



King's Group
Academies

Lead Governance Professional Candidate Application Pack

Dear Candidate,

We are excited to announce an opportunity for an experienced individual to join King's Group Academies (KGA) as our new **Lead Governance Professional**.

KGA is a growing Multi Academy Trust comprising 15 Academies across the South East. As we continue to develop, we recognise the need to recruit an experienced, proactive, and knowledgeable Lead Governance Professional to support governance at all levels within the Trust.

This new post will be vital in ensuring that King's Group Academies demonstrates robust governance and meets its statutory and advisory requirements. The successful candidate will provide the Board, its committees and the Academy Local Governing Bodies with authoritative guidance on all areas of governance and constitutional necessities, offer exemplary clerking support, and support every tier of the governance structure to function effectively and efficiently.

As governance lead, you will achieve excellent standards of compliance and regularity, and take responsibility for governance documents, management of information, and the maintenance and improvement of systems, processes and communications.

This role will act as an expert resource and support for all stakeholders involved in governance, including Members, Trustees, Local Governing Body Chairs, and Clerks, the KGA Executive and Academy Headteachers. You will play a lead role in the policy review cycle and will support colleagues with work on compliance in areas such as audit and risk. This role heavily relies on in person contact and therefore, the ideal candidate will need to be prepared to travel across all of our Academies across Hampshire, Berkshire, and East Sussex.

In return, you will receive support and professional development from KGA's Director of Organisational Development. This role presents a unique opportunity to develop strong governance across the Trust and contribute positively to the education of nearly 10,000 pupils. Our vision is to provide these pupils with **Opportunity and Success on a Global Stage**, and we are looking for someone who shares this ambition.

Geoff Walls

Director of Organisational Development

The Trust

At King's Group Academies we share a vision of a global community of pupils and colleagues whose connection broadens horizons and fosters understanding. We have a passion for working collaboratively within our UK communities and more widely, promoting international citizenship. We believe that each and every pupil deserves teachers and school colleagues who are passionate about their success and seek to achieve this through positive partnerships with parents who hold us to account.

We place emphasis on colleagues working together to share expertise and drive strategy. Each of our academies contributes as part of a range of forums that cover aspects including Teaching & Learning, Safeguarding, Curriculum, International, HR & Finance and our Head Teacher Board that meets regularly to support and share practice together. In addition to our forum approach, our Senior Leadership Teams are enabled by their Local Governing Bodies and the trust central team.



Each one of our academies has its own identity, history and context, which we embrace. We also share similarities in our commitment to continuous improvement and educational excellence. We all work towards *opportunity and success on a global stage* for all

our students.

We currently comprise fifteen academies across Berkshire, Hampshire and Sussex. You would be joining our central team and will therefore travel to our academies as needed, including working some evenings as required. The trust is working for sustainable growth and academy improvement, giving a firm foundation for our leaders to deliver our mission to equip all pupils with the confidence, knowledge, skills and values that will enable them to thrive in the modern world.



Job Description

Hours: Annualised 52 week contract for 780 hours (including holiday). **We are open to discussing term-time working arrangements for the right candidate.** Some evening work will be required.

Location: Trust-wide travel required across Hampshire, Berkshire, and Sussex

Salary: Band 10, Step 25 - 29 FTE £41,510 - £45,718 (Actual £16,828 - £18,534)

Reporting to: Director of Organisational Development

Role Purpose

The Lead Governance Professional will be responsible for leading, managing, and developing the governance functions within the Trust to ensure that King's Group Academies (KGA) operates in a compliant, efficient, and effective manner. This role is pivotal in enabling the Trust to meet its statutory and regulatory obligations and maintain high standards of governance. The successful candidate will provide strategic guidance, support, and development for the Board, Trustees, Local Governing Bodies, and key stakeholders across the Trust.

Key Responsibilities

Governance Leadership and Strategy

- Ensure compliance with governance regulations, legislation, and guidance.
- Develop and manage frameworks of policies, procedures, and documentation to enable effective governance.
- Provide proactive strategic support and guidance to Members, Trustees, CEO, Director of Organisational Development, Headteachers, Clerks, and Chairs of Local Governing Bodies in fulfilling their roles and responsibilities around MAT governance.
- Maintain up to date knowledge and understanding of current and relevant legislation affecting Multi Academy Trust governance.
- Lead and support the Clerk Forum to share best practice and ensure effective governance across the Trust.

Clerking and Meeting Management

- Organise and call all meetings within agreed timeframes, ensuring a focused agenda is set.
- Prepare agendas for Board meetings and committee meetings in collaboration with the CEO and Chair of Trustees as appropriate.
- Support Headteachers, and LGBs in the preparation of focused agendas and papers for meetings as necessary.
- Provide effective clerking, minuting, and follow-up on action points from all meetings.
- Maintain accurate and up to date membership records, including attendance and eligibility checks, as well as the provision of a welcome pack for new Trustees..
- Oversee statutory paperwork and ensure compliance with the relevant bodies such as DfE and RSC.

Development of Governance Systems and Frameworks

- Work with the Director of Organisational Development to establish and maintain a governance planner to set out meeting schedules and agenda items.
- Develop, monitor, and report on compliance with the MAT Scheme of Delegation, Terms of Reference, Code of Conduct, and Statement of Responsibility for Members, Trustees, and Governors.
- Support the recruitment and induction of new Trustees, Governors, and Clerks, ensuring they understand the governance structure and their roles within it.
- Assist in the delivery of governance training, ensuring that new and existing members are equipped with the necessary skills and knowledge.
- Provide advice on compliance with statutory policies, including the publication of required information on the Trust and school websites.

Stakeholder Engagement and Communication

- Act as the point of contact for communication between the Trust Board and LGBs.
- Attend consultation meetings with potential schools joining the Trust, supporting the conversion process.
- Collaborate with external stakeholders such as the DfE, Local Authorities, and other MATs to ensure compliance and effective governance practices.

Risk Management and Reporting

- Work with the Director of Organisational Development to develop and implement procedures for governance monitoring and reporting.
- Respond to external requests for governance information and provide timely, accurate reports as needed.

Support and Training

- Lead the induction and ongoing professional development of new and existing Trustees and Governors, ensuring their continuous learning and engagement with governance practices.
- Coordinate an annual training schedule for Trustees and Governors, maintaining a comprehensive training tracker.

Continuous Professional Development and Other Duties

- Undertake any professional development necessary as informed by the Trust Improvement Strategy as well as ensuring all Central Team statutory training requirements are met in a timely manner.
 - Undertake any other duties as reasonably required, aligned with the role and grade of the position.
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Safeguarding

- Be fully aware of the safeguarding responsibilities and ensure that all governance processes, policies, and practices uphold the safety and well being of children and young people within the Trust.
 - Work closely with Senior Leadership to ensure that safeguarding policies and procedures are robust, understood, and followed.
 - Participate in relevant safeguarding training and act as a safeguarding advocate within governance structures.
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Health, Safety, and Security

- Be aware of and adhere to the responsibility for personal health, safety, and welfare, ensuring that actions or inactions do not put others at risk.
- Cooperate with the Trust on all matters related to health, safety, and welfare, and contribute to a safe and secure working environment for all staff, students, and stakeholders.

Equity, Diversity, and Inclusion

- Promote a culture of inclusion, ensuring that all governance activities are accessible and equitable for all members of the Trust community.
- Champion diversity in governance structures by encouraging the recruitment and retention of individuals from a wide range of backgrounds.
- Ensure that all governance practices reflect the Trust's commitment to equity and diversity, creating a safe and supportive environment for all stakeholders.

This Job Description may be amended at any time following discussion between the post holder and the Director of Organisational Development without changing the general character of the duties or the level of responsibilities entailed. The above list of duties is indicative and not exhaustive.

Person Specification

The ideal candidate will be an experienced governance expert with a proven track record in leading and managing governance functions at a strategic level within a Multi Academy Trust or similar complex environments. They will possess deep knowledge of governance legislation, procedures, and best practices, coupled with strong leadership and communication skills to provide proactive support and guidance to the Board of Trustees, Local Governing Bodies, and Senior Leadership teams.

The candidate will be highly organised, with a strategic mindset and the ability to manage competing priorities effectively. A commitment to fostering a culture of accountability, compliance, and continuous improvement across the Trust is essential for success in this role. The successful candidate will also demonstrate exceptional interpersonal skills, discretion, and the ability to navigate complex governance matters with tact and diplomacy.

Skills, Knowledge and Experience

Essential

- Substantial experience of providing secretarial and administrative support at a senior level.

- Experience in dealing appropriately with confidential and sensitive information.
- Strong ability to communicate effectively with a wide range of people, exhibiting high levels of tact and diplomacy.
- Ability to compile well written and grammatically correct documents and letters.
- Developed IT skills, with the ability to utilise a wide range of applications (e.g Google docs, Microsoft Office, GovernorHub etc.)
- Highly organised with excellent time management skills and the ability to manage multiple priorities and deadlines effectively.
- Experienced in advising a wide range of key stakeholders on governance issues.
- Ability to train and lead others, ensuring up to date knowledge of governance processes.

Desirable

- Knowledge of governance procedures and legislation relevant to Multi Academy Trusts.
 - Experience working in a governance role within an educational environment, particularly in a MAT.
 - Understanding of the governance framework for MATs and the wider educational landscape.
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Behaviours

Essential

- Adaptable, accountable, and dependable, with a focus on accuracy and timeliness.
 - Able to liaise effectively with internal and external stakeholders, including members of the Trust Board, Local Governing Bodies, and members of the KGA Executive Team.
 - Ability to quickly establish strong working relationships with staff, partner organisations, and professional bodies.
 - Strong ability in resolving issues and proactively seeking out improvement opportunities and delivering solutions.
 - Integrity, enthusiasm, and commitment.
 - Flexible approach to work and adaptable to changing priorities.
 - Willingness to embrace and celebrate the KGA vision and values.
 - A proactive attitude to personal and professional development, including training, coaching, and mentoring.
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Personal Attributes

Essential

- High level of professionalism and integrity, particularly when dealing with sensitive and confidential information.
 - Strong interpersonal skills, with the ability to build positive relationships across a wide range of stakeholders.
 - Excellent problem solving skills, with the ability to proactively identify issues and seek solutions.
 - Strong attention to detail and commitment to delivering high quality outcomes.
 - A passion for continuous learning and self development, with a positive and flexible approach to change.
 - Commitment to upholding equality, diversity, and inclusion principles in all aspects of the role.
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Our offer to you

Working for KGA delivers all the benefits you would expect from a large employer, including:

- Generous annual leave and other holiday entitlement along with flexible working.
 - Entry into the Local Government Pension Scheme with generous employer contributions.
 - Employee Assistance Programme.
 - Discount and recognition schemes.
 - Great CPD opportunities.
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How to apply

To apply, please download the application pack and complete our application form, sending it to centralhr@kingsacademies.uk. The application pack and further details about the role can be found on our website.

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

All posts within our academies are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions,

cautions and bind-overs, including those regarded as spent, and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS).

Such declarations will be made on the appropriate section of the application form, and will be removed prior to the selection panel shortlisting process. The chair of the panel will discuss relevant, positive declarations confidentially with the applicant at interview. The disclosure of convictions, cautions, or pending cases will not necessarily prevent employment but will be considered in the same way as a positive DBS disclosures.

Application deadline

Sunday 1st June 2025 12:00pm

Selection process

Shortlisted candidates will be invited to participate in a recruitment and selection day week commencing 2nd June 2025. The selection activities will take place at one of the King's Group Academy sites.