



Vacancy

Head of Governance

Part Time (0.6 FTE) | Permanent

Salary: Essex Schools Pay Scale 12 (£54,495 – £62,014 pro rata)

Location: Trust Central Team (with travel across Trust schools)

About Us

The Diocese of Chelmsford Vine Schools Trust is a growing family of Church of England primary schools, committed to delivering high-quality education rooted in strong Christian values. We work collaboratively to support school improvement, develop inspiring leadership and ensure every child flourishes academically, socially and spiritually.

At the heart of our work is our core value of “empowering all to flourish” – guiding our approach to education, leadership and governance. We are committed to creating environments where pupils, staff and communities are supported to reach their full potential within a culture of care, inclusion and excellence.

About the Role

The Vine Schools Trust is seeking an experienced and strategic Head of Governance to lead and develop our governance function across the Trust.

This is a key leadership role, providing expert advice and assurance to the CEO, Trustees and senior leaders, ensuring our governance arrangements are compliant, effective and aligned to best practice. You will play a vital role in supporting high-quality decision-making and maintaining strong standards of accountability and transparency across our schools.

As Head of Governance, you will:

- Act as the Trust’s principal adviser on governance, compliance and regulatory matters
- Lead the development and continuous improvement of governance frameworks and structures
- Serve as Governance Professional and clerk to the Trust Board and committees
- Ensure compliance with company law, charity law and the Academy Trust Handbook
- Oversee governance systems, policies and statutory returns
- Lead on recruitment, induction and development of Trustees and Governors
- Support risk management, audit processes and governance assurance across the Trust

This role combines strategic leadership with operational delivery and offers the opportunity to shape governance across a growing organisation.

53 New Street
Chelmsford
Essex
CM1 1AT
<http://www.vineschoolstrust.co.uk>
email: admin@dcvst.org



What We Offer

At The Vine Schools Trust, we are proud to be an employer of choice and offer a supportive and rewarding working environment, including:

- A strong commitment to work-life balance, with flexible working and family-friendly policies
- Extensive professional development opportunities, including tailored CPD and career progression pathways
- A collaborative and supportive culture across our network of schools, where best practice is shared
- A clear commitment to equality, diversity and inclusion, ensuring all staff feel valued and supported
- Strong leadership support, with open communication and opportunities to contribute to decision-making
- A comprehensive wellbeing offer, including access to counselling, GP services and wellbeing programmes
- Generous pension scheme
- Employee benefits and discounts scheme, supporting everyday savings and lifestyle wellbeing
- Recognition and appreciation programmes, celebrating staff contribution and success

About You

We are looking for a professional who:

- Has significant experience in governance, compliance or company secretarial roles
- Has advised Boards or senior leaders at a strategic level
- Demonstrates excellent organisational, analytical and communication skills
- Has a strong understanding of governance frameworks and regulatory requirements
- Is highly professional, proactive and committed to high standards of integrity and accountability

Experience within the education or multi-academy trust sector is desirable.

Additional Information

- The role requires flexibility, including attendance at some evening meetings
- Travel between Trust schools will be required

Safeguarding

The Vine Schools Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

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Key Dates

- **Closing Date:** 19 June 2026
- **Shortlisting:** 24 June 2026
- **Interviews:** Week commencing 6 July 2026

How to Apply

Please email Elizabeth.Williams@dcvst.org for further details or complete the [Head of Governance Application Form](#) to express your interest.

A full Job Description and Person Specification are attached to this advert.

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