

Governance Professional

Job ref: 227/2025

Age range: 13-19 years across 3 UTCs

Start: As soon as possible

Salary: £36,104 - £38,162 FTE which is £21,662 - £22,897.20 for 0.6 FTE
22.2 hours x 52 weeks which is 0.6 FTE.
The days can be worked flexibly over the academic year

The Sheffield UTC Academy Trust provides a successful, dynamic education and is made up of three UTCs all rated Good by Ofsted. We opened our City Centre site in September 2013 specialising in Engineering and Creative & Digital Media and then expanded to open our second UTC in Sheffield on the Olympic Legacy Park in September 2016, offering opportunities for students in Health Science, Computing and Sports Science. UTC Derby Pride Park joined the Trust in December 2019, offering Engineering and Health & Life Sciences as technical subjects.

Our examination results support our aim to deliver an outstanding educational experience grounded in real, relevant workplace practice. Partnerships with world-class companies, schools, colleges and universities give our students a unique start to their future careers. We provide training today for the jobs of tomorrow. Our cutting-edge facilities and engagement with employers and university partners provide an exciting environment in which all staff can develop professionally.

Due to our current Governance Professional retiring we are looking to appoint an experienced person to work closely with the Trust Board and Local Governing Bodies.

You will act as Clerk to the Trust Board and Trust sub-groups and Company Secretary for The Trust to ensure that you:

- Support the efficient and effective operation of the Trust Board and its committees in accordance with the provisions of the Memorandum and Articles of Association of the Trust
- Ensure governance at all levels is carrying out its functions
- Support with the development of the Trust's governance framework and driving improvements to its systems, processes and structures

As well as working closely with the Chair of the Trust, you will work in conjunction with the Executive Team to ensure compliance of the governance function.

The role is flexible across the academic year to ensure that the needs of governance are met.

The Sheffield UTC Academy Trust is sponsored by Sheffield Hallam University, The Sheffield College and Sheffield Chamber of Commerce and Industry.

Closing date: Midnight Sunday 28 September 2025

Interview date: To be confirmed

We are an employer who values equality and diversity and we are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check and will be subject to safer recruiting procedures.

For more information, including how to apply visit www.utcsheffield.org.uk/vacancies

We welcome and encourage visits and enquiries prior to application. For an informal discussion, or to book a visit contact Vivienne Martin on 0114 308 4500 or vmartin@utcsheffield.org.uk