

Aston Manor Academy
as part of Equitas Academies Trust
Aston Manor Academy, Phillips Street, Aston, Birmingham, B6 4PZ
Tel: 0121 359 8108



Governance and Compliance Officer
Salary: £15,792 - £19,718 per annum
Grade 3, SCP 9 – 22 (pro rata of FTE £25,119-£31,364pa)
25 hrs pw, term time only plus 2 weeks (41 weeks)
Required for September 2024
Flexible hybrid, home/office working

We are seeking to appoint an innovative, motivated and experienced Governance and Compliance Officer. The successful applicant must be highly organised and able to manage workload effectively to meet organisational priorities and deadlines.

The post holder will need to work on their own initiative within a busy environment, have excellent organisational and ICT skills, and be able to liaise using tact and diplomacy with internal and external stakeholders, members of the Trust Board and the local community. The ideal candidate will have a background in providing secretarial and administrative support at Board/Senior Management/Governing Body level.

Equitas Academies Trust was formed in September 2012 and incorporates Aston Manor Academy (Secondary) and Chilwell Croft Academy (Primary). Both Academies are happy, exciting and inspiring learning environments for their children who are from a vibrant mix of cultures. The staff and Trustees have a great sense of pride in their schools and care passionately about the pupils they serve.

As an employer, Equitas Academies Trust offers:

- A supportive and nurturing working environment
- A commitment to CPD opportunities
- Employee wellbeing benefits including access to a cycle to work scheme, Voluntary Health Care Cash Plan, Electric Vehicle Scheme and BHSF Connect.
- Employer contributions to Local Government Pensions Scheme (support staff) or Teacher Pensions Scheme (teaching staff)
- Pay progression centered around a robust performance management process
- An inclusive and caring ethos.

The successful candidate should have a commitment to the Trust and community ethos.

We pride ourselves on improving the lives of our students, as well as supporting the fantastic team who dedicate themselves to students every single day. This is an opportunity to really make a difference and enjoy a varied, challenging, and ultimately rewarding role.

This Trust is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment. The successful candidate will be subject to all pre-

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employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right-to-work check, and references.

For further information and to download an application form, the Job Description / Person Specification please visit the school website <https://www.equitasacademiustrust.com/work-for-us/>.

Please email your completed application form to: jobs@equitasacademiustrust.com

Closing date for application forms: 19th July 2024 at 12 midday

Interviews: w/c 22nd July 2024