



**MacIntyre**  
**Academies**



# **Governance and Compliance Officer**

**MacIntyre Academies Trust**

**Recruitment Pack**

# Recruitment Advertisement

## Governance and Compliance Officer

**Job Title:** Governance and Compliance Officer

**Reference No:** MAT GCO 032025

**Salary:** £26,535.91 - £32,433.45 MAT Pay Scale D-E, points 26-32

**Hours of Work:** 38 hours per week (full-Time, all year round); part-time working will be considered

**Location:** Seebeck House, Knowlhill, Milton Keynes, MK5 8FR, with travel to Academy locations and some remote / home working

**Closing Date:** 28<sup>th</sup> March 2025

**Interviews:** 4<sup>th</sup> April 2025

**Start Date:** 1<sup>st</sup> May 2025

**Be part of the Academy Trust behind schools for children and young people with autism and/or additional needs.**

### About Us

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

We currently have 4 Academies. Endeavour Academy in Oxford opened in 2014 for a cohort of children and young people with autism and associated severe Learning difficulties aged from 9 to 19 years old. In 2015 we opened Discovery Academy in Nuneaton, for children with social, emotional and mental health needs and /or autism. In 2017 we opened Quest Academy also catering for children with SEMH and/or autism. Finally, in September 2020, Venture Academy based in Henley-in-Arden joined the Trust catering for pupils in years 5-11 (ages 9-16) who may have Social, Emotional and Mental Health Difficulties and/or Diagnoses of Autism or an associated condition.

MacIntyre Academies benefits greatly from its sponsor MacIntyre, which over the last 50 years, has developed a strong reputation nationally, as a high quality, person centered organisation.

### The Role

We are currently seeking a Governance and Compliance Officer to join our Central Support Team who provide support services to all four schools within our Trust.

You will work closely with the Governance and Compliance Manager to facilitate effective governance, supporting our academy leaders and building relationships with a range of stakeholders as you do so. Your day to day tasks will be varied, and you will need to be happy to be flexible to follow the demands of a busy Trust.

With attention to detail, you will be efficient at providing draft agendas, preparing data and papers and minuting meetings. You will provide a comprehensive and confidential administration support service to MacIntyre Academies Trust. You will have good organisational skills and be a confident communicator. You will need advanced skills in Outlook and Microsoft Office, and have regard for branding guidelines.

### About You

You will be a strong team player and possess the ability to operate calmly under pressure. As the sector changes and develop, you will have an appetite to learn and undertake training to ensure the Trust remain compliant and up to date with industry standards. You will be prepared to work variable hours to meet the requirements of the role. You will understand the importance of your contribution, and work embodying the Trust's values of ambition, compassion and partnership. You will be excited to join in the mission of the Trust to provide the very best outcomes for children and young people.

Due to the nature of the role we are unable to accept applications from parents / carers of young people who are on roll at one of the Academies.

## **Benefits**

In return, we can offer you:

- A competitive salary
- A local government pension scheme
- Family friendly policies
- Wellbeing, Bereavement and Menopause Policies
- An Employee Assistance Programme to support your health and wellbeing and access to various perks including discounts including Tesco, Cineworld, Go Ape and many more
- Annual flu jabs
- Cycle to work scheme
- Access to further professional development through the Trust's Leadership Programmes
- Training and Development
- Access to Blue Light Card which offers thousands of amazing discounts online and on the high street for emergency and social care staff
- Death in Service
- Enhanced DBS Certificate (paid for by MacIntyre Academies)

We also have an active employee engagement programme which includes termly 'You Are Awesome' awards, an annual Big Thank You Day and a Trust Wide Annual Conference.

## **Safeguarding**

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide). It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.

# Letter from Head of Operations

Dear Applicant

Thank you for your interest in the role of Governance and Compliance Officer. This is an exciting opportunity to join a Trust with an inspiring vision to make a difference to the lives of children and young people.

MacIntyre Academies' mission is to become a leading Special Academy Trust that provides outstanding outcome-focused state education by promoting high aspirations, empowering parents as partners and successfully equipping every child for adult life.

Our Central Team is vital to achieving that mission through diligent Governance and efficient and effective management of the Trust's business systems and functions.

At the heart of what we do is a passion and dedication to supporting children and young people. Values, ethos and behaviours are as important as skills and experience; we want to hear from passionate people who value their contribution to a wider team in achieving our mission.

I look forward to reading your application and meeting you in person.

Best Wishes

*Gemma Deehan*

**Gemma Deehan**  
**Head of Operations**



## Our Vision and Ethos

We believe all children and young people, regardless of disability or difficulty, deserve the best education possible. We want our pupils to be ambitious for themselves and we need to be ambitious on their behalf. Therefore, our aim is to deliver 'outstanding' schools with outstanding outcomes. Our schools welcome the involvement of families, keeping education individualised to each child/young person. Our Academies provide a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalised education and positive behaviour support and will evolve according to local needs.

The main aims of Academies are to:

- Improve outcomes and life chances for children and young people;
- raise aspirations of both students and staff aspirations for their students;
- support children back into mainstream schools where appropriate;
- ensure better transitions, destinations and opportunities after school;
- Accelerate progress in literacy, numeracy as well as a broad and balanced curriculum;
- Operate a school which is environmentally sustainable and financially secure;
- strengthen community cohesion by being a keystone within the local community;

With curricula that focus on developing academic potential, social, vocational and life skills, we want every child to achieve his or her full potential. The school curricula are motivational and make connections. Learning is practical, always feels 'real' and relevant and builds on young people's strengths. To achieve this, learning happens in a wide variety of spaces including the local community, the school grounds and in specialist technology spaces. Through engaging projects young people access a broad and balanced curriculum including developing the literacy and numeracy skills which will help them to succeed in their adult life.

Supporting young people to improve their own well-being, particularly their communication, social, emotional and mental health needs, is central to the school curriculum. This includes learning to build positive relationships, being active, contributing positively to their school and local community, broadening experiences and learning to understand and shape their own emotions. We have a holistic and non-judgemental approach to supporting behaviour that empowers the child or young person to engage in education. We believe that a student that is motivated, encouraged and made to feel worthwhile will choose to learn, and as a consequence behave well. Our schools support students to become socially responsible, polite and caring young adults, who value the lives of others and the environment in which they live. All staff, not just teachers, are trained to support children to develop positive behaviours and develop strategies to manage their own behaviour positively. Good behaviour and attendance are a direct outcome of positive attitudes to learning - importantly, our vision is for all children and young people to enjoy attending the Academy.

Key to the success of our academies is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies' in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.

# Governance and Compliance Officer

## Job Description

### Reporting to:

Governance and Compliance Manager

### Purpose:

To provide a comprehensive and confidential support for the Governance & Compliance Manager in matters relating to Governance, Compliance and Data Protection.

### Key Responsibilities and Duties:

#### Governance

- Act as Clerk to the Local Advisory Boards and Committees to the Board as required, prioritising face to face attendance.
- Skillfully manage relationships with governors and other stakeholders to nurture effective governance.
- Fully administer the LABs in line with the annual master agenda and other relevant documents, ensuring consistency and quality of clerking services. Provide governance data as required, update the governance information on Trust /Academy websites and liaise with others to ensure accuracy and compliance.
- Implementation of Trust Policies Guidance and Procedures in relation to statutory and regulatory requirements in conjunction with relevant Trust employees.
- Maintain the Trust's Live Register of Interests, updating annually and as any new declarations occur.
- Take responsibility for the Trust Policy review cycle, with oversight from the Governance and Compliance Manager. Ensuring version control and facilitate timely review.
- Assist Academies in the local policy approval process. Processing governor approval and/or feedback and ensuring policy review is meaningful and efficient.
- Assist with proof reading of policies and documents as required.
- Maintain a governor training log, reminding governors when their training needs renewal.
- Assist with governor recruitment and skills audits
- Attend and take notes at Trust Forums as required, ensuring efficient distribution of notes and accurate recording of actions.
- To coordinate office and building activity for the Trust Head Office at Seebeck House, liaising with the landlord, issuing entry passes, setting up systems for booking meeting rooms, etc.

#### Compliance

- Contribute to the design of a Compliance Framework at both Trust and Academy level.
- Work with colleagues from across the Trust to collate compliance data, capturing an accurate picture of compliance and identifying areas of non-compliance or weakness.
- Assist the Governance & Compliance Manager with the preparation of key compliance reports for the Audit & Risk Committee and Board

#### GDPR

- Take an active role in promoting good data protection across all areas of work.
- Attend and be the notetaker of the Compliance Forum, ensuring timely distribution of agenda, papers and notes.
- Support with the data mapping and write/ review Data Protection Impact Assessments as required for third party data processors.
- Support with the housekeeping of the GDPR portal system including pulling out data to report to leaders and governors periodically, updating users etc. as required.

## **General Accountabilities**

- To develop strategic working relationships with MacIntyre Charity Colleagues based in their Head Office.
- To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
- To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
- To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
- To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy any other associated policies and procedures.
- To be responsible for your own personal and professional development; undertaking learning and development activities including attending role specific training as required.
- To attend and participate in team meetings, individual formal supervisions, appraisals and debriefings to ensure consistency and good practice.
- To undertake any other reasonable tasks as are required at the discretion of the Governance and Compliance Manager

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education, knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Good standard of education Demonstrative written and verbal communication skills.</li> <li>• Demonstrative advanced skills in Outlook and Microsoft Office.</li> <li>• Good organisational skills and ability to set priorities.</li> <li>• Excellent communication and facilitation skills with all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant qualification in Governance</li> <li>• Knowledge of governance developments in education</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• A belief that children with learning difficulties and their parents have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences</li> <li>• A commitment to supporting high service delivery</li> <li>• A commitment to the implementation of MacIntyre Academies Equal Opportunities Policy</li> <li>• Ability to act as an appropriate member of MAT and keep calm under pressure and in all situations</li> <li>• Excellent communication skills at all levels, including good telephone manner and ability to converse with stakeholders and other outside professionals</li> </ul>	
<b>Special knowledge and Skills</b>	<p>The Candidate must be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• A passion for working with a Trust that supports pupils with SEND and their families</li> <li>• Ability to work flexibly to meet the needs of MacIntyre Academies Trust</li> <li>• High level of resilience and determination</li> <li>• Commitment to and a genuine interest in the pastoral welfare of the school communities</li> <li>• Ability to plan and prioritise workload in order to meet deadlines</li> <li>• Adopt a reflective approach to work</li> </ul>	



## Competencies

Competency	Description
<b>Respecting and Understanding Others</b>	<ul style="list-style-type: none"> <li>• Reacts sensitively to other people and recognises different viewpoints, beliefs, values and opinions.</li> <li>• Treats children and young people we support and colleagues with respect, dignity, honesty and equality</li> <li>• Adapts their working style and level of support to an individual's needs or wishes.</li> <li>• Works cooperatively with colleagues and assists when they need support</li> <li>• Values the different contributions that people can make within a team</li> </ul>
<b>Influential Communication</b>	<ul style="list-style-type: none"> <li>• Listens actively and display enthusiasm in their communication</li> <li>• Uses and presents information in a manner which is persuasive, logical and understandable to the receiver</li> </ul>
<b>Facilitating Success and Improvement in Others</b>	<ul style="list-style-type: none"> <li>• Support, motivate and inspire others to try new tasks or activities</li> <li>• Seek assistance appropriately and receive feedback from others</li> </ul>
<b>Results &amp; Quality Focus</b>	<ul style="list-style-type: none"> <li>• Completes work to a high standard, with a high degree of attention to detail</li> <li>• Takes personal responsibility for the quality of their work and be willing to 'go the extra mile'</li> <li>• Looks for continual improvement in own performance</li> <li>• Work to agreed policies and procedures</li> </ul>
<b>Problem Solving and Decision Making</b>	<ul style="list-style-type: none"> <li>• Is able to collect, interpret and evaluate information effectively</li> <li>• Can develop a deep understanding of a problem, exploring alternative ways of resolving problems including new possibilities</li> <li>• Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice</li> </ul>
<b>Resilience to Change and Challenges</b>	<ul style="list-style-type: none"> <li>• Is open to change and embracing new developments / initiatives</li> <li>• Adapts well in new and unfamiliar situations responding to changing plans quickly</li> <li>• Works independently without direction</li> <li>• Is resilient and copes well in emergency situations</li> </ul>
<b>Personal Development</b>	<ul style="list-style-type: none"> <li>• Is committed to achieving high standards for their own self-development</li> <li>• Is able to reflect on self-development needs and address them</li> <li>• Meets agreed development action plans as agreed with line manager</li> <li>• Achieves positive feedback from peers, senior colleagues and external stakeholders</li> </ul>