The Kite Academy Trust

Governance Professional

An average of approximately 10-12 hours per week / 52 weeks per year
Required for an immediate start
Starting Salary, Band 3 - £30,500 up to £34,654 FTE

The Kite Academy Trust is built around our shared vision - *for every pupil to be happy and healthy; to contribute positively to their communities and achieve academic excellence*. Collaboration at every level across the Trust is a vital element in our continuing success and we believe that by working as one Kite team, we are stronger together.

We are looking to appoint an organised and proactive governance professional to provide a range of high-quality clerical, secretarial and administrative support to the Board of Trustees and its committees. Working together with our Chair of Trustees, our governance professional will be responsible for co-ordinating all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This will include providing legislative and procedural guidance, drafting agendas, taking meeting minutes and keeping records of membership, training, and attendance across the Trust's governance structure.

A full induction and transitional support for the successful applicant will be given by our current Governance Manager and a comprehensive CPD package provided.

We are looking for:

- An enthusiastic, conscientious and self-motivated colleague with excellent personal skills
- A colleague with strong communication, literacy and IT skills and an eye for detail
- A flexible colleague with time management skills to meet deadlines and competing demands
- A colleague committed to personal development and keen to learn new skills
- A colleague with experience within an education and/or service (such as legal, commercial or charity) environment
- A team player who embraces our Trust mission, vision, values and one team ethos

Please note that termly governance meetings are scheduled outside of school/office working hours to accommodate our governance volunteers. The specific arrangements regarding working hours will be discussed and agreed with the successful applicant. This post would suit a colleague looking for a mainly flexible working pattern.

And in return we will offer you:

- A commitment to investing in your professional development and providing relevant training
- Induction to the role and ongoing transitional support from our current Governance Professional
- Ongoing support from the Chair of Trustees and other governance services/networks as required
- A trust which is committed to continuously improving colleague wellbeing
- A dedicated, friendly staff team
- Genuine career and salary progression opportunities
- Workplace pension through LGPS
- Discounted wrap-around care, if your child is a Kite pupil
- An incredible range of employee benefits (including access to Perkbox and our Employee Assistance Programme).

For any further information, or to submit an application, please email recruitment@kite.academy

Closing date for applications is: 9am on Sunday 8th September 2024
Interviews will take place: Week commencing Monday 9th September
Early applications are recommended as suitable applicants may be interviewed sooner according to availability & the post filled prior to advert closing date.