



Governance and Compliance Manager Vacancy

Candidate Pack



Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Oak Learning Partnership.

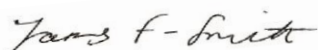
Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

Our schools work closely with one another: they collaborate with purpose, support each other, and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

One of our shared principles is 'our people matter', we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.



James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



Our Shared Principles

We expect all staff at Oak Learning Partnership to embrace our Shared Principles:



Values-Driven

We are a deep-rooted values-driven organisation and we are passionate about working with integrity and honesty, showing respect and kindness for everyone while ensuring we deliver the best education for our pupils. We understand that by creating environments with strong core values everyone thrives.

All of our schools have their own core values which are taught and lived. These are important to us as they feed into our values-rich wider trust family. We also recognise that each school's core values are an important part of their individual identities.



An Exceptional Education for All

Central to our vision as a partnership of schools is our aim to run exceptional schools which deliver excellent outcomes for all learners. We are an organisation which is a beacon for strong inclusive practice. We share a common language around the curriculum and pedagogy. Our schools tailor their approach according to their context. We provide a framework of educational support centrally which helps our schools in their improvement journey. The staffing structure allows us to be flexible in the models of support which we can offer, and we can create new models of support that work for individual schools.



Identity and Individuality

We are passionate about working in partnership as a group of schools, working together to increase capacity and creativity for all. We recognise the collective benefits that this collaborative approach brings. We are also committed to each of our schools having autonomy in many aspects of their work and we are resolute that each school will retain its own identity and protect its history. Leaders in our schools are well-supported and we understand that their autonomy and accountability are vital factors in securing the strong performance of their schools.



Our People Matter

We ensure that our people are highly valued. We are committed to developing people at all levels. Whilst experience and qualifications can be important, our priority is recruiting people who want to make a difference, who share our values and vision, and who have the right attitude. We invest in the professional development of our people, offering opportunities across our schools. We value all of our people; our passion for inclusion is reflected not only across learners but across staff and we ensure that we support their well-being.



Collaborate with Purpose

Our strength comes from our alliance of primary, secondary and special schools and we look to learn from one another. Our schools are committed to collaboration both within our group of schools and outside, and where approaches are having an impact these are shared and applied to other contexts within the partnership. Our schools actively support one another and so all benefit from the partnership. Strong central systems provide high quality support for all schools.



Focus on Impact

We concentrate on the things that work rather than merely ticking boxes. We recognise that more often than not, keeping things simple and doing them consistently well makes the biggest difference. Our centralised support around business functions allows school leaders to focus on their core purpose - delivering an exceptional education.

A close-up photograph of a young boy with short brown hair, wearing a dark blue sweater, playing a violin. He is looking down at the instrument with a focused expression. The background is a library with bookshelves filled with books. A teal circular graphic is overlaid on the right side of the image, containing white text.

"Every day is different, with opportunities to learn new skills and work together to find solutions. It's a great place to work with a fantastic team of dedicated staff."

Member of our Pastoral Team at Oak Learning Partnership

Governance and Compliance Manager

Salary: Grade 9 - 10, SCP 18 - 27, actual salary £27,344 - £33,820

Hours: 37 hours per week, all year round. Term Time would be considered

Closing Date: 9.00am, Monday 27th March 2023

Required as soon as possible

The Trust are seeking to appoint a highly motivated and enthusiastic Governance and Compliance Manager who can join a team of professionals at an exciting point in our journey. The successful candidate will play a major role in supporting the trust implement and maintain governance arrangements and ensure compliance with policies and procedures across our trust.

You will:

- Have the ability to deliver a high standard of customer service
- Possess excellent organisational skills and have an eye for detail
- Be motivated, enthusiastic and have the ability to work flexibly
- Have the confidence and ability to interact at all levels
- Have exceptional written and verbal communications skills
- Have a warm, approachable manner

This is a wonderful opportunity for a person with an interest in Governance and Compliance and previous experience is not essential as extensive support and formal training will be provided. The Trust will also be willing to support a candidate who is wishing to develop to their full potential both within this role and beyond. If you are committed to delivering an excellent service at a high standard, then you will love working with us.



How to Apply

Closing Date: 9.00am, Monday 27th March 2023

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to **equality** of **opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

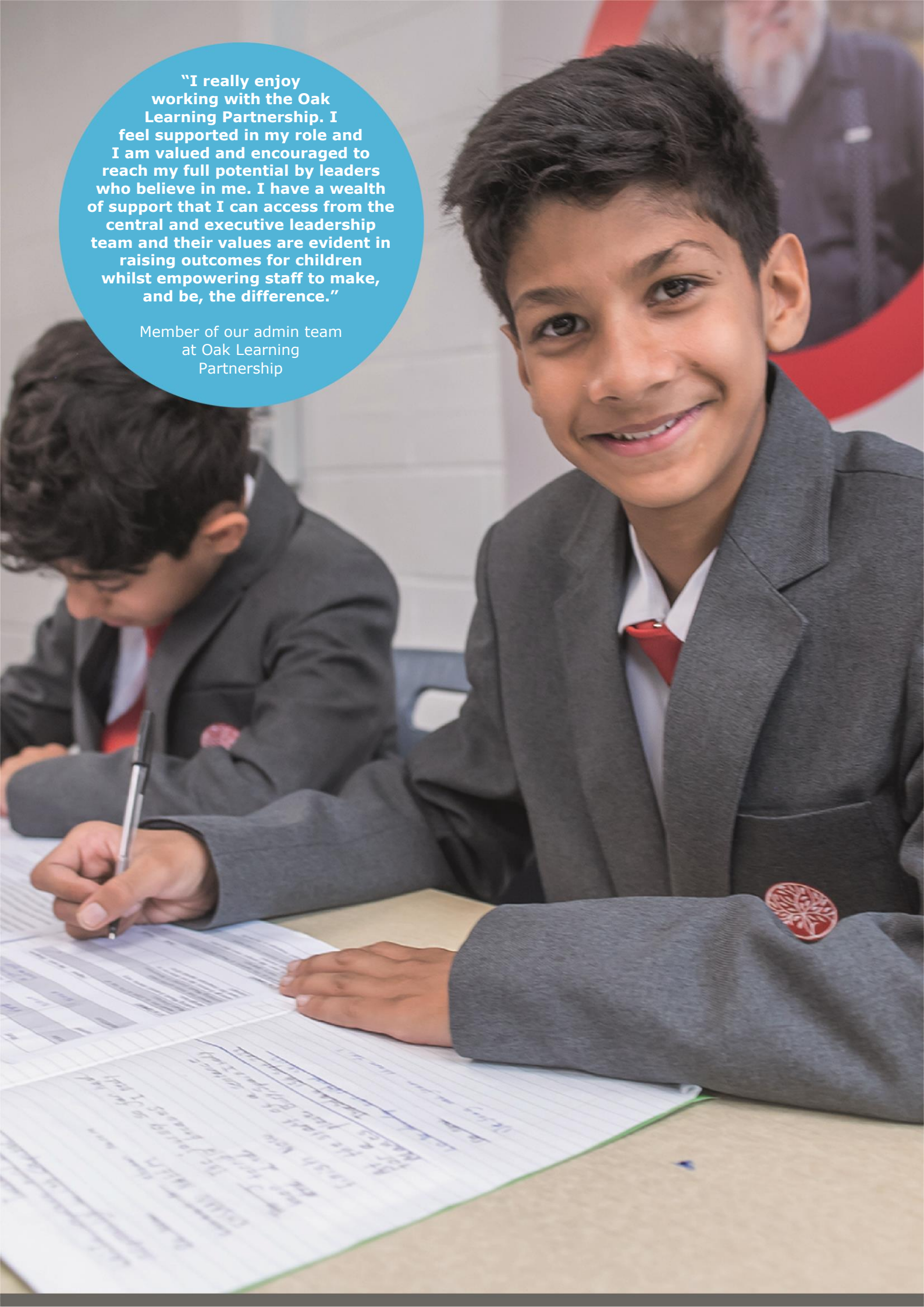
Please do not send CV's. Applications to be completed via our vacancy portal:

[Vacancies at Oak Learning Partnership \(oaklp.co.uk\)](http://oaklp.co.uk)



"I really enjoy working with the Oak Learning Partnership. I feel supported in my role and I am valued and encouraged to reach my full potential by leaders who believe in me. I have a wealth of support that I can access from the central and executive leadership team and their values are evident in raising outcomes for children whilst empowering staff to make, and be, the difference."

Member of our admin team
at Oak Learning
Partnership



Governance and Compliance Manager

Salary: Grade 9 - 10, SCP 18 - 27, actual salary £27,344 - £33,820

Hours: 37 hours per week, all year round. Term Time would be considered

Closing Date: 9.00am, Monday 27th March 2023

Job Description

Normal place of work: Central Team Office, although you may be required to work at any other school within the Trust.

Working hours: 37 hours per week. Attendance at meetings out of hours is a requirement of the role.

The post is all year round but would consider Term Time

Responsible to: Chief Financial Officer (CFO)

PURPOSE OF THE POST

Governance

Under the direction of the CFO the Governance and Compliance Manager will be responsible for the strategic development of governance across the trust.

Compliance

Under the direction of the CFO the Governance and Compliance Manager will manage the development and consistent implementation of trust policies and procedures to ensure that best practice is in place within all trust schools.

MAIN DUTIES AND RESPONSIBILITIES

- Provide advice and guidance to the Chief Executive Officer (CEO) and Board of Trustees on key matters of regulatory and statutory importance
- Actively develop trust governance including supporting the recruitment and retention of the Quality of Education Board's (QEB's) and Trustees, training, development and succession planning
- Ensure statutory policy compliance leading on co-ordination of key policies across the trust, including defining and communicating which sit at school and trust-level, and driving the production and updating of policies

POLICY MANAGEMENT

- Maintain the trust's policy schedule in light of statutory and other policies required by the trust and other relevant bodies e.g. OFSTED/DfE
- Ensure that the trust is compliant with its policy schedule at all times and that policies are published accordingly
- Ensure the trust's Complaints Procedure is kept up to date and manage the process for hearing any complaints received at Stage 3
- Take the lead in responding to any parental complaints that are submitted to external bodies such as the ESFA or Ofsted
- Maintain awareness of the trust's Articles of Association and its governance framework
- Maintain the trust's scheme of delegation and ensure this is consistent with trust policies and other instruments of governance e.g. committee terms of reference

TRUST AND LOCAL GOVERNANCE


- Support the efficient and effective operation of the Trust Board, ensuring that board's business continues to drive the successful delivery of strategic objective
- Maintain robust governance across all schools within the trust, including ensuring that QEB's continue to meet regulatory and statutory obligations
- Regularly review QEB's membership and maintain records of attendance, terms of office, appointment and terms of office of Chairs and Vice-Chairs
- Ensure that the annual skills audit of Trustees and QEB members is undertaken and maintained and available when recruiting
- Ensure a high standard of QEB support and challenge in all trust schools knowing how all local arrangements are working
- Provide universal and bespoke training to Trustees and QEB members as required
- Lead on the recruitment and retention of QEB members including providing advice to Headteachers and others regarding the QEB appointment / election process and ensuring that all QEB appointments are made in accordance with trust policy
- Provide support, advice and guidance to all clerks on procedural and governance issues as required
- Carry out quality assurance checks on the output of clerks to ensure consistency of practice and effective working
- Co-ordinate the recruitment process for new Trustees and members
- Design a professional governance induction and training programme for all layers of governance
- Make room bookings and other arrangements for meetings

RISK AND COMPLIANCE

- Review trust risk register 3 times a year, identifying and reporting any trends or issues to the CEO and CFO
- Assist the Facilities and Estates Manager with administration and audit of trust wide health and safety systems and procedures
- Monitor school accident and near miss reports for appropriate follow-up and reportable accidents
- Assist HR with the co-ordination of compulsory annual refresher training and obtaining annual declarations
- Ensure the DfE database for example 'Get Information About Schools' is up to date – submit corrections/updates as required
- Maintain current knowledge and awareness of website compliance requirements and carry out a twice-yearly compliance audit of all academy websites
- Carry out regular internal compliance checks and monitor relevant processing activities to ensure that all academies are working to trust policies, procedures and practices, including statutory requirements ensuring that all agreed actions are completed within timescales
- Attend meetings of the Finance, Risk and Audit Committee
- Update Companies House as required and submit the trust annual statement and financial statements and accounts

Governance and Compliance Manager Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> Educated to A-Level standard GCSE in English Be willing to undertake additional training 		<ul style="list-style-type: none"> A degree, or equivalent level qualification Hold relevant Governance qualification
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> Experience of writing reports at Board level Experience of working with autonomy over the management of your own workload, priorities and deadlines Ability to think ahead and draw up schedules of review, and to follow these up as necessary Ability to maintain strict confidentiality in all matters The ability to remain calm under pressure and to be proactive in seeking solutions Exceptional communication skills, including high standards of written communication Ability to accurately capture and record discussion points, challenge decisions, and action points from meetings Effective research skills and ability to keep abreast with relevant legislative changes and developments Ability to work flexibly with regard to working hours and travel Good knowledge of effective IT administration systems, including Management Information Systems (MIS) and MS Word, Excel, Outlook and PowerPoint 		<ul style="list-style-type: none"> Knowledge of areas of legislation relevant to education The ability to interpret legislation and explain the requirements in practical terms to non-specialists Experience of audit processes
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> Ability to build and maintain effective working relationships with a wide variety of people Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work. Self-motivation and personal drive to complete tasks to the required timescales and quality standards The flexibility to adapt to changing workloads demands and new school challenges Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users. 		



"Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other."

Member of our Trust
Estates and Facilities
staff

At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

Staff Benefits



CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



Tech Scheme

Tech scheme through techscheme.co.uk



Cycle Scheme

Cycle scheme through cyclescheme.co.uk.



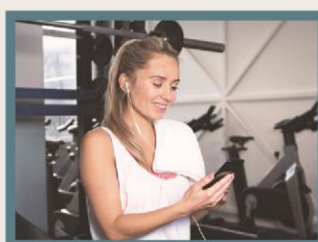
Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



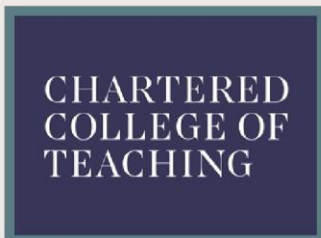
Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



On Site Parking

On site parking is available for staff with level access to the building.



Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



O2 Open

O2 Open offers discounts on Airtime and Devices for all Oak Learning Partnership Staff.

Oak Learning Partnership

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