



# Governance Officer

Bradgate Education Partnership  
Permanent

37 hours per week – part time working will also be considered

Term time only (to include inset days)

Annual Salary: £26,595 – £28,495

Start Date: As soon as possible

**Application Close Date:** 9am, Friday 14<sup>th</sup> February 2025

**Provisional Interview Date:** Tuesday 4<sup>th</sup> March 2025

*Are you someone who is highly organised?  
Are you experienced in governance and business functions?  
Would you like to work as part of developing the Trust?*

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An exciting opportunity has arisen for someone to join our partnership as a Governance Officer. Due to changes in the Central Team at the Trust we have taken the time to think about our needs for the future, we recognise that the educational landscape is changing and we want to be at the forefront of providing the best possible education for our children and young people. In light of this we feel the time is right for us to employ a Governance Officer to lead on corporate governance and support communications. This is an exciting and varied role, and given that it is a new role within our structures it provides the perfect opportunity to shape the position.

The Governance Officer will work closely with the Trust's Executive Leadership Team and the Trust Board in a wide range of matters. The post holder will have the opportunity to change and develop systems and processes to provide the best possible service to our schools. ***The role does require some flexibility in working hours to accommodate some evening meetings throughout the academic year, with the additional option of hybrid working for the right candidate, this can be discussed at interview.***

This is an excellent time to join our Trust as we enter the next stages of our development, everyone has a significant role to play in delivering high quality education to our pupils, find out more by taking a look at our Candidate Information Pack.

The ideal candidate will:

- Have experience of school or corporate governance/compliance
- Have previous experience of working within an administration role or a business operations function
- Possess the ability to provide a high level of advice and guidance to Executive Leaders and Trustees
- Be highly organised with the ability to organise others
- Posses a high level of communication skills for a of audiences and different media

In return we offer:

- **The opportunity to access hybrid working to enable opportunity to work from home during the working week.**
- Opportunities to work across the partnership, developing your skills and expertise.
- The opportunity to collaborate with colleagues and share knowledge and resources.
- Access to our professional networks and professional development programmes.
- Access to our Bradgate Benefits package (see Candidate Information Pack).
- This post does provide opportunity for further study via our apprenticeship levy for the successful candidate.



# Applications

We welcome candidates getting in touch with us prior to applying for the role to discuss the post or arrange a visit, prior to applying you can contact:

**Email:** info@bepschools.org  
**Telephone:** 0116 478 3426

To apply for this position:

1. Visit our careers website: [www.eteach.com/careers/bepschools](http://www.eteach.com/careers/bepschools) and search for the vacancy
2. Apply using the online application form
3. Submit a supporting statement outlining the reasons why you are applying and your suitability for the position.

Accessibility: If you do need any help with applying for this post, or need support with completing the application form, please make contact using the above contact details.

We look forward to receiving your application!

## ***SAFEGUARDING...***

Bradgate Education Partnership is committed to safeguarding and promoting the welfare of children and young people. All employees and wider workforce are therefore expected to behave in such a way that supports this commitment. As part of the Trust's shortlisting process, all shortlisted candidates will be subject to an online search as part of our due diligence. Appointment to this post will also be subject to satisfactory pre-employment checks.

## ***INCLUSION...***

At our Trust inclusion means everyone is welcome. Everyone is treated fairly and with respect. We value individuality and uniqueness and aim to create a sense of belonging. We want an inclusive workplace that helps build the success of our pupils and reflects the diversity of the communities we serve.