

Director of Governance and Clerk to the Trust Board

Hours: Part Time (0.6 full time equivalent)

Salary: £29,782.80-£31,604.40

Start Date: 1st September 2025

Are you organised, detail-oriented and passionate about supporting excellence in education? Saint John Southworth Catholic Academy Trust is seeking a **Director of Governance and Clerk to the Trust Board** to join our Central Services Team.

About the Role

The Director of Governance and Clerk to the Trust Board is a crucial role in ensuring that the Trust operates in compliance with its legal and statutory obligations, as well as supporting and advising our Board of Directors on governance matters.

Key Responsibilities

- Support the efficient and effective operation of the Trust Board and its committees
- Ensure governance at all levels is carrying out its functions
- Lead on development of the Trust's governance framework and drive improvements to its systems, processes and structures
- Manage and coordinate the delivery and ongoing improvement of governance support across the Trust

What We're Looking For

The ideal candidate will:

- Have strong organisational and time-management skills with the ability to prioritise tasks effectively
- Have extensive knowledge of the school system, governance law, structures, policy and practice in academy trusts
- Demonstrate excellent communication skills and a customer-focused approach
- Be adaptable and ready to learn, with a commitment to professional development
- Show high levels of integrity, confidentiality and commitment to safeguarding

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

How to Apply

For full details, including the Job Description and Person Specification, please visit our website: [St John Southworth Catholic Academy Trust - Vacancies](#). Application forms are available at the bottom of the page. **Please submit your application forms via email to hrteam@sjscat.co.uk.**

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!