

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Governance and Development Officer	<b>Location</b>	Home-based with occasional travel to our Head Office and Schools within the trust
<b>Salary</b>	Up to £32,000 per annum full time equivalent	<b>Hours</b>	Open to part time (30 hours per week) or full time (37 hours per week) – 52 weeks
<b>Department</b>	Governance	<b>Reports To</b>	Head of Governance

## JOB PURPOSE:

The Governance and Development Officer will support the delivery of effective, compliant, and developmental governance across the Trust. Working under the direction of the Head of Governance, the postholder will provide clerking and administrative support to the Trust Board sub- committees, and Local Academy Councils (ACs), while also coordinating training and development activities to strengthen local governance. The role will help embed a culture of continuous improvement, ensuring governance adds strategic value and supports the Trust's mission to deliver excellent education and better life chances for every pupil. The postholder will promote best practice and support continuous improvement across governance structures

## KEY RESPONSIBILITIES AND DUTIES:

### Governance & Board Support

- Provide high-quality clerking support to the Trust Board sub-committees and Academy Councils, ensuring meetings are well-organised and compliant in accordance with statutory and Trust requirements.
- Prepare and circulate agendas, reports, and papers in line with governance frameworks and statutory requirements.
- Attend meetings, advise on procedures, and record clear, accurate, and timely minutes.
- Maintain governance records, statutory registers, and decision-tracking systems to support transparency and accountability.
- Support the induction and ongoing development of trustees and governors, contributing to a culture of continuous learning.

### Academy Council Development

- Collaborate with the Head of Governance to strengthen the effectiveness and strategic impact of Local Academy Councils.
- Coordinate training, development, and guidance for academy councillors, tailored to their roles and responsibilities.
- Provide advice and support to Local Academy Councils Chairs and members to enable confident, informed, and strategic governance.
- Monitor and report on Local Academy Councils engagement, impact, and compliance with Trust governance expectations.
- Promote a culture of continuous improvement and collaboration across local governance structures.

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## **Compliance & Assurance Support**

- Assist the Governance team with policy management, statutory returns, and regulatory submissions.
- Support internal and external governance reviews, audits, and assurance processes.
- Ensure governance-related compliance deadlines are met (e.g. Companies House filings, statutory reports). Provide proactive administrative and organisational support across governance and compliance functions, contributing to efficient and effective operations.

The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Head of Governance. This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed. The job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the post holder.

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JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE level 4 or above in Maths and English (or relevant experience).</li> <li>• Strong literacy and numeracy skills to support accurate reporting and record-keeping.</li> <li>• Evidence of continuing professional development relevant to governance or compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Further or high education qualifications.</li> <li>• Relevant governance training or governance related certification.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of clerking, governance, or compliance work in education, charity, or regulated sectors.</li> <li>• Strong organisational and administrative skills, with excellent attention to detail.</li> <li>• Experience of organising meetings, producing agendas and high-quality minute taking ability.</li> <li>• Experience of producing, collating and circulating documents to meet strict deadlines.</li> <li>• Demonstrable ability to build positive working relationships with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a multi-academy trust or school governance environment</li> <li>• Experience of supporting or developing governing boards or academy councils.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Knowledge of academy trust governance frameworks and compliance requirements.</li> <li>• Understanding of the role of trustees, governors, and Local Academy Councils.</li> <li>• Awareness of safeguarding, data protection, and confidentiality in governance.</li> <li>• Commitment to equality, diversity, and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with current education policy and its impact on governance.</li> <li>• Understanding of board development, succession planning, and stakeholder engagement.</li> <li>• Awareness of digital governance systems and tools.</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Excellent organisational and time-management skills.</li> <li>• Strong communication and interpersonal skills, with confidence to support and coach governors</li> <li>• High attention to detail and accuracy.</li> </ul>	

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	<ul style="list-style-type: none"><li>• Good ICT skills, with the ability to use digital tools to streamline governance processes.</li><li>• Ability to work independently and as part of a team.</li></ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	A thorough understanding of up-to-date safeguarding requirements and best practice	
<b>OTHER REQUIREMENTS</b>	Driving license and own vehicle desirable but not essential. Flexibility to attend evening meetings when required.	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**