

Governance Officer

Location: Hybrid

Contract Type: Permanent, full time, 39 weeks a year

Salary: £27,798-£29,831.65

Start Date: 1st September 2026

The Saint John Southworth Catholic Academy Trust is seeking a highly organised and motivated Governance Officer to join our Shared Services Team. This is a new and exciting role for an individual with strong administrative and communication skills to support high-quality governance across our family of Catholic schools.

About the Role

Working closely with the Governance Manager, you will play a key role in supporting the effective operation of local governing bodies and our Trust Board. You will ensure that governance across the Trust is compliant, well-coordinated and aligned with statutory and regulatory requirements.

This role will suit someone who is detail-oriented, confident in handling sensitive information and able to provide clear and accurate advice in a fast-paced educational environment.

Key Responsibilities

- Provide high-quality clerking services to local governing bodies and committees, including agenda preparation, circulation of papers, accurate minute-taking and tracking actions
- Coordinate the annual calendar of governance meetings, panels and hearings, ensuring statutory timelines and processes are met
- Maintain accurate governance records, including attendance, declarations of interest and terms of office
- Manage the Trust's governance platform and ensure governance information is kept up to date on Get Information About Schools and the Trust's websites
- Oversee the recruitment and appointment processes for governors, including elections, Diocese submissions and safeguarding checks
- Support governor induction, training coordination and records of professional development
- Provide clear advice to governors and staff on governance procedures, schemes of delegation and statutory frameworks
- Support the Trust's policy review cycle and monitor compliance across websites and documentation
- Liaise with external bodies such as the Department for Education, Diocese of Westminster and local authorities where required
- Support admissions consultations and statutory processes
- Assist with Freedom of Information and Subject Access Requests

What We Are Looking For

The ideal candidate will have:

- Experience supporting governance in an educational environment
- Excellent written and verbal communication skills, including the ability to take professional-standard minutes
- An understanding of governance structures within academy trusts
- High levels of organisation, accuracy and attention to detail
- Strong digital and IT skills, with confidence using online platforms and databases
- The ability to prioritise workloads, meet deadlines and work flexibly, including attending evening meetings
- A proactive, positive and collaborative approach
- A commitment to safeguarding, inclusion and the Trust's values

About the Trust

The Saint John Southworth Catholic Academy Trust is a growing family of Catholic schools (primary, secondary and post-16), a registered charity and a trading company committed to providing an outstanding education rooted in faith, aspiration and service.

Our Shared Services Team provides high-quality professional and operational support across the Trust, enabling schools to focus on teaching, learning and pastoral care.

What We Offer

- A supportive and collaborative working environment
- 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
- Hybrid working
- Access to the Local Government Pension Scheme and generous holiday entitlement

How to Apply

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email 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.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether

a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

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