



Governance and Administration Officer Job Application Pack

Permanent, full time
Salary: Scale 6, Points 18-20 (£37,505 - £38,631 p/a)



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Welcome from Hugh Greenway, Chief Executive Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We consist of 36 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands) and a Head Office based in central London.

The simple fact that you are considering a job with the Trust makes you one of the good guys. On behalf of the thousands of children currently in Elliot Foundation schools and those children yet to join us, thank you. Without people like you, there would be no future for our society or our world. You can play a pivotal role in growing a multi academy trust which supports schools to develop not just children's skill sets but their lifelong attitudes to learning and even their moral compass.

Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills and work with a variety of experienced and skilled colleagues. If you have the ambition for yourself and the staff and children in our care, we will take you as far and sometimes further than you believed possible. I look forward to working with you.





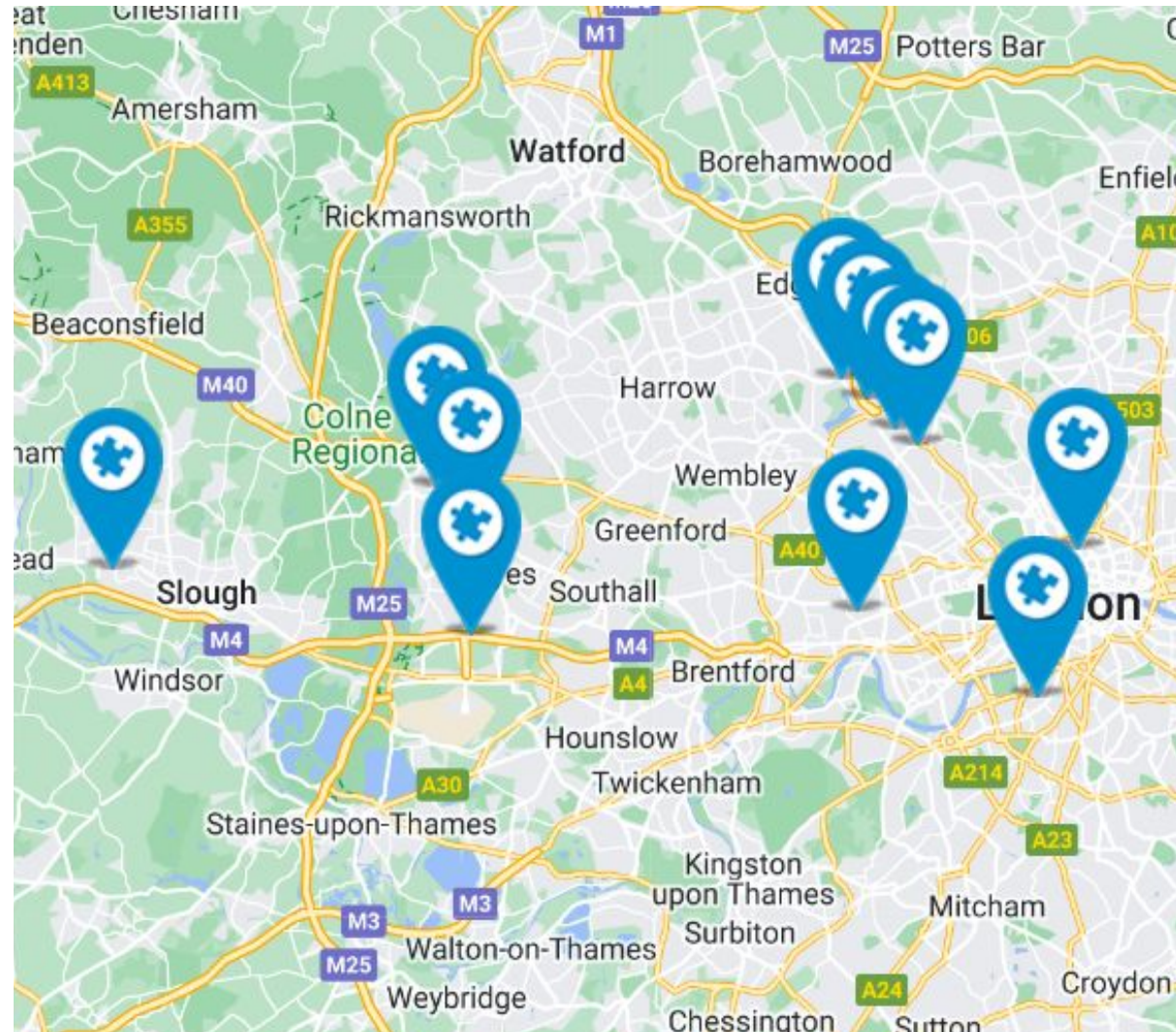
**The Elliot Foundation Academies Trust
Academies and Clusters**

TEFAT Academies and Clusters

London Cluster

London

Childs Hill Primary School
Cippenham Primary School
Claremont Primary School
Greenside Primary School
Griffin Primary School
Hillingdon Primary School
The Hyde Primary School
John Locke Academy
Parkfield Primary School
Pinkwell Primary School



TEFAT Academies and Clusters

East Anglia Cluster



East Anglia

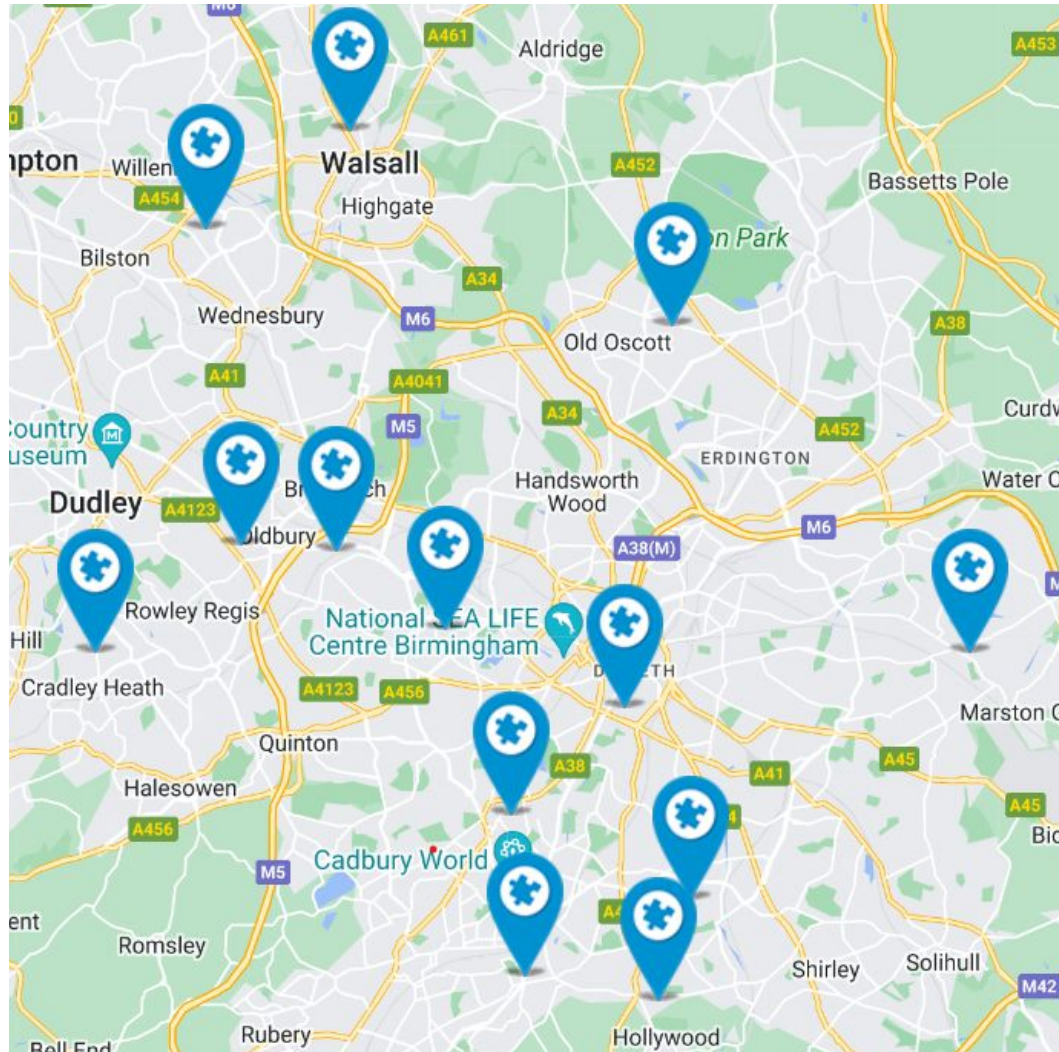
- Cavalry Primary School
- Elm Road Primary School
- Eyrescroft Primary School
- Highlees Primary School
- Millfield Primary School
- Nene Infant School
- Ramnoth Junior School
- Ramsey Spinning Infant School
- Ramsey Junior School
- Westwood Primary School

TEFAT Academies and Clusters

West Midlands Cluster

West Midlands

- Billesley Primary School
- Chandos Primary School
- Croft Academy
- George Betts Primary School
- Hollywood Primary School
- Kings Norton Junior and Infant School
- Kings Rise Academy
- Netherbrook Primary School
- Peterbrook Primary School
- Rounds Green Primary School
- Rowley Hall Primary School
- Shireland Hall Primary School
- Shirestone Academy
- Tiverton Academy
- Valley Primary School
- Woods Bank Academy



Growth and Partnerships

Future Growth



Formal education partner of The Hujjat Primary School and plans to welcome additional schools to the Trust in the West Midlands cluster over the coming months.

Billesley Research School



Part of the Education Endowment Foundation (EEF) Research Schools Network, designed to create a network of schools supporting the use of evidence to improve teaching practice.

Creativity Collaborates



Appointed by Arts Council England, as a lead school for the Creativity Collaboratives pilot for the West Midlands and East Anglia.

Rackets Cubed



Integrated sports, education and nutrition programmes for children. Community Box Programme of food and essentials to families in need.

TEFAT Values

1. Put children first



- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

2. Be safe



- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

3. Be kind & respect all



- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

4. Be open



- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

5. Forgive



- a. We all make mistakes
- b. Admit them, learn from them and move on

6. Make a difference



- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others



Governance and Administration Officer Job Pack

Staff Benefits



Governance and Administration Officer Job Pack

Governance and Administration Officer

We are seeking a governance and administration champion, able to streamline operations and safeguard organisational compliance while empowering the leaders and staff who care for our young people.

You will need to be a stickler for organisation, detail and accuracy whilst having the people skills to proactively engage senior leaders.

Working predominantly with the Head of Legal and Governance, this role provides administrative guidance and support on all aspects of governance across the Trust, alongside day to day support to our academies in relation to governance and compliance, GDPR and other statutory arrangements. The strategic aspiration is to ensure that the structure and practice of governance and compliance throughout the Trust continuously improves.

How to Apply

We hope that the information provided is useful and informative. Further details can be found via our website at www.elliottfoundation.co.uk.

If you wish to arrange an informal discussion in relation to the Trust and/or the specific role, please do not hesitate to contact us via email at recruitment@elliottfoundation.co.uk

Please submit an [application form](#) and covering letter to Rida Begum via email at recruitment@elliottfoundation.co.uk

Closing Date: 22nd June 2026, 9am

Interview Dates: 25th June 2026



Job Description:

Purpose of the Role

- To provide administrative support to the Head of Legal and Governance, and relevant Directors to support their areas of work
- To provide administrative support and advice to academies, primarily in relation to governance matters

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our pupils;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties/responsibilities which may reasonably be regarded as within the grade of the post as defined.

Job Description:

Specific Responsibilities

Governance

- Support the Head of Governance to oversee high quality management of complaints, data protection, and exclusions processes, providing support and guidance to academies as appropriate
- Maintain robust oversight of policies, including:
 - overseeing a record of Trust owned policies and a rolling review programme;
 - support schools to do the same;
- Assist with the administration of Trustee induction or resignation processes;
- Work with academies to ensure local website policy compliance;
- Support the practical arrangements for Trust Board and Committee meetings;
- Maintain accurate Trust Board and Committee records in relation to:
 - membership and terms of office;
 - attendance;
 - business and pecuniary interests;
 - statutory website publishing;
 - Get Information About Services (GIAS)
- Provide administrative support to the local tier of governance.

Curriculum and Development

- Provide administrative support for Learning and Development, acting as a point of contact for schools, external partners and venues to ensure the smooth running of events
- Support the administration of the Early Career Teacher Training programme by:
 - supporting schools with data entry to external portals, including the DfE and training providers;
 - being a key point of contact between the training provider, the central team and schools to ensure the smooth running of the training programme;

Job Description:

Specific Responsibilities

Curriculum and Development

- providing support to ensure training events run efficiently;
- tracking attendance and monitoring overall engagement by eligible members of staff to training programmes, including data entry and reporting functions
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Additional Administration

- Provide administrative support on an adhoc basis to Directors to support their area of work as required

Head Office

- Undertake general front-of-house duties on site at the head office, including welcoming visitors, sorting post and answering telephones
- Ensure the smooth operation of the head office, including maintaining stationery and refreshment supplies, managing the confidential waste process and bi-annual IT recycling and liaising with the Estates Director in relation to specific cleaning requirements
- Support the Estates Director to ensure statutory compliance and maintenance of the head office by liaising with external parties to book and facilitate routine servicing visits and any follow up remedial works, arranging repairs and maintenance as required and conducting routine checks that fire call points are tested and recorded by the cleaning staff

To undertake such other duties as may be allocated from time to time by the Head of Legal and Governance or Directors

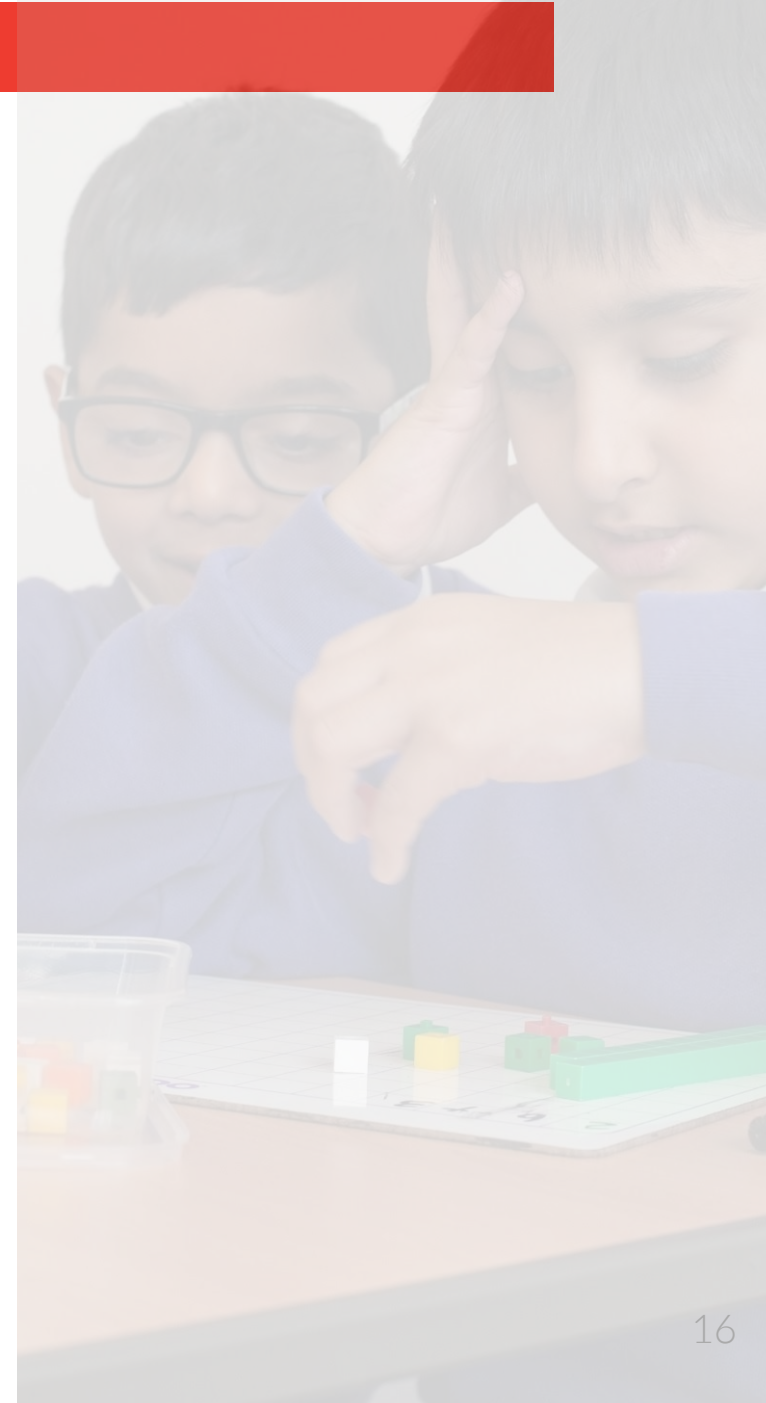
Job Description:

Notes:

- This job description is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed; and
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

Location:

- Predominantly based in the Head Office with occasional opportunity to work from home
- Occasional travel would be required (circa once or twice a term, on average). This travel will be funded



Person Specification:

	Essential	Desirable
Education and Qualifications		
A good standard of education, including GCSEs at Grade C/4 (or equivalent) in English and Mathematics	X	
Educated to degree level or equivalent		X
Governance or education related qualification		X
Knowledge and Experience		
Proven experience in maintaining accurate and detailed records	X	
Understanding of Multi Academy Trust structures and governance models	X	
Familiarity with other relevant legislation, such as Data Protection		X
Experience of working with a variety of stakeholders	X	
Experience working in a governance or central administrative role within a Multi-Academy Trust or school environment.		X
Professional Skills		
Meticulous attention to detail and a commitment to accuracy	X	
Excellent organisational and time management skills, including when managing conflicting demands	X	
Excellent interpersonal skills	X	

Person Specification:

Professional Skills		
	Essential	Desirable
Excellent written and oral communication skills	X	
Good IT skills (Google, Word, Excel, use of databases etc)	X	
Personal Qualities		
Ability to work independently and learn quickly and effectively	X	
Flexible and balanced approach	X	
Reliable, enthusiastic and committed	X	
Strong value of teamwork with the ability to support and contribute to the ethos of TEFAT	X	
Ability and willingness to travel as required (occasional)	X	