



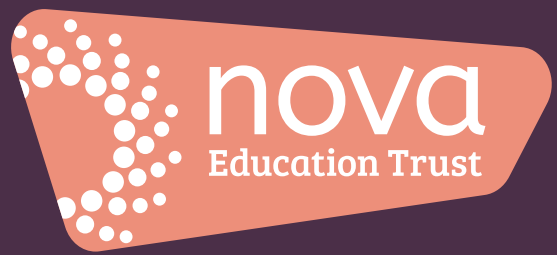
JOB APPLICATION PACK

Lead Governance Professional

Salary: £39,863 - £44,075 (PO1 29-33) April 2026 pay award pending

Contract: Permanent, full time, all year round (part time and term time only will be considered for the right candidate)

Closing Date: Tuesday 1st September 2026 at 9am



Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last two years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 94% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's KS2 SATs performance is strong whilst Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to wellbeing and engagement because we believe in enabling people to be at their best. We are changing the way we support people to grow and develop, through 'coaching, not telling' — we now

have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development and we very much look forward to receiving your application.

Further information can be found at:
novaeducationtrust.net/careers.

A. Rahman

Ashfaq Rahman

Chief Executive Officer
Nova Education Trust





About us

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 19 academies (six primaries, 12 secondaries and one sixth form college), which includes our two partner schools in the Madani Schools Federation in Leicester.

The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

Our values

We work with **honesty, integrity, humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant, creative, diverse** and **inclusive** family of schools.

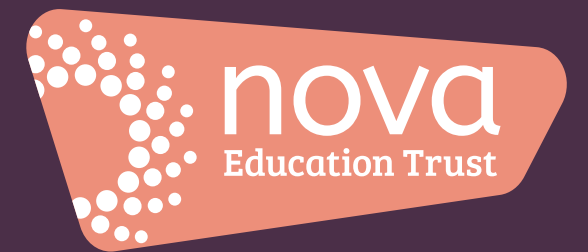
We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.





WORK
HARD

BE KIND



Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

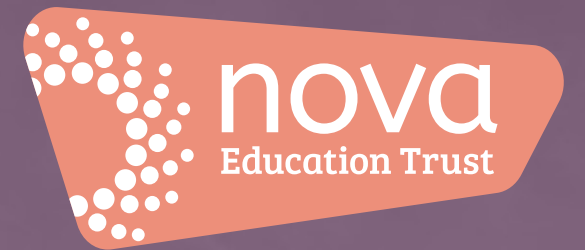
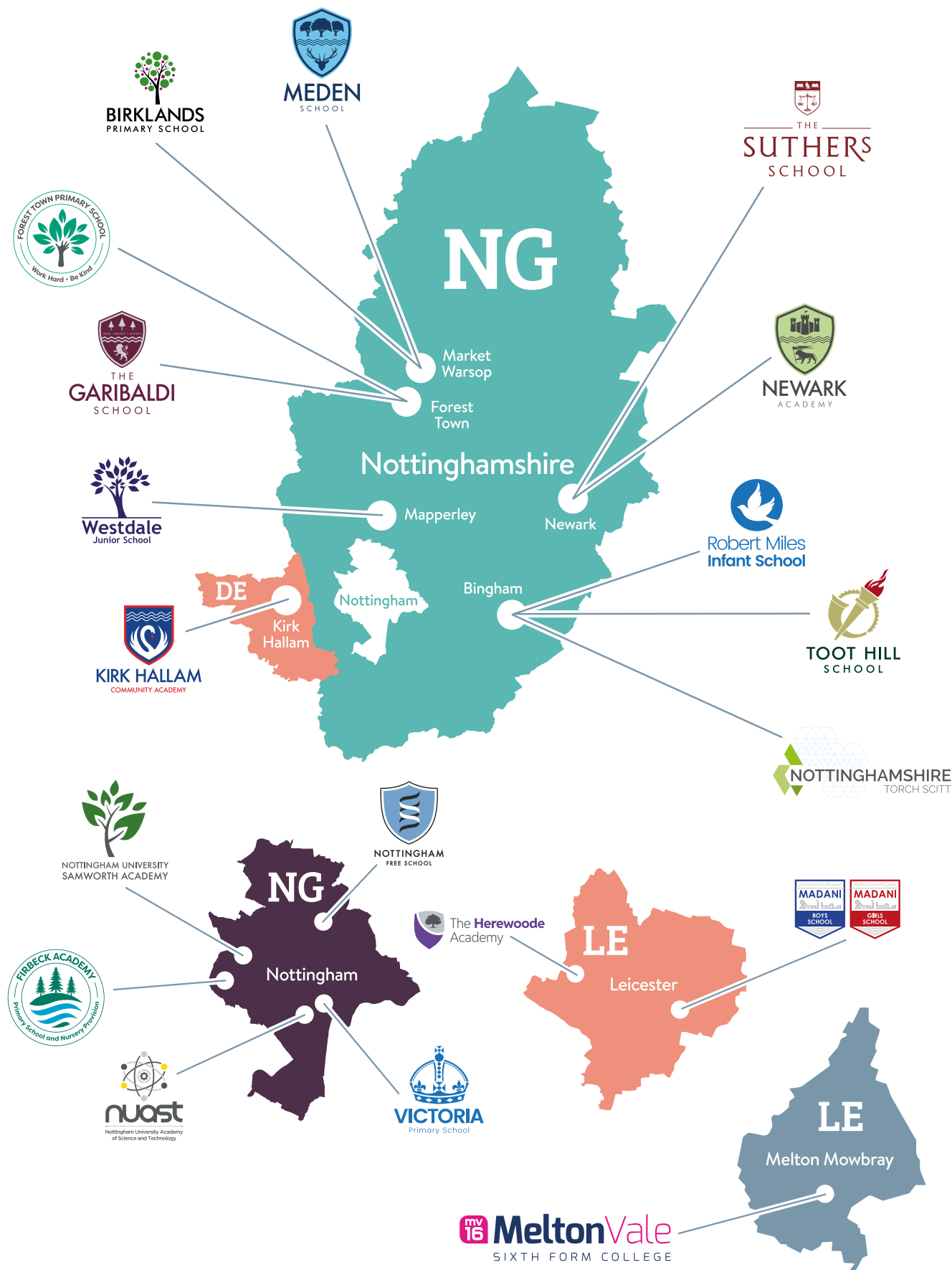
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



Our central team

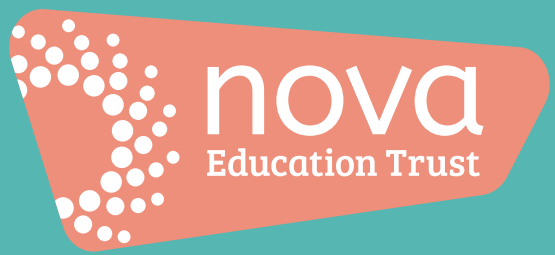
We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools. The Trust Lead Attendance Officer will be based here with our wider support functions.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.



Supporting our staff

We offer an exciting, dynamic and collegiate workplace environment. It is our staff that make a difference to children's lives and so staff development and professional learning for both teaching and non-teaching roles are centre of our strategic planning to make this a certainty.

We believe our staff are the people that 'unlock' our children's potential and make a difference to the lives of children and young people every single day. We have a clear people and talent management strategy, and our overall aim is for all staff to feel that they truly belong to a transformational school and trust.

We commit to:

- **Putting your well-being front and centre**
- **Actively listening to you and recognise your contributions — big or small**
- **Developing you as a highly effective practitioner in the leadership of people — 'coaching, not telling'**
- **Investing in you and provide flexible and easy access to excellent professional development and progression pathways**
- **Providing you with the opportunity to network with talented colleagues from within and outside of the trust as part of our commitment to civic collaboration**

Staff benefits

All our staff have access to 'Nova Perks', an employee benefits system bring a range of fantastic benefits including:

- **Bike scheme**
- **Technology scheme**
- **Motorsave**
- **Lifestyle benefits**
- **Instant discounts**
- **Savings club**
- **Peer-to-peer**
- **Liftshare**
- **Car salary sacrifice**
- **Health cash plan**
- **Gym scheme**
- **Workplace ISAs**
- **Financial planning**
- **Healthy living resource module**
- **Financial education resource module**



In our commitment to continue to support employees to achieve a healthy work-life balance, Nova Education Trust offers employees the opportunity to take up to a maximum of one paid '**Nova Perk Day**' per academic year, in addition to the existing standard leave provisions in place. This can be taken for any chosen reason and does not need to have a defined purpose

Staff are entitled to a generous sick pay entitlement depending on their continuous service.

All staff are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

Job description



Post: Lead Governance Professional

Department/Faculty: Governance

Responsible to: Chief Executive Officer (CEO)

This is a rare and exciting opportunity to join Nova Education Trust and lead the trust's governance portfolio. The role sits at the heart of the Trust's operations, offering the successful candidate the chance to work closely with senior leaders, Trustees, and governance professionals to shape the culture and compliance of a dynamic and values-driven organisation.

As Trust Governance Leader, you will play a pivotal role in supporting and advising the Trust Board, Members, and Local Governing Bodies (LGBs), ensuring that governance across the Trust is compliant, effective, and aligned with statutory and regulatory requirements. You will be instrumental in building governance capacity across the Trust and contributing to the further development of an already strong, inclusive governance culture.

This is a high-trust, high-impact role requiring exceptional organisational skills, emotional intelligence, and the ability to lead through influence.

Purpose

To provide strategic leadership, expert advice, and high-quality administrative oversight to the Trust Board, its committees, and Local Governing Bodies (LGBs). The post-holder will ensure the Trust complies with legal, regulatory, and constitutional frameworks while leading a streamlined governance team that maximises administrative efficiency across the organisation.

Key responsibilities

1. Strategic Governance & Advisory Support

- **Strategic Oversight:** Provide strategic oversight of governance structures across the Trust to ensure systems are robust, effective, and future-focused.
- **Expert Advisory:** Act as the lead governance professional to the Trust Board and Members, offering expert guidance to support informed, transparent decision-making aligned with the Trust's strategic priorities.
- **Constitutional Guidance:** Act as the primary source of independent advice to the Trust Board and LGBs on governance constitutional matters, legal duties, and Department for Education (DfE) requirements.
- **Scheme of Delegation (SoD):** Maintain, review, and oversee the implementation of the Trust's Scheme of Delegation, ensuring all tiers of governance clearly understand their delegated powers and responsibilities.
- **Practical Advice:** Provide timely, practical advice to Headteachers, senior leaders, clerks, and Local Governing Bodies (LGBs) on all aspects of governance, including structure, remit, and operational effectiveness.

- **Framework Development:** Lead the development, implementation, and ongoing refinement of governance frameworks, policies, and procedures, ensuring alignment with best practice and enabling effective decision-making at all levels.
- **Best Practice:** Keep abreast of sector trends, regulatory changes, and the Academy Trust Handbook to ensure governance remains robust and forward-thinking.
- **Ethical Leadership:** Promote a culture of ethical leadership, transparency, and accountability, ensuring governance practices support the Trust's mission, values, and long-term sustainability.

2. High-Level Clerking Services & Meeting Management

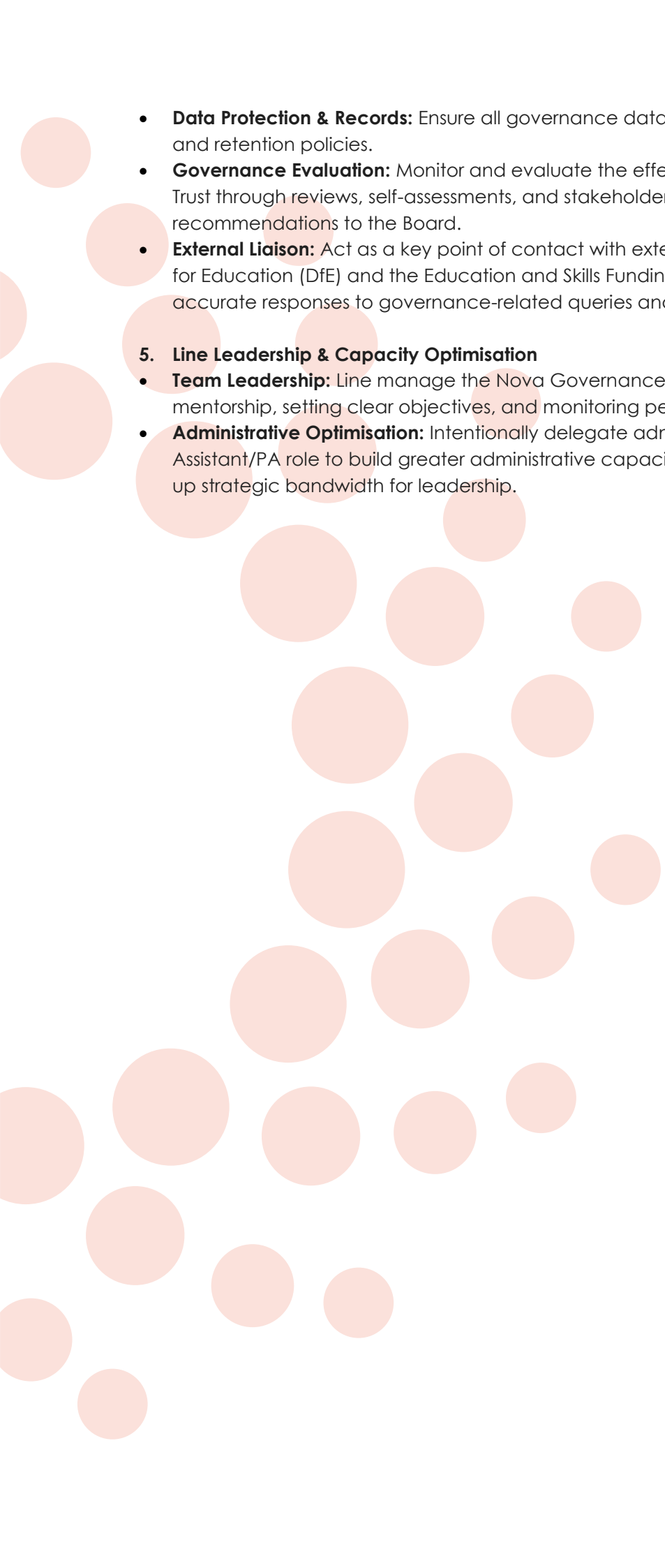
- **Board & Committee Management:** Lead and deliver high-quality clerking services to the Trust Board and its core committees.
- **Meeting Delivery & Planning:** Oversee the efficient planning of the governance annual calendar, including coordination of agendas, distribution of briefing papers, and the drafting of accurate, compliance-focused minutes.
- **Audit Trail Maintenance:** Ensure the accurate and timely preparation and distribution of agendas, papers, and minutes for all Board, committee, and LGB meetings, maintaining a clear audit trail of decisions and actions.
- **Action Tracking:** Proactively track actions and directives from meetings, ensuring accountability and timely completion.

3. Recruitment, Onboarding, Training & Talent Management

- **Governance Pipelines:** Strategically lead the recruitment of high-calibre Members, Trustees, and local Governors to address skills gaps.
- **Diversity & Alignment:** Coordinate the recruitment, onboarding, and succession planning for Trustees and Governors, ensuring governance bodies are diverse, skilled, and aligned with the Trust's mission and strategic goals.
- **Volunteer Induction:** Coordinate comprehensive induction processes for new governance volunteers and facilitate ongoing training plans to ensure high performance.
- **Staff Empowerment:** Induct, train, and support Business Operations Managers (BOMs), School Business Managers (SBMs), and Clerks to ensure they fully understand their roles and responsibilities in supporting Local Governing Boards (LGBs), enabling effective governance at school level.
- **Training Program Delivery:** Design and ensure delivery of a comprehensive governance training programme tailored to the needs of Trustees, Members, and local governors, building capacity and confidence in their roles.

4. Compliance, Disclosures & External Relations

- **Statutory Disclosures:** Ensure all mandatory website disclosures (e.g., registers of interests, attendance records, governance structures) are accurate, up to date, and compliant across the Trust and individual academy websites.
- **Company Secretary:** Support the fulfilment of the statutory role of Company Secretary, ensuring full compliance with the Academy Trust Handbook, Companies Act 2006, and all other relevant legislation and regulatory frameworks.
- **GIAS Management:** Maintain and regularly update the Department for Education's Get Information About Schools (GIAS) portal.
- **Statutory Records:** Maintain all statutory governance records, including the Register of Interests, attendance logs, and Companies House filings, ensuring transparency and accountability.

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- **Data Protection & Records:** Ensure all governance data is handled securely in line with GDPR and retention policies.
 - **Governance Evaluation:** Monitor and evaluate the effectiveness of governance across the Trust through reviews, self-assessments, and stakeholder feedback, reporting findings, and recommendations to the Board.
 - **External Liaison:** Act as a key point of contact with external bodies such as the Department for Education (DfE) and the Education and Skills Funding Agency (ESFA), ensuring timely and accurate responses to governance-related queries and audits.

5. Line Leadership & Capacity Optimisation

- **Team Leadership:** Line manage the Nova Governance Assistant / Executive PA, providing mentorship, setting clear objectives, and monitoring performance.
- **Administrative Optimisation:** Intentionally delegate administrative and routine tasks to the Assistant/PA role to build greater administrative capacity, streamline operations, and free up strategic bandwidth for leadership.

Person specification



	Essential	Desirable
Qualifications	• Hold a professional governance qualification (e.g., CGI, NGA Development for Clerks/Governance Professionals,	• NGA Clerking Certificate / equivalent) • Degree or equivalent
Knowledge & Experience	• Proven experience working in a governance or compliance role within a Multi-Academy Trust, education setting, or corporate environment. • Experience in line-managing staff or coordinating team workflows to maximise productivity. • Deep understanding of the UK school governance landscape, the Academy Trust Handbook, and DfE compliance.	• Hands-on experience managing Companies House filings
Skills	• Skilled in coaching, mentoring, and empowering others to fulfil their governance roles effectively and confidently. • Highly organised with the ability to manage competing deadlines across multiple tiers of governance. • Exceptional written and verbal communication skills, with the ability to handle confidential and sensitive information with absolute discretion.	
Personal qualities	• Ability to work under pressure and to deadlines • Professional, resilient and solution-focused approach. • Flexible and adaptable • Ability to use initiative and work unsupervised • Ability to respond to customer queries/concerns effectively • Team player • Excellent interpersonal skill	

Application details



Application forms

These can be accessed from our website www.novaeducationtrust.net. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at www.novaeducationtrust.net/careers. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **Tuesday 1st September 2026 at 9am.**

Interview

Interviews will take place on **9th and 10th September 2026.**

If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Nova Education Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this

policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact hr@novaeducationtrust.net and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.

Ready to make a difference? Apply via our careers portal: www.novaeducationtrust.net/careers

The Trust and schools are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All staff will be required to undergo an enhanced Disclosure and Barring Service check in line with DfE requirements.



Nova Education Trust

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