



Governance Officer Application Pack





A WELCOME FROM

LEE BARBER, CHIEF EXECUTIVE

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.



At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do — from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child — regardless of background, need, or starting point — deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust — one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most — into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently — whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance — we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff — all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

INOVA Multi Academy Trust

At INOVA Multi-Academy Trust, we believe wholeheartedly that our people are our greatest strength. It is our talented, dedicated and passionate colleagues—across our schools and central team—who make it possible for our pupils to flourish. When staff feel valued, supported and empowered, they create the conditions where children and young people can thrive.

We are committed to fostering a culture where colleagues feel respected, listened to and encouraged to bring their best selves to work every day. INOVA staff consistently go above and beyond, demonstrating professionalism, creativity and care in everything they do. Their commitment is the driving force behind the high aspirations we hold for every learner.

We also recognise that working in education can be fast-paced and demanding. That's why we take a solutions-focused approach, removing barriers wherever possible and ensuring our people have what they need to succeed—whether that's protected time for wellbeing, access to outstanding professional development, or simply the space to pause for a much-needed cup of tea.

“
Our Vision Is To
Transform Lives
Through The
Power Of Learning
”



OUR MISSION

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world.

From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

OUR VALUES

INNOVATION

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach



COLLABORATION

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity



EXCELLENCE

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility





Working at INOVA Multi Academy Trust is a daily reminder that education changes everything. Being part of that journey — and doing it with a team that leads with heart — is what makes this place so special.

L MOORE - PRIMARY BUSINESS MANAGER



OUR OFFER

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

PRIMARY EDUCATION

One of our primary schools is graded Ofsted 'Outstanding' and all others are graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

SECONDARY & SIXTH FORM EDUCATION

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

CENTRAL SERVICES

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement



At INOVA, we build brighter futures by nurturing not just pupils, but each other. When you're surrounded by people who truly care, every challenge becomes an opportunity to shine.

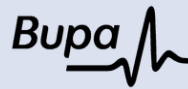


OUR BENEFITS



26 DAYS

annual leave plus bank holidays (for non term-time staff), rising to 31 days after 5 years of service



HEALTHY MINDS

24/7 confidential support for wellbeing, health, relationships, work, and legal or financial issues — including counselling, CBT, and nurse advice.



FREE PARKING

We offer free, convenient staff parking across all INOVA locations.



PENSION

Competitive pension schemes, including the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS)



DISCOUNT

Access exclusive discount schemes for teachers and public service staff across retail, travel, and lifestyle.



CYCLE

Save on bikes and equipment through our Cycle to Work Scheme, stay active, and reduce your carbon footprint.



VACCINATIONS

Annual flu vaccinations are offered free to all staff at our school sites to help keep you healthy.



EYE-CARE

Eligible colleagues can enjoy eye-care vouchers to help with regular eye tests and maintain good vision.



HEALTH CARE

Discounted health cover through Westfield Health to support your wellbeing and provide extra care.

WE ALSO OFFER

Menopause advice and support

Support during absence

Support with short and long-term health conditions

Disability support

Neurodiversity support

Staff benefits

Mental health support

Support and advice for carers

A suite of HR policies

Reasonable adjustments

... also did I mention we're also pretty good fun. Staff socials and department gatherings are a regular feature of life at INOVA schools. We believe that fostering outside of school strengthens our community and enhances collaboration.

THE ROLE

The Trust is seeking to appoint a Governance Officer to support governance across its schools.

To provide high-quality governance, clerking and administrative support to Local Governing Bodies (LGBs) and governance forums across the Trust, ensuring governance arrangements operate effectively, professionally and in line with Trust procedures and statutory requirements.

The Governance Officer will act as the first point of contact for Local Governing Bodies, Governors and school leaders in relation to governance administration, meeting processes and routine governance matters, providing first-line procedural advice and support within established governance frameworks.

The role will support the effective operation of governance through the coordination of meetings, maintenance of governance records, administration of governance processes and provision of procedural guidance, escalating complex or high-risk governance matters to the Director of Governance where appropriate.

The postholder will contribute to the development of consistent governance practices across the Trust and support Governors and school leaders in discharging their responsibilities effectively.

Salary Range	Grade 5 SCP 15-20 £30,024 - £32,957 FTE Pro Rata
Hours of Work	390 annualised hours, term time only, with the flexibility to increase hours subject to service need and Trust growth – Must work flexibly including evening work and travel to sites. Governance activity is cyclical across Trust-level and local governance activity, meaning workload will vary throughout the academic year. In quieter periods, the time commitment may be lower, while busier periods may require increased hours to support meetings and statutory processes. Hours are managed on an annualised basis to reflect this variation and provide flexibility across the year.
Responsible To	Director of Governance, Policy & Compliance
Key Relationships	LGBs, Trust Directors, School leadership teams, Trust Board, C-Suite
Benefits	• Local Government pension scheme • Flexible working • Cycle to work scheme • Discounted membership for Westfield Health • Occupational Health • Wellbeing programme • Continuous CPD and training • BUPA Healthy Minds scheme



RESPONSIBILITIES

Governance and Clerking Support

Provide comprehensive clerking and governance support to Local Governing Bodies, governor committees and other governance meetings as required across the Trust.

Coordinate and manage all administrative arrangements relating to governance meetings including:

- Annual meeting scheduling;
- Diary coordination;
- Venue arrangements;
- Circulation of agendas and papers;
- Attendee communication;
- Meeting logistics.

Work with Chairs of Governors, Headteachers and Trust leaders to prepare agendas which reflect governance priorities, statutory responsibilities and local school requirements.

Attend governance meetings and provide procedural support during meetings in accordance with Trust governance procedures and accepted governance practice.

Produce accurate, clear and timely minutes which appropriately capture:

- Attendance;
- Discussions;
- Challenge and scrutiny;
- Decisions;
- Recommendations;
- Agreed actions.

Ensure draft minutes, action logs and supporting documentation are distributed within agreed timescales.

Maintain governance action trackers and follow up outstanding actions with school and Trust leaders where required.

Support the effective operation of governance cycles across academies, ensuring meetings are appropriately planned and delivered throughout the academic year.

First-Line Governance Advice and Support

Act as the first point of contact for Governors, Local Governing Bodies and school leaders in relation to governance administration and routine procedural matters.

Provide first-line governance and procedural advice within established governance frameworks and Trust procedures, including advice relating to:



RESPONSIBILITIES

First-Line Governance Advice and Support (continued)

- Governance meeting processes;
- Terms of reference;
- Committee arrangements;
- Governor appointments and terms of office;
- Declarations of interest;
- Governance documentation;
- Governance compliance processes.

Support Governors and school leaders in understanding governance procedures, escalation routes and administrative requirements.

Identify and escalate complex, sensitive or high-risk governance matters to the Director of Governance where appropriate.

Support the consistent application of governance procedures and practices across the Trust.

Assist Governors and school leaders with accessing governance guidance, documentation and training resources.

Governance Administration and Information Management

Maintain accurate and up-to-date governance records and documentation including:

- Governor and committee membership records;
- Attendance records;
- Declarations of interest;
- Governor terms of office;
- Governance contact details;
- Skills audits;
- Training records.

Maintain governance systems, databases and electronic document repositories to ensure information is accurate, secure and accessible.

Support the administration and maintenance of statutory governance information for publication on Trust and academy websites.

Ensure governance documentation is retained and managed in accordance with GDPR, confidentiality requirements and Trust records management procedures.

Support the preparation and administration of governance correspondence and communications.



RESPONSIBILITIES

Governance Compliance and Assurance Support

Support the implementation of governance procedures and processes in line with:

- Trust policies;
- Scheme of Delegation;
- Governance procedures;
- Statutory guidance.

Assist with monitoring governance compliance requirements across Local Governing Bodies.

Support governance assurance activities including:

- Policy review cycles;
- Governance documentation reviews;
- Meeting compliance checks;
- Governor training compliance.

Support the coordination and clerking of statutory and non-statutory governance panels (e.g. exclusions, complaints and appeals) as required, ensuring processes are administered in line with Trust procedures and statutory guidance.

Identify procedural inconsistencies or governance risks and escalate concerns appropriately.

Support the Director of Governance in maintaining consistent governance standards and practices across the Trust.

Assist with the preparation of governance information required for audit, inspection or regulatory review purposes.

Governor Development and Engagement

Support the preparation and administration of governance correspondence and communications.

Support the induction and onboarding of new Governors including:

- Induction documentation;
- Governance information;
- Meeting access;
- Governance systems setup.

Assist with coordinating Governor training, development sessions and governance briefings.

Maintain records of Governor training and support the monitoring of development requirements.

Promote effective communication and positive working relationships between Governors, school leaders and Trust colleagues.

Support Governors in accessing information and resources required to fulfil their roles effectively.

RESPONSIBILITIES

Communication and Stakeholder Support

Provide professional, responsive and customer-focused support to Governors, school leaders, Trustees and external stakeholders.

Respond to governance-related queries in a timely and professional manner.

Support effective communication flows between Local Governing Bodies, schools and Trust central teams.

Promote a professional and consistent approach to governance administration across the Trust.

Other Clauses

- The duties of this post may vary from time to time according to the needs of the school/Trust and are not exhaustive, the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them following consultation with the job holder.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.
- The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
- The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
- You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.
- This is a Trust-wide role and the postholder will be required to travel regularly between academies and Trust sites to support Local Governing Bodies, governance meetings and wider Trust governance activity. The postholder must therefore hold a full, clean UK driving licence, have access to a suitable vehicle for business use, and maintain appropriate business use motor insurance. Mileage and authorised travel expenses will be reimbursed in line with the Trust's Expenses Policy and prevailing mileage rates.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.



PERSON SPECIFICATION

CRITERIA	REQUIREMENTS
QUALIFICATIONS AND EXPERIENCE	Essential • GCSEs (or equivalent) in English and Mathematics (Grade C/4 or above). • Strong customer service and administration experience in a busy environment. • Experience of working with children and young people. • Ability to manage confidential and sensitive information with discretion and professionalism. Desirable • Experience in education/public sector. • Experience of Governance including LGB's. • A governance or clerking qualification, or willingness to work towards a recognised qualification, with Trust support.
KNOWLEDGE AND SKILLS	Essential • Excellent communication skills, confident with parents/carers and external visitors. • High accuracy, strong organisation, ability to prioritise and remain calm under pressure. • Good ICT skills (email, Microsoft Office; willingness to learn MIS).
PERSONAL ATTRIBUTES AND BEHAVIOURS	Essential • Aspire to reflect the INOVA values and ethos in professional conduct and communication within the Trust. • Have a flexible work approach. • Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Have a commitment to Continuing Professional Development. • Act in accordance with the Trust's Code of Conduct (and for teachers - Teachers' Standards). • Forge positive professional relationships.



THE PERSON

Other Requirements

- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show a commitment and proactive approach to drive forward equality, diversity, equity, and inclusion and to own personal development.

The postholder must, at all times, carry out their duties and responsibilities in accordance with INOVA Multi Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools. Trust staff make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Staff act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

HOW TO APPLY

Applications for this role must be made via our Employment Application Form.

The closing date for applications is Sunday 30 August 2026 at 23:59 hrs. Interviews will be held in person week commencing 31 August 2026. The role will commence ASAP.

Candidates who applied in the previous recruitment round have already been fully considered and therefore do not need to submit a further application.

If you have any queries please contact Emma Sheedy, Director of Governance, Policy & Compliance by email at esheedy@inovamat.org

SAFEGUARDING

We are dedicated to maintaining the highest standards of safeguarding and promoting the welfare of all our pupils. We expect every member of staff and all volunteers to share this commitment. All staff must read and understand Part 1 (or Annex A) of Keeping Children Safe in Education guidance. All staff must follow the school's safeguarding policy and report concerns immediately to the Designated Safeguarding Lead (DSL).

INOVA Multi-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. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

SHORTLISTED CANDIDATES:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.



HOW TO APPLY

SUCCESSFUL CANDIDATES:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

POLICIES

Our approach to safeguarding and school safeguarding policies can be found on the Trust website: [Safeguarding | INOVA Multi-Academy Trust](#)

EQUALITY AND DIVERSITY

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

DATA PROTECTION

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.

