



Special
Partnership
Trust

Job Title:	Governance Administrator
Closing Date:	24 th February 2026 at 9am
Interview:	3 rd March 2026
Start Date:	ASAP
Salary:	£31,782 FTE (actual salary £16,846)
Hours:	22.5 hours per week – term time only (39weeks). Some meetings are held in the evening – approximately 5 per term.
Location:	SPT Office (Pencalenick School)/Hybrid working
Contract type:	Permanent

Are you passionate about strengthening governance in education? Do you thrive in organised, people-focused roles and enjoy making systems work smoothly? If so, we would love to hear from you!

The Role:

As Trust Governance Administrator, you will work closely with our schools to ensure that governance processes run smoothly, consistently and in line with statutory requirements. Reporting to the Trust Governance Manager, you'll support the administration of Local Governing Bodies (LGBs), coordinate governance activity across the Trust, and ensure that all governance documentation, systems and records are accurate and up to date.

You will organise and minute LGB meetings, support Governor Panels, maintain statutory policies, and coordinate governor training and compliance monitoring. You'll also oversee governor recruitment, onboarding and manage governance information on websites and GIAS. Alongside this, you will support the administration of Trust-wide complaints and provide high-quality administrative support for other meetings as required. Working closely with the Governance Manager and wider central team, you will help embed best practice, strengthen governance systems, and promote a culture of transparency, accountability and continuous improvement across the Trust.

Key Responsibilities:

The Governance Administrator will provide essential administrative support on governance, compliance, and policy matters. Key responsibilities include:

- Organising, attending and minuting meetings of Local Governing Bodies (LGBs), ensuring agendas are well-structured and actions clearly documented.
- Minuting Governor Panel meetings, including Grievance, Disciplinary and Exclusion Panels.

- Maintaining an overview of statutory school-level and trust-level policies, ensuring they are reviewed and approved in a timely manner.
- Coordinating governor training and maintaining a training log to ensure statutory compliance.
- Supporting compliance monitoring across governing bodies, ensuring adherence to statutory requirements, Trust policies and the SPT Scheme of Delegation, Terms of Reference and Code of Conduct.
- Maintaining governor records, including attendance, pecuniary interests, skills audits and monitoring visit schedules.
- Ensuring governance information on Trust and school websites and GIAS remains up to date.
- Supporting governor recruitment, onboarding and issuing appointment documentation.
- Coordinating and managing the administrative process for Trust-wide complaints in a professional and values-based manner.

Our Total Reward Offer:

The Special Partnership Trust recognises the importance of developing a properly implemented People Strategy to underpin the overall strategic aims of the Trust.

Our People Strategy is designed to help us attract prospective high calibre candidates, as well as drive engagement, productivity and retention of our high performing and high potential employees. It reflects our belief in putting our people first. This does not mean putting our learners second. It is based on the philosophy that if we create a positive and rewarding work environment, if our staff feel motivated, well managed and well supported, they in turn will provide the best possible outcome for our learners.

We recognise that our total reward offer, has got to consist of more than just money. We seek to provide our staff with a diverse range of benefits that support their day to day needs both at work and outside of work. These include generous leave entitlements and pension scheme as well as access to health/wellbeing tools, training & development, career pathways and opportunities to ensure they feel valued.

For further information, click [here](#) to visit the Special Partnership Trust website for our People Strategy and Benefits.

Are you ready to make a lasting impact? Join us today.

Contact Us

Informal conversations are welcomed. If you would like to discuss the role in confidence please call Lianne Jory, Trust Governance Manager on 01872 613115 or email ljory@specialpartnership.org

Please visit the Special Partnership website, www.specialpartnership.org for further information about our Trust.

Safeguarding:

The Special Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of checks and references, including an Enhanced Disclosure and Barring Service (DBS) check. In accordance with guidance in Keeping Children Safe in Education; the Trust will undertake an online search of all shortlisted candidates.