCRIPTION

**Post Title:** Governance Officer

## **Reporting to:**

**Job Purpose:** The role of the Governance Officer is to support the consistent delivery of effective governance across all schools. As part of a fast-paced and collaborative team, the Governance Officer helps ensure our schools operate within a clear and fair governance framework—overseeing processes such as parental complaints and pupil suspensions and exclusions and working closely with school and colleagues to uphold our trust and statutory procedures.

**Please note that successful applicants will be required to comply with all Trust policies.**

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# JOB DESCRIPTION

## **Key Responsibilities:**

### **Governance Support and Coordination**

- Oversee the governance team inboxes and manage enquiries efficiently
- Provide day-to-day support to schools and stakeholders on governance matters
- Support the handling of complaints in line with trust policies
- Support pupil suspensions and permanent exclusions in line with statutory guidance and trust procedures
- Maintain accurate records, ensuring compliance with safeguarding and data protection requirements
- Manage allocated projects within agreed timescales
- Contribute to the effective governance of our Trust including acting as Governance Professional to Local Governing Committees and meetings of Directors

### **Advice and Compliance**

- Provide clear, accurate advice to school leaders, regional officers and panel members on governance processes
- Support compliance with statutory and trust requirements, including website governance information
- Help ensure trust-wide governance frameworks are applied consistently and fairly
- Assist and develop policies to meet our Trust's statutory requirements
- Use evidence and data to present recommendations for policy development



# JOB DESCRIPTION

## Administrative Governance Processes

- Support the Head of Governance with trustee board administration and company secretarial duties
- Coordinate academy meeting scheduling and communications across terms
- Maintain internal governance systems to ensure information is accurate and up to date

## Training and Continuous Improvement

- Promote effective practice among schools, including use of templates and governance tools
- Contribute to training and briefing sessions for school and resolution leaders on complaints and exclusions
- Identify and share practical improvements to governance systems, including new technologies and digital tools

## Standard Duties

- Champion equality, diversity, and inclusion across the Trust.
- Maintain confidentiality and data security at all times.
- To actively promote the Trust and its services
- To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects of academy life.
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Trust Equality Policy
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- Any other duties of a similar nature related to the post which may be required from time to time.



# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	E1	GCSE or equivalent 5 of any subject including Maths & English Grade 4+	AF,C
EXPERIENCE & KNOWLEDGE	E2	Ability to analyse structured and structured data to support business outcomes	R,I
	E3	Communicate outcomes appropriate to the audience	R,I
	E4	Confident using online productivity and collaboration tools	AF,R
	E5	Knowledge of governance frameworks in schools or trusts	AF,I,R
SKILLS	E6	Strong written communication skills, including drafting clear, professional documents and emails	AF,I,R
	E7	Ability to manage and organise information securely (e.g. permission-based documents, GDPR awareness)	AF,I,R
	E8	ICT literate with a working ability to use key IT software	AF,I,R
	E9	Ability to build effective working relationships with colleagues at all levels	AF,I,R
	E10	Ability to develop understanding of relevant legislation and regulatory requirements underpinning the education and academies sector	AF,I,R
	E11	Ability to work under pressure, with accuracy, unsupervised and on own initiative	AF,I,R
PERSONAL ATTRIBUTES	E12	Ability to abide by Trust policies and procedures	AF,I,R
	E13	A flexible approach and a strong work ethic	AF,I,R
SPECIAL REQUIREMENTS	E14	Motivation to work with children	I,R,D
	E15	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	AF,I,R,D
	E16	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D
	E17	Ability to access suitable reliable transport to meet the travel requirements of the post across all our schools	AF,I

# PERSON SPECIFICATION

## DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS & EDUCATION	D1	A Levels	AF,C
	D2	Degree in a relevant subject	AF,C

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure and Barring Check





BISHOP HOGARTH

*We are*  
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**Catholic Education Trust**

*Thank you for your interest in our vacancy*



[www.bhcet.org.uk](http://www.bhcet.org.uk)



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