

Governance Manager

Hours: 35 hours per week, all year round

Salary: £51,228-£54,360

Start Date: As soon as possible

Contract: Permanent

Location: Hybrid – required onsite for some meetings

Are you organised, detail-oriented and passionate about supporting excellence in education? The Saint John Southworth Catholic Academy Trust is seeking a **Governance Manager**.

About the Role

The Governance Manager plays a crucial role in ensuring that the Trust operates in compliance with its legal and statutory obligations, as well as supporting and advising our Trust Board on governance matters.

Key Responsibilities

- Supports the effective operation of governance across the Trust by providing professional advice, clerking services and administrative support to the Trust Board, its committees and Local Governing Bodies (LGBs), ensuring compliance with statutory and regulatory requirements
- Provides clerking services to LGBs and Trust committees, including agenda preparation, minute-taking and action tracking
- Line manages the Governance Support Team and oversees clerking, providing quality assurance on governance advice given by others that is informed by an intelligent assessment of risk

What We Are Looking For

The ideal candidate will:

- Have strong organisational and time-management skills with the ability to prioritise tasks effectively
- Have extensive knowledge of the school system, governance law, structures, policy and practice in academy trusts
- Demonstrate excellent communication skills and a customer-focused approach
- Be adaptable and ready to learn, with a commitment to professional development
- Show high levels of integrity, confidentiality and commitment to safeguarding

What We Offer

- A supportive and collaborative working environment
- Flexible working arrangements
- Opportunities for training and development to help you grow in your career

- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing

How to Apply

To learn more about the role and the Trust, please visit our [Vacancies page](#).

To apply, please download and complete the application forms available on our Vacancies page mentioned above. Once you have completed the forms, please email your application to hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Saint John Southworth Catholic Academy Trust is committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!