

A CHURCH OF ENGLAND MULTI-ACADEMY TRUST  
DEDICATED TO TRANSFORMING CHILDREN'S LIVES



Lincoln Anglican Academy Trust  
**Governance Professional**



# Governance Professional

We are looking for a Governance Professional to join our Trust

## SALARY

Grade 5 point 12-15 £28,155.00 - £31,015.00 FTE  
£10,460.58 - £11,523.17 Pro Rata

## HOURS

16 hours per week, 39 weeks per year, Term time plus inset days  
To be worked between Monday and Thursday

## START DATE

As soon as possible

## LOCATION

Lincoln Anglican Academy Trust

(This post is based at Ruskington Chestnut Street Academy but is not working directly for the school). Hybrid Working arrangements will be discussed

## APPLICATION DEADLINE

Sunday 27th September 2026 (midday)

## INTERVIEWS

Wednesday 7<sup>th</sup> October 2026 (details to be confirmed)

For an informal chat about this role, please contact  
[recruitment@laat.co.uk](mailto:recruitment@laat.co.uk)

Please go to [My Trust Careers](#) to apply





## Make a Difference Through Governance

Behind every successful school is strong governance.

As Multi Academy Trusts continue to grow in size, complexity and responsibility, governance has become one of the most important functions in education. Effective governance ensures the right decisions are made for pupils, staff and communities, providing accountability, challenge and strategic oversight that directly supports educational success.

This is an exciting opportunity to join a forward-thinking Governance and Compliance Team and develop a rewarding career in a professional field that is rapidly growing across the education sector.

We are looking for an organised, motivated and relationship-focused individual to support our Academy Committees and contribute to Trust-wide governance activities. You do not need extensive governance experience to apply. What matters most is your ability to build positive relationships, manage information accurately, communicate effectively and work confidently with a wide range of stakeholders.

### Why Governance?

Governance is no longer viewed as a purely administrative function. It is now recognised as a specialist profession which plays a vital role in ensuring schools are well led, compliant, accountable and focused on delivering the best outcomes for children and young people.

### This role offers the opportunity to:

- Develop expertise in governance, compliance and education leadership.
- Work directly with school leaders, governors and senior Trust colleagues.
- Gain experience supporting strategic decision-making.
- Build skills in policy, compliance, project management and stakeholder engagement.
- Access ongoing professional development and training.
- Become part of a growing profession that is increasingly valued within Multi Academy Trusts nationwide.

## The Role

You will support Academy Committees by preparing agendas, coordinating meetings, producing high-quality minutes, providing governance guidance and ensuring accurate records are maintained. You will also contribute to wider Trust governance activities, policy reviews, compliance processes and governance improvement projects.

Working alongside experienced governance professionals, you will play a key role in ensuring our governance arrangements remain effective, compliant and focused on making a positive difference for pupils.

## What We Are Looking For

We are seeking someone who:

- Is highly organised and able to manage competing priorities.
- Has excellent written and verbal communication skills.
- Demonstrates attention to detail and accuracy.
- Can build strong professional relationships with a wide range of stakeholders.
- Is confident handling confidential and sensitive information.
- Has strong administrative and organisational skills.
- Is committed to continuous professional development and learning.
- Previous governance experience is welcomed but not essential, as full support and development will be provided for the right candidate.

## Join Us

- This is an opportunity to become part of an expanding and increasingly important profession within education. Governance professionals help shape the direction of schools, support accountability and ensure that children and young people receive the best possible educational experience.
- If you are looking for a role where your work has real purpose, offers genuine professional development and allows you to make a difference across multiple schools and communities, we would love to hear from you.

**Be part of the team behind educational excellence. Build your future in governance.**

Be part of  
something  
bigger

CAREERS AT LAAT



## What we will provide:

We are committed to supporting your success and helping you build a rewarding career in governance. As part of our team, you will benefit from:

- A welcoming and supportive governance team that works collaboratively, shares knowledge and celebrates success.
- Access to experienced governance professionals who will provide guidance, mentoring and ongoing support.
- A comprehensive induction programme, with full training provided for those new to governance.
- Opportunities to gain specialist governance knowledge across academy committees, Trust governance, compliance and regulatory requirements.
- Access to high-quality professional development, including governance training, networking opportunities and professional accreditation pathways where appropriate.
- The chance to contribute to Trust-wide governance improvement projects, helping to shape and strengthen governance across our schools.
- A varied and purposeful role where you can develop new skills, build professional confidence and make a meaningful difference to the education of children and young people.
- Opportunities for career progression within a growing and increasingly recognised profession.

This is more than an administrative role. It is an opportunity to join a professional team, develop specialist expertise and play a key part in supporting effective governance and educational excellence across our Trust.



## Welcome from the CEO of The Trust – LAAT

### Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst  
Chief Executive Officer

The 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 require the successful applicant to undertake an enhanced criminal record check via the DBS.



## What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

## Benefits of working in our Trust

### We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the [Department for Education's \(DfE\) Education Staff Wellbeing](#), joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme



We have signed up to the  
education staff wellbeing charter  
because staff wellbeing matters



# Job Description

## Core Purpose

To support high quality governance by contributing to the wider work of the central governance and compliance team.

To provide advice and guidance to the Academy Committee on governance, constitutional and procedural matters.

To contribute towards the efficient and effective functioning of the central governance and compliance team and Academy committee by providing administrative and organisational support.

## Key Tasks and Responsibilities

### Contributing to Trust-wide Governance Work

Support the Governance Business Partner and Director of Governance and Compliance by:

- completing agreed governance administration tasks that support central processes.
- assisting with the coordination and tracking of Trust policy reviews.
- preparing content and updates for governance newsletters and communications.
- contributing to delivery of the Governance Strategic Plan.
- sharing insights from AC work to inform Trust governance activity.
- supporting Trust-wide projects, data collection and the preparation of board-level information.

- ensuring governance systems and documentation are accurate and well-maintained.
- participating in governance team meetings, CPD and contributing to shared planning.
- Prepare and circulate documents in line with Trust templates and quality standards.
- Contribute suggestions to improve governance processes, documentation and digital systems to support greater efficiency and consistency.

### Supporting Academy Committees

Support allocated ACs by:

- preparing agendas in partnership with Chairs and Headteachers.
- coordinating and distributing meeting papers on time.
- ensuring meetings are well-structured, inclusive and quorate.
- providing clear, accurate minutes that record actions and responsibilities.
- following up on actions and updating Chairs.
- advising on procedural and compliance requirements.
- ensuring AC membership records, terms of office and checks (e.g. DBS) are kept up to date



- managing elections and appointments in line with Trust procedures.
- supporting ACs to understand their remit, responsibilities and reporting requirements.
- building positive, professional relationships with Chairs, governors and school leaders.
- Managing panel processes for exclusions and complaints.

### Administration and Record Keeping

- AC membership, terms of office, appointments and resignations.
- registers of interests and statutory information.
- AC minutes and supporting documents.
- governance portals and communication platforms.
- records of CPD and training undertaken by local governors.
- correspondence and documentation issued on behalf of the AC.
- Ensure governance information on school websites is accurate and compliant.

### Providing Advice and Guidance

Offer procedural and practical advice based on Trust expectations and relevant statutory requirements. This includes:

- Act as a first point of contact for governance queries from local governors and school leaders, providing information or signposting as appropriate.

- advising on the AC remit, responsibilities and annual programme of work.
- supporting issue resolution through signposting and coordination.
- accessing external guidance where necessary.
- advising on statutory policy requirements and annual compliance tasks.

### Maintaining Relationships and Communication

Builds strong, professional relationships to ensure open and effective communication. This includes:

- working positively with AC Chairs and school leaders
- liaising with central governance colleagues to ensure consistent practice
- acting as a point of contact for governance queries
- supporting self-review and development activities within ACs
- promoting a positive governance culture across the Trust

## Other

The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to this post.

Some travel between the schools and the Head Office may be required, as will the need to attend evening meetings from time to time. In order to meet the requirements of the role, the postholder will be expected to travel to Head Office for training and development.

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of children during the course of their work.

**The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.**



## Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

### Training/Qualifications/Experience

|                                                                                           | Essential | Desirable |
|-------------------------------------------------------------------------------------------|-----------|-----------|
| Minimum of 5 O Levels/GCSEs (To include English and Mathematics at Grade C or 4 or above) | *         |           |
| Experience of clerking meetings                                                           | *         |           |
| Experience of supporting Academy Committees                                               | *         |           |
| Experience of being a clerk within a MAT/Single site School                               | *         |           |
| Experience of using Microsoft packages, Word, Excel and Teams                             | *         |           |
| Experience of managing governance elections and appointments                              | *         |           |

### Professional knowledge and understanding

|                                                                                                                                          |   |  |
|------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| Understanding of administrative processes                                                                                                | * |  |
| Awareness of the role of governors within a Multi Academy Trust                                                                          | * |  |
| Understand the importance of using appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary | * |  |
| Understanding the importance of taking concise minutes to include next steps/actions                                                     | * |  |
| Understanding the importance of maintaining accurate records                                                                             | * |  |

### Safeguarding Children

|                                                                                               |   |   |
|-----------------------------------------------------------------------------------------------|---|---|
| Current Safeguarding Training                                                                 |   | * |
| Enhanced DBS Clearance                                                                        | * |   |
| Awareness of the importance of safeguarding and promoting the welfare of children             | * |   |
| A commitment to maintaining up to date knowledge of child protection legislation and guidance | * |   |

### Personal and Professional Skills and Attributes

|                                                                                                   |   |  |
|---------------------------------------------------------------------------------------------------|---|--|
| Ability to travel to multi-site locations across the Trust                                        | * |  |
| Self-motivated and able to work with minimal supervision                                          | * |  |
| Positive attitude towards personal development and training                                       | * |  |
| Empathy with the mission and vision of the Church of England and the Diocese of Lincoln           | * |  |
| Awareness of the sensitivities of information and ability to apply confidentiality and discretion | * |  |

### Approach to work - Candidates should

|                                                        |   |  |
|--------------------------------------------------------|---|--|
| Have flexibility to changing demands as needed         | * |  |
| Prioritise as required to meet the demands of the role | * |  |
| Have attention to detail                               | * |  |

### Behaviour Competencies - Candidates should

|                                                                                            |   |  |
|--------------------------------------------------------------------------------------------|---|--|
| Be respectful and able to act with tact and diplomacy                                      | * |  |
| Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils | * |  |

### Other

|                          |   |  |
|--------------------------|---|--|
| Be a positive role model | * |  |
|--------------------------|---|--|

## THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



# Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:



**Transparency** – we will treat you with respect, honesty, and fairness.

**Protecting your privacy** – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

**Showcasing talent** – we'll provide a good opportunity for you to share your skills, experience, and potential.

**Feedback** – we will provide constructive feedback professionally.

**Listening** – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) by clicking the link or using the QR code and create an account.

**In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.**

A screenshot of the LAAT Vacancies webpage. The header includes the LAAT logo, the text 'Lincoln Anglican Academy Trust Diocese of Lincoln', the word 'Vacancies', and links for 'Register' and 'Log in'. The main image shows two children in school uniforms looking at a globe. Overlaid text reads 'Welcome to your careers portal' and 'You've taken the first step in your search for an incredible career. Now take the second.' Below this is a button that says 'Find my next job' and a QR code in the bottom right corner.

Lincoln Anglican Academy Trust  
Diocese of Lincoln

Vacancies

Register Log in

Welcome to your  
careers portal

You've taken the first step in your search for an  
incredible career. Now take the second.

Find my next job