



**The Rivers**  
C.of E. Academy Trust

Recruitment Pack

# Governance and Projects Professional

*'An extraordinary education for every pupil'*





# Welcome

Thank you for your interest in joining The Rivers C. of E. Academy Trust as our Governance and Projects Professional.

At Rivers, our mission is clear: we create **extraordinary futures** by empowering **extraordinary people** to provide an **extraordinary education** for every pupil. Strong governance helps us fulfil this mission, supporting informed decisions and keeping the interests of children at the centre of our work.

Following the retirement of our previous postholder, we are seeking an experienced governance professional to take forward this established role. You will bring sound judgement and integrity, providing trusted advice to trustees, advocates and senior leaders while maintaining appropriate professional independence.

As our principal source of governance expertise, you will support and clerk the trust board and its committees, advising on statutory requirements and good practice. Your expertise will strengthen the links between the board and our schools, helping trustees and leaders govern with confidence.

Alongside this core governance remit, you will work with our executive team to coordinate and support strategic projects. You will join a supportive group of colleagues (at a central and school level) who are united in their ambition and care for our pupils and communities.

If you are a highly organised professional who values collaboration and brings the confidence to offer constructive advice, we warmly invite you to apply. We look forward to welcoming applicants who will make a valued contribution across our trust.

With best wishes,



**Matt Meckin**  
Chief Executive Officer



**The Rivers**  
C.of E. Academy Trust

'An extraordinary education for every pupil'

## Governance and Projects Professional

**Salary range:** Negotiable and dependent upon experience and skills

**Contract:** Permanent – flexible working options, including full or part-time working, are available

**Responsible to:** CEO

**Start date:** As soon as possible

Do you believe that strong governance has the power to enable **every pupil** to experience an **Extraordinary Education**?

The Rivers C. of E. Academy Trust is seeking a highly organised, proactive and credible Governance and Projects Professional to take a pivotal role at the heart of our trust. Providing expert, trusted support and advice to trustees, advocates and senior leaders, you will ensure that governance across Rivers is effective, compliant and continually improving.

You will be the trust's principal point of expertise for governance, supporting the effective operation and clerking of the trust board and its committees, advising on statutory and regulatory requirements, and driving continuous improvement in governance systems, structures and practice. By maintaining clear lines of sight from the board to our schools, you will help trustees and leaders make well-informed decisions that strengthen accountability and improve outcomes for children.

This role is ideal for a professional who combines sound judgement with discretion, integrity and the confidence to interpret complex information. You will build productive relationships while retaining appropriate independence, working alongside **Extraordinary People** and enabling them to govern and lead with confidence.

Alongside governance, you will have the opportunity to support a variety of projects that contribute to our 2030 strategy supporting **Extraordinary Futures** across Rivers. Working closely with senior leaders, you will bring organisational and communication skills to new challenges, with opportunities to broaden your experience and develop expertise in project coordination and bid-writing. Support and training will be available to help you grow in these areas, if required.

## Governance and Projects Professional

**This role offers the successful candidate the opportunity to:**

- influence and improve governance practice, working closely with trustees and executive leaders who value professional advice
- work closely with trustees, advocates, executive leaders and headteachers across Rivers
- join a supportive and collaborative central team where professional growth and shared learning are valued
- develop project coordination and bid-writing expertise through structured support and training
- benefit from flexible working options, including full-time or part-time arrangements.

**We are looking for someone who will:**

- bring strong governance knowledge and experience, with an understanding of effective academy trust governance
- provide authoritative, practical advice and maintain the highest standards of compliance and professional integrity
- communicate confidently and build trusted relationships with a wide range of stakeholders
- manage competing priorities with precision, initiative and close attention to detail
- share our commitment to enabling **Extraordinary Education, Extraordinary People** and **Extraordinary Futures**.

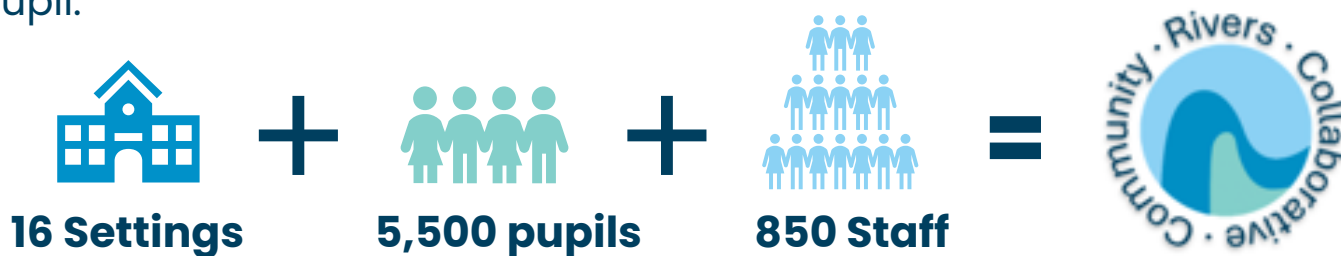
If you have strong governance experience and knowledge and you are ready to make a trust-wide contribution, this could be the ideal next step.

*The Rivers C. of E. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, online searches and a medical questionnaire.*



## Our trust

The Rivers C. of E. Academy Trust, founded in 2014, is a primary-specialist trust with a strong track record of improving schools and a shared purpose of providing an **extraordinary education** for every pupil.



Our community of sixteen schools has over 5,500 pupils and more than 850 staff. We are one of the largest primary multi-academy trusts in the West Midlands with a geographical reach across Worcestershire, Sandwell, and Dudley.

We pride ourselves on being front-line focused and our team of **extraordinary people** work passionately on our shared mission. Our ambition for each school remains a priority, with 100% of our schools rated 'Good' or 'Outstanding' by Ofsted, several of which have improved from weaker predecessor judgements.

Education provision across our family of schools is closely matched to the specific needs of our learners, particularly the most vulnerable and their families. We have high hopes for every child, whatever their background, need or prior attainment, and we empower our pupils to see their limitless potential so they can contribute positively to society and to their **extraordinary futures**.

# Mission

Our mission embraces the character, purpose and future direction of our trust. It defines what we do and why we do it:

**Extraordinary Education**  
**Extraordinary People**  
**Extraordinary Futures**

# Vision

Through an **extraordinary** education, we empower pupils to be lifelong learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary** people. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary** futures in an ever-changing world.

# Ethos and Values

We are a family of schools with a Christian ethos. We have Church of England and community schools, welcoming families from all faiths and none, united by our shared mission, vision and values. Whilst each school's unique character and local community are celebrated, we are united through our shared mission, vision and our **STARS** values. These are the characteristics and behaviours that we all share.



# Our Schools

- 1 Summerhill Primary Academy  
Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy

**Covering Worcestershire,  
Sandwell and Dudley**



**The Rivers**  
C.of E. Academy Trust



# 2030 Strategy

Whilst acknowledging and celebrating our many successes, we are not complacent and continue to strive for excellence in everything we do. Our 2030 strategy sets out our three key themes, and the three 'anchors' within each theme, which outline our areas of focus as we move into our second decade.

## Extraordinary Education

- Excellent teaching and provision
- High-quality support for vulnerable pupils
- Exceptional enrichment

## Extraordinary People

- Empowered and valued employees
- Clear professional learning pathways
- High-quality collaboration and networks

## Extraordinary Futures

- Purposeful environments
- Digital innovation and efficiency
- Thriving growth and partnerships

Strong governance connects our trust's strategic ambitions with the experiences of pupils and school communities. Our governance structure brings together members, trustees (the full board) and school-level advocates, with clear responsibilities and a shared focus on an **extraordinary education** for every pupil.

## The local voice:

Our advocate model helps trustees understand life in our schools. Advocates provide assurance and insight through four areas:

**Headteacher Advocate:** Ensuring headteachers feel listened to, supported and challenged.

**Pupil Experience Advocate:**

Ensuring pupils feel safe, have a voice and are successful learners.

**Community Advocate:**

Strengthening connections with families and the wider school community.

**Christian Distinctiveness Advocate:** *(Church schools only)*

Ensuring Christian values are central to the school's ethos.

## Your contribution:

As our Governance and Projects Professional, you will help this structure work effectively, particularly at trust board level and with a line of sight to local advocates too. You will provide trusted advice, support the board and its committees, and strengthen communication between trustees, advocates and senior leaders while maintaining appropriate professional independence.

## Further information:

Our [governance structure](#) and [Scheme of Delegation](#) explain the responsibilities and relationships across the trust.

# Staff Benefits

Our people are at the heart of The Rivers C. of E. Academy Trust and our commitment to an **extraordinary education** for every pupil.

United by our shared mission, vision and values, we invest in every colleague through collaboration and continuing professional learning, helping them grow and make a lasting difference for pupils.

Our benefits support staff wellbeing and professional learning.

These include:



**Education Mutual** offers staff access to free confidential healthcare. This includes mental health support, a 24/7 GP Healthline, physiotherapy, stress management and occupational health services. Find out more about available support: [Education Mutual](#)



**The Local Government Pension Scheme (LGPS)** provides a defined benefit pension based on your salary and length of service, with adjustments for inflation. It offers a secure income in retirement that does not depend on investment performance, helping you plan confidently for the future. Find out more about LGPS: [www.lgpsmember.org/](http://www.lgpsmember.org/)

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continuing professional development pathway for every role
- No work communication outside working hours
- 25 days paid annual leave plus public holidays (pro rata)
- 5 additional days paid annual leave after 5 years' service (pro rata)
- Time for You day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Long-service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



**Find out more about Rivers' staff benefits**

## Governance and Projects Professional

**Line of responsibility:** Responsible to the Chief Executive Officer (CEO)

**Other key contacts:** Chief Finance and Operating Officer (CFOO) and Chair of Trust (CoT)

**Direct reports:** None

**Start date:** TBC

### Key purpose:

This is a pivotal governance role at the heart of Rivers. The Governance and Projects Professional will provide expert, trusted support and advice to trustees, advocates and senior leaders, ensuring that governance across the trust is effective, compliant and continually improving. By maintaining clear lines of sight from the board to our schools, the postholder will help ensure that strong strategic oversight and accountability enable every pupil to experience an **Extraordinary Education**.

We are looking for a highly organised, proactive and credible governance professional who can interpret complex information, exercise sound judgement and communicate confidently with a wide range of stakeholders. The successful candidate will build strong relationships while retaining appropriate independence and will bring the discretion, integrity and commitment needed to work alongside **Extraordinary People**, supporting them to govern and lead with confidence.

The role also offers the opportunity to coordinate and support key strategic projects which contribute to **Extraordinary Futures** across Rivers. Previous project coordination experience would be advantageous but is not essential, as full support and training will be provided for a successful candidate with enthusiasm and willingness to develop their skills in this area.

### Key accountabilities:

Responsible for overseeing governance effectiveness within the trust and ensuring it adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:

- supporting the efficient and effective operation and clerking of the trust board and its committees
- ensuring governance at all levels is carrying out its functions
- leading the development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust
- working closely with the Head of Information Governance and other key central roles to ensure trustees and advocates are meeting compliance requirements
- supporting key projects in Rivers from a high-level administrative and coordination perspective

## Governance and Projects Professional

### Key responsibilities:

#### Effective organisation and administration of trust board meetings:

In most cases the governance professional will clerk meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, they have a key role in:

- keeping the board focused on its core strategic priorities
- setting the cycle of trust board and committee meetings and preparing focused agendas
- ensuring all meetings are inclusive and well structured
- satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academies Financial Handbook, and in accordance with arrangements agreed by the board of trustees

#### Advice and guidance:

As well as acting as the main point of contact for all queries relating to governance within the trust, the governance professional proactively updates those governing by providing advice and guidance on:

- the respective roles of members, trustees and advocates as required, including their duty to maintain the highest professional standards of conduct and ethics
- strategic leadership responsibilities
- best practice in academy trust governance, particularly in relation to committee structures and the scheme of delegation
- the application of policies, procedures and relevant legislation/guidance within the governance structure

#### Manage relevant statutory information and governance documentation:

The governance professional will act as gatekeeper for information and documentation that clearly details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):

- maintaining appropriate records of the trust board and advocates, along with any terms of reference
- maintaining a trust policy register and advising on the policy review and approval cycle
- ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (e.g. on the trust and/or school website) and in line with statutory requirements
- coordinating the review and maintenance of the Trust's Scheme of Delegation, ensuring responsibilities and delegated authority remain clear and up to date
- ensuring that governance-specific risks are included in the trust's risk register
- supporting production of the annual report and governance statement published with the trust's annual accounts

## Governance and Projects Professional

- managing the flow of information between the trust board and advocates and members, maintaining an up-to-date record of advocate business
- developing trust-specific documents such as a governance code of conduct and skills matrix
- maintaining the trust's online governance portal or equivalent

### Oversee governance membership and structure:

To ensure the efficiency and effectiveness of the trust's governance framework, the governance professional is responsible for:

- ensuring the trust board and its committees are properly constituted
- advising the trust board on succession planning
- supporting the trust board in developing effective and inclusive recruitment practices which promote diversity
- overseeing the recruitment of members, trustees and advocates as required, advising on election and appointment procedures
- developing a trust-wide induction process for those governing
- supporting the establishment of local advocate bodies and recruitment of advocates for new schools joining the trust

### People and relationships:

The governance professional develops and maintains productive working relationships whilst maintaining independence by:

- working collaboratively with other key trust functions including senior leadership so that governance supports and enables the operational delivery of strategic objectives
- working closely with the chair of trustees and committee chairs (including schools in relation to advocates) to ensure strong links between the trust board, members and the local tier
- maintaining effective communications with relevant stakeholders such as the local authority
- writing and publishing the governance newsletter
- working with the CEO or other trust leaders to plan and deliver the annual governance event

### Evaluation and development:

In contributing to rigorous and effective methods of self-review across the trust, the governance professional is responsible for:

- coordinating the design and review of professional development for the chair of trustees and committee chairs
- coordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
- supporting the commissioning of external reviews of governance and associated follow up actions to secure ongoing improvement to governance

## Governance and Projects Professional

- developing and implementing a training programme for those governing
- reviewing the effectiveness of advocate processes and identifying where schools may need additional support, working closely with the executive team and headteachers to drive improvements

### Company Secretary support:

Under the direction of the Company Secretary (CFOO), the governance professional will:

- establish procedures for sound governance of the trust
- ensure board meetings and committee meetings are efficient and effective and properly recorded
- support the preparation of statutory reports and governance disclosures
- provide advice to directors and board members on constitutional and procedural matters
- communicate with other professionals (e.g. lawyers and auditors) and stakeholders (e.g. students, parents, wider public)
- keep up to date with policy, legal and statutory requirements and manage information effectively
- communicate board decisions and monitor the implementation of agreed actions, reporting progress as appropriate
- satisfy all aspects of meeting compliance as stipulated in the trust's articles of association, the Academies Trust Handbook, company law and Charity Commission guidance, and in accordance with arrangements agreed by the board of trustees
- maintain confidentiality and the security of information and documents as required
- notify relevant authorities of any changes to membership

### Project coordination and support:

Under the direction of executive team members and for relevant projects, the governance professional will:

- with appropriate experience or development, coordinate and support key projects
- Monitor project milestones and follow up agreed actions with those responsible to meet timescales and priorities in a timely manner
- communicate effectively with key stakeholders internally and externally
- write and pull together necessary paperwork for meetings and projects
- ensure that projects have sufficient governance line of sight from board to classroom
- proofread key documents across a range of projects
- support and, with appropriate experience or development, lead bid writing where it may contribute to key strategic projects for Rivers

## Governance and Projects Professional

### Additional Responsibilities:

- To carry out any such duties as may be reasonably required by the CEO
- To undertake any further training as required
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
  - a. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
  - b. To understand, comply with and promote the trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all.
  - c. It is the responsibility of all staff to comply with the trust's equal opportunities policy. The key responsibilities for staff under this policy are set out in the trust's code of conduct. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.
  - d. To maintain the confidentiality of information about pupils, clients, staff and other trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act..
  - e. To report concerns about poor practice promptly to the line manager or other appropriate person.
  - f. Employees must adhere to the code of conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

*The Rivers C. of E. Academy trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, online searches and a medical questionnaire.*

## Governance and Projects Professional

### Education and qualifications

| Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                       | Desirable Criteria                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• A high standard of general education, including English at GCSE grade 5 or above (formerly grade C or above), or equivalent</li> <li>• Evidence of relevant continuing professional development in governance, compliance or a related field</li> <li>• Commitment to undertaking further training and professional development relevant to the role</li> </ul> | <ul style="list-style-type: none"> <li>• A recognised governance or clerking qualification, or equivalent</li> <li>• Degree-level qualification or equivalent professional accreditation</li> <li>• A project management, business administration or bid-writing qualification</li> </ul> |

### Experience, skills and knowledge

| Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Desirable Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Substantial experience of supporting governance at board or committee level, preferably within an academy trust, school or similarly regulated organisation</li> <li>• Experience of clerking formal meetings, preparing focused agendas, producing accurate minutes and monitoring actions</li> <li>• Sound knowledge of academy trust governance, including the respective roles of members, trustees, committees and the local tier</li> <li>• Up-to-date knowledge of relevant statutory and regulatory requirements, including company and charity law, articles of association and current academy trust guidance</li> <li>• Experience of advising board members and senior leaders on governance, constitutional, procedural and compliance matters</li> <li>• Experience of maintaining statutory governance records, policy registers, declarations of interest and published information</li> <li>• Ability to interpret complex information and translate legislation and guidance into authoritative, practical advice</li> <li>• Exceptional written communication skills, with the ability to draft, edit, proofread and quality-assure complex reports, minutes, governance documents and correspondence to a consistently high professional standard</li> <li>• Strong organisational and administrative skills, with the ability to manage competing priorities, deadlines and meeting cycles</li> <li>• Ability to build productive relationships while maintaining appropriate professional independence</li> <li>• Confident use of Microsoft 365 and online systems to manage information, documentation and governance activity</li> <li>• Understanding of confidentiality, data protection, safeguarding, equality and health and safety responsibilities</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of governance within a multi-academy trust or other complex, multi-site organisation</li> <li>• Experience of governance reviews, skills audits, succession planning, induction or training for those governing</li> <li>• Experience of coordinating or supporting strategic projects and monitoring delivery against agreed milestones</li> <li>• Experience of bid writing, funding applications or preparing annual governance and company reports</li> </ul> |

# Person Specification

## Governance and Projects Professional

### Personal attributes

| Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable Criteria                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• High levels of integrity, discretion and professional judgement</li><li>• Credible and confident, with the ability to provide constructive challenge and retain appropriate independence</li><li>• Highly organised, accurate and attentive to detail</li><li>• Proactive, self-motivated and able to use initiative</li><li>• Calm, resilient and able to work effectively under pressure and to demanding deadlines</li><li>• Collaborative and approachable, with the interpersonal skills to establish trust across a wide range of stakeholders</li><li>• Flexible and adaptable, with a willingness to respond to changing organisational priorities</li><li>• Committed to continuous improvement and ongoing professional learning</li><li>• Willingness to undertake project and bid-writing development</li><li>• Committed to equality, inclusion, safeguarding and the welfare of children and young people</li><li>• Strong alignment with Rivers' mission, vision and values</li><li>• Demonstrates a strong commitment to <a href="#">The Seven Principles of Public Life</a>, including accountability and transparency</li></ul> | <ul style="list-style-type: none"><li>• Enthusiasm for broadening existing expertise into project coordination and bid writing</li><li>• Confidence in facilitating training, briefings or governance development activities</li><li>• Understanding of, and respect for, the trust's Christian ethos and its inclusive community</li></ul> |





# How to Apply

Application forms can be accessed via this link: [Support Staff Application Form](#)

Please download a copy and email your completed application form and covering letter, of no more than two sides of A4, to [hr@riverscofe.co.uk](mailto:hr@riverscofe.co.uk) by **midday on Monday 16 November** (*applications received after this deadline will not be accepted*)

Your covering letter should demonstrate how your career to date has prepared you for this post. Please **do not** submit a CV as these will not be assessed as part of the shortlisting process.

Shortlisted applicants will be contacted by **Wednesday 18 November 2026** and interviews will be held on **Tuesday 24 November 2026**.

To explore Rivers in more detail, please read our [2030 Strategy](#), [Governance Structure](#) and [Scheme of Delegation](#). These explain our ambitions and how governance supports our schools.

Brief, informal telephone or online Teams conversations with a member of our executive team are being offered **by appointment only** at the following dates/times:

- Thursday 5 November 2026 (2pm – 4pm)
- Friday 6 November 2026 (12pm – 2pm)
- Tuesday 10 November 2026 (9am – 11am)
- Wednesday 11 November 2026 (2pm – 4pm)

To arrange an informal conversation about the role, please contact **Julia Carter** on **01299 851178** or via email at [jcarter@riverscofe.co.uk](mailto:jcarter@riverscofe.co.uk). Please choose one of the advertised appointment slots where possible. If none are suitable, we will do our best to arrange a mutually convenient alternative.

*The Rivers C. of E. Academy trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, online searches and a medical questionnaire.*

*The Rivers C. of E. Academy Trust reserves the right to withdraw the vacancy should a suitable candidate be found at any time during the recruitment process.*



**The Rivers**  
C.of E. Academy Trust

Thank you for your interest in working with  
The Rivers C. of E. Academy Trust

We look forward to receiving your application

## **Key Dates**

Closing Date: Monday 16 November at midday

Interview Date: Tuesday 24 November

 **The Rivers C of E Academy Trust**  
School Lane  
Cutnall Green  
Droitwich  
WR9 0PH

 01299 851178

 [info@riverscofe.co.uk](mailto:info@riverscofe.co.uk)

 [www.riverscofe.co.uk](http://www.riverscofe.co.uk)

 @Rivers\_MAT

 The Rivers CofE Academy Trust

 @riverscofetrust