



INFORMATION FOR APPLICANTS

GOVERNANCE PROFESSIONAL

Self-employed position
Salary to be negotiated
Contract to be reviewed every three years

**Hours worked will facilitate meetings and
the needs of the Board of Trustees**

**Board and Committee meetings typically take place
at the Academy between 9am and 7pm**



Dear Candidate



Welcome to All Saints Academy Dunstable.

As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests.

The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school.

Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish.

The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people.

All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school.

Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour."

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Executive Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith and Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to secure a knowledgeable and efficient Governance Professional on a self-employed basis. The successful candidate will have good administrative skills and be highly efficient and organised. They will be articulate and able to provide appropriate advice on best practice in governance within the bounds of the Governance Professional role. The ability to produce minutes and paperwork that effectively supports the Board of Trustees is essential.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs and a Science Studio Room
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room
- Separate departmental staff workrooms



JOB DESCRIPTION

GOVERNANCE PROFESSIONAL

Responsible to:

Chair of Trustees

Core purpose:

To provide high – quality governance support to the Board of Trustees and Board committees. Ensuring effective clerking, statutory compliance, strong governance processes and informed decision making across the Trust.

Specific Areas of Responsibility

1. Clerking and Meeting Arrangement

- Clerk Trust Board, Committee and Member meetings
- Maintain the annual governance calendar
- With the Chair and Executive Principal, coordinate agendas and ensure papers are complete, quality-assured and circulated on time
- Produce accurate minutes and track actions to ensure timely completion
- Ensure all meetings comply with legal, regulatory and Trust requirements
- Provide procedural advice to the Chair and Board during meetings
- Support effective decision-making by ensuring timely, accurate and well-structured governance processes and information

2. Governance Compliance and Statutory Duties

- Provide procedural advice to Trustees in line with the DfE Governance Handbook and relevant Company/Charity legislation to ensure that the Board operates in line with these and the Articles of Association and Funding Agreement.
- Offer advice on best practice in governance, including committee structures both at board and academy committee level
- Advise the Trust on best practice in relation to its scheme of delegation
- Maintain accurate statutory governance records, including membership, registers of interest and governance structures
- Ensure governance documentation is managed in line with GDPR and Trust data protection policies

- Monitor governance compliance and highlight any risks or issues to the Chair and senior leaders
- Support governance aspects of risk, audit and assurance processes, ensuring appropriate oversight by the Board

3. Board Membership and Governance Processes

- Manage Trustee and Member appointments, including terms of office, onboarding and renewals
- Support a consistent induction process for all new Trustees and Members and Academy Committees
- Maintain training records and ensure all Trustees complete mandatory and recommended training
- Support succession planning with the Chair of Trustees
- Register Trustee attendance and advise on any potential disqualification in line with governance requirements

4. Governance Systems, Policies and Assurance

- Ensure governance documents (including Scheme of Delegation, Code of Conduct and governance statements) remain accurate, consistent and accessible
- Support the effective implementation of the Scheme of Delegation across all governance tiers
- Manage the Trust's governance portal and user permissions
- Manage governance systems and platforms (e.g. GovernorHub, SharePoint), including document control and user access
- Ensure effective information flow between Members, Trustees and Academy Committees
- Support where needed on self-evaluation and continuous improvement of governance and co-ordinate external reviews of governance, including administration and liaison with reviewers
- Support with a standardised approach to Link Governor visits, including templates, guidance and expectations
- Coordinate training for Governors on effective Link Governor practice
- Support the Board in triangulating information from reports, Link Governor visits and other assurance activities to strengthen oversight and accountability

5. People and Relationships

- Build effective working relationships with the Chair, Trustees and executive leaders
- Undertake clerking arrangements at Academy Committee level ensuring a consistent level of service
- Assist in coordinating training and development opportunities for Trustees

6. Additional Responsibilities

- Clerk statutory panels and appeal committees as required.
- Support governance-related aspects of recruitment processes where appropriate.
- Maintain governance records and archive materials.

7. Personal Development

- Undertake training and development to maintain knowledge and improve practice.
- Keep up to date with developments in education and governance requirements.

Person Specification

Key Criteria	
Education & Qualifications	<ul style="list-style-type: none">• Educated to GCSE standard in maths and English at Grades A - C or equivalent• Level 4 Certificate in Academy Governance, working towards or willing to undertake
Work Experience	<ul style="list-style-type: none">• Experience of working in a school environment in a similar role
Knowledge	<ul style="list-style-type: none">• Knowledge of the schools system• Knowledge of governance law, structures, policy and practice in all types of state school• Awareness of current issues and thought leadership relating to the governance of schools and academy trusts
Skills	<ul style="list-style-type: none">• High level communication and IT• High level strategic planning• Decision-making based on intelligent assessment of risk and benefits• Interpersonal/relationship building/stakeholder engagement skills• Presentation and facilitation skills
Attributes	<ul style="list-style-type: none">• Personal integrity and commitment to the principles of public life• Respecting confidentiality• Can manage and make decisions independently• Ability to lead by example, coach, motivate and inspire others• Agile thinker• Innovator• Calm and resilient under pressure• Commitment to CPD and modelling this to others

TIMELINE FOR RECRUITMENT PROCESS

Closing date for applications	13th August 2026 at 12.00pm
Interviews	20th August 2026
Start Date	1st September 2026

HOW TO APPLY

Please apply by completing the online application form via MyNewTerm. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

REFERENCES & PRE-EMPLOYMENT CHECKS

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance