

**AQUINAS CHURCH OF ENGLAND EDUCATION TRUST**

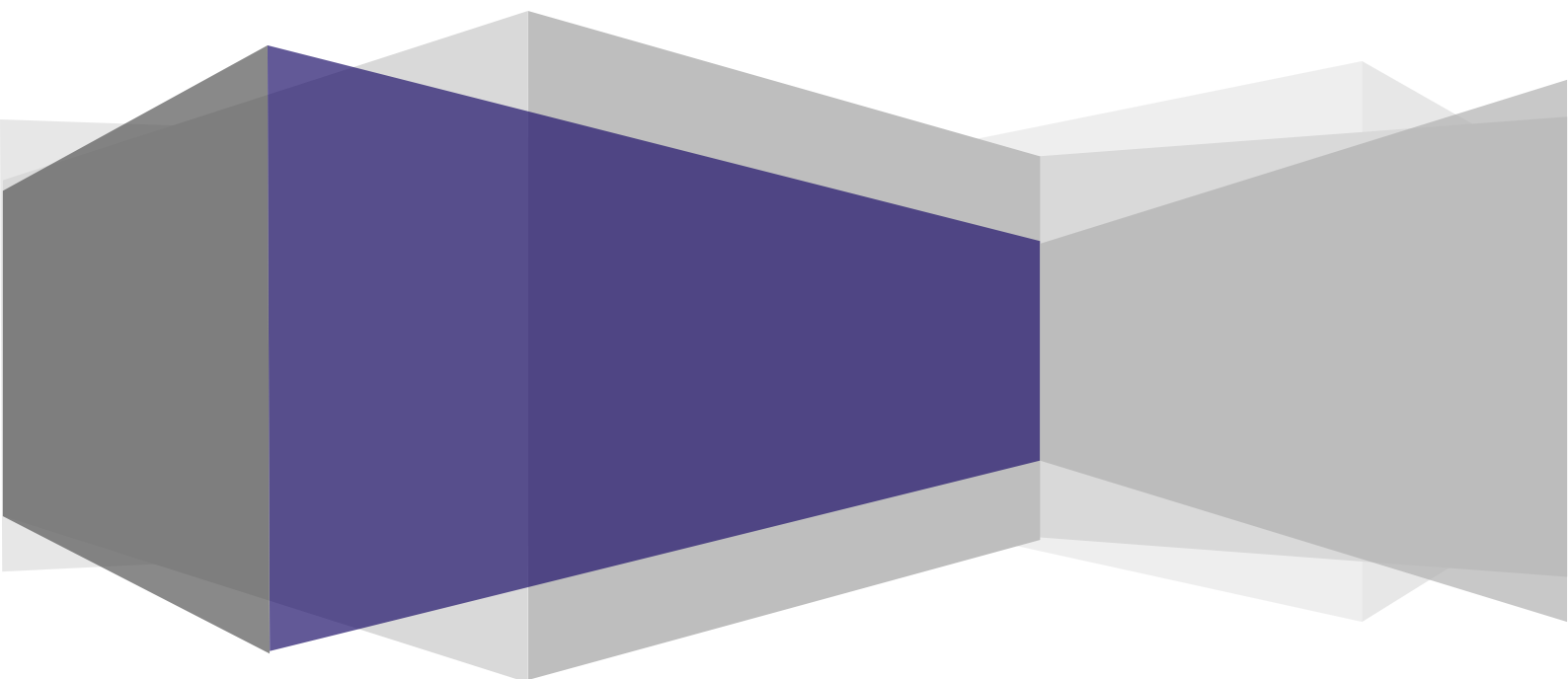
[www.aquinastrust.org](http://www.aquinastrust.org)

# **Application Pack**

**Governance Professional**

**£36,451.00 p.a. - £43,003.00 p.a.**

**Required: Spring 2026**



# Governance Professional

As the Trust continues to grow, we are seeking to appoint a full-time Governance and Compliance Professional to support effective governance across our academies. You will be based in our Aquinas main office: Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

The Trust has expanded to twelve academies, with a further two joining during the current academic year. With a Trust of this size (12–14 schools), the existing model—comprising a part-time Governance Professional alongside a separate AAC and Compliance Officer—is no longer sufficient to meet the increasing complexity and demands of governance, compliance, and statutory oversight.

As a result, this role is being expanded into a full-time position, providing comprehensive and strategic support to the Board, Committees, and senior leaders across the Trust.

This is a key role within the Trust, offering the opportunity to shape and strengthen governance arrangements during a period of growth and development.

## **The successful candidate will have:**

- A flexible attitude.
- Good time management skills and the ability to prioritise tasks.
- Outstanding ICT skills (Microsoft Office) and strong statistical analysis ability.
- The ability to work as part of a team and on own initiative.
- The ability to shape a new position into one that is deemed essential for future operations.
- Excellent written and spoken communication, and interpersonal skills.
- The ability to work with diplomacy, tact and discretion and respect the confidentiality of information handled in line with the principles of the Data Protection Act.
- The ability to deliver information to senior staff in a way that is concise and easy to understand.
- Excellent attention to detail.
- Previous experience working in a governance role or similar.

## **In return, we offer:**

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do.
- A commitment to a flexible approach to work / home life balance e.g. Hybrid Working of 2 or 3 days at home upon successful completion of probation.
- Enrolment in the 'defined benefit' Local Government Pension Scheme with employer's pension contributions of 23.6% (subject to annual review);
- Generous annual leave package starting at 25 days (plus bank holidays) and rising to 31 days (plus bank holidays) after a qualifying period of service.
- Free on-site parking.
- A skilled and experienced team of professionals.

We would be pleased to welcome you for an informal visit prior to application.

## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **Monday 2<sup>nd</sup> March 2026 at 9am**

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

Interview date: **Wednesday 11<sup>th</sup> March 2026**

### APPOINTMENT

All candidates will be contacted following interview.

Appointment to commence: **Monday 13<sup>th</sup> April 2026**

### Flexible for the right candidate

### APPLYING

Please send your completed application form, outlining your suitability for the role against the enclosed person specification and job description, by email to [Aquinas.recruitment@aquinatrust.org](mailto:Aquinas.recruitment@aquinatrust.org). Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview – unless explicitly requested in your application. If you would like to discuss the role prior to application, please contact the HR Officer at [Aquinas.recruitment@aquinatrust.org](mailto:Aquinas.recruitment@aquinatrust.org)

## RETENTION OF INFORMATION

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months after the date of the interview, in accordance with our retention of records policy.

**The Aquinas Trust is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**

## JOB DESCRIPTION

### DETAILS

<b>Job Title:</b>	<b>Governance Professional</b>
<b>Grade:</b>	<b>Aquinas Grade 7</b>
<b>Full time salary range:</b>	<b>£36,451.00 p.a. - £43,003.00 p.a.</b>
<b>Hours:</b>	<b>36 Hours per Week, 52 weeks per year</b>
<b>Reports to:</b>	<b>Trust Executive Team</b>

### THE ROLE

This is a key role within the Trust, offering the opportunity to shape and strengthen governance arrangements during a period of growth and development.

#### Key Responsibilities

##### **1. Compliance & Regulation**

- Ensure adherence to the Academy Trust Handbook and funding agreements.
- Maintain registers of interests and monitor conflicts of interest.
- Oversee compliance with statutory duties (e.g. safeguarding, data protection, charity law).
- Track regulatory deadlines and submissions (Companies House, ESFA, DfE).

##### **2. Board Administration**

- Schedule board and committee meetings in line with governance cycles.
- Draft agendas in consultation with the Chair and CEO.
- Circulate papers in advance, ensuring trustees have sufficient time to prepare.
- Record accurate minutes and maintain a log of decisions and actions.
- Monitor follow-up on agreed actions and report progress.
- Schedule annual Trustee visits to schools.
- Keep GovernorHub up to date.

##### **3. Advisory & Guidance**

- Provide impartial advice on governance, constitutional and procedural matters.
- Interpret government guidance and policy changes for trustees.
- Advise on the scheme of delegation and terms of reference.
- Support trustees in understanding their legal duties and responsibilities.

##### **4. Strategic Governance Support**

- Facilitate board self-evaluation and governance reviews.
- Support trustee induction and ongoing training.
- Advise on board composition, recruitment and succession planning.
- Help trustees focus on strategic priorities rather than operational detail.

##### **5. Information & Communication**

- Act as a conduit between trustees, executive leaders and AACs (Aquinas Advisory Councils).
- Ensure trustees receive timely, relevant information for decision-making.
- Ensure that all Trust policies are up to date.
- Draft governance reports and briefings highlighting risks, priorities, and compliance status.

- Maintain clear communication channels across all governance tiers from Members – Trustees – Advisory Councils.

## **6. Risk & Assurance**

- Ensure risk registers are reviewed and updated regularly.
- Support trustees in monitoring financial sustainability and educational outcomes.
- Liaise with auditors and external reviewers on governance matters.
- Highlight emerging risks and advise on mitigation strategies.

## **7. Oversight of Policies**

- Leading the policy cycle, ensuring timely drafting, consultation, approval and review of trust policies.
- Monitoring compliance across all academies within the trust, ensuring consistent application and adherence.
- Advising the board and executive leaders on statutory requirements, regulatory changes and emerging risks.
- Ensuring policies are accessible, clearly communicated, to enable Executive leaders to embed these into operational practice.
- Coordinating with the executive team, AACs and committees to align policies with the Trust's vision, values and strategic priorities.
- Reporting regularly to the board on policy compliance, gaps and areas for improvement.

## **8. Culture & Integrity**

- Promote ethical governance and uphold Nolan Principles of Public Life.
- Encourage transparency and accountability in board operations.
- Safeguard the independence of governance advice.

## **TRAINING**

- Support a culture of continuous improvement in governance practice.

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## **SAFEGUARDING**

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## VARIATIONS

This job description contains many items which are shared across the central team. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post, but it is important to recognise that the team works closely and supportively to adapt our priorities to the needs of the organisation. As our organisation grows the job description will adapt in response to that growth.

PERSON SPECIFICATION	
	<u>Essential or Desired</u>
<b><u>Qualifications</u></b>	
<ul style="list-style-type: none"> <li>Degree-level education or equivalent</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Evidence of continuous professional development (CPD)</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Relevant qualification or demonstrable experience in governance, law, education, or public administration</li> </ul>	Desirable
<b><u>Knowledge and Understanding</u></b>	
<ul style="list-style-type: none"> <li>Strong understanding of governance principles, compliance requirements, and best practice</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Knowledge of legal and regulatory frameworks affecting schools and trusts</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Familiarity with DfE Governance Handbook, Academy Trust Handbook, and Ofsted requirements</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Understanding of charity and company law as it applies to MATs</li> </ul>	Desirable
<b><u>Skills and Abilities</u></b>	
<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to draft high-quality minutes, reports, and policies</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Strong organisational skills and attention to detail</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to work independently and manage multiple priorities</li> </ul>	Essential
<ul style="list-style-type: none"> <li>High level IT skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>Ability to facilitate board evaluations and governance reviews</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>Experience delivering governance training</li> </ul>	Desirable
<b><u>Personal Attributes</u></b>	
<ul style="list-style-type: none"> <li>High level of integrity and professionalism</li> <li>Commitment to upholding the principles of public service and good governance</li> <li>Able to build effective relationships with Trustees, school leaders, and external stakeholders</li> <li>Discreet and confidential</li> <li>Resilient, flexible and adaptable</li> </ul>	



