



## The Talentum Learning Trust

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September 2024

Dear Applicant

**Re: Trust Health & Safety, Compliance & Governance Lead (37 hours per week plus two weeks, permanent, based at the Talentum Learning Trust Offices)**

**Position:** Trust Health & Safety, Compliance & Governance Lead  
**Start Date:** September 2024  
**Contract Type:** Permanent  
**Hours:** 37 hours per week (37-hour contract), term time plus two weeks. 47.59 pay weeks.  
**Pay:** G9 SCP 28-33 £36,648 – £ 41,418. This equates to actual gross salary of £33,455 – £37,805 (pay award pending)  
**Allowance:** n/a  
**Location:** Trust Central Offices (situated at Leek High School), however, you will be required to support and work with colleagues at other schools across the Trust  
**Line Manager:** Chief Finance & Operating Officer

Thank you for your interest in the post of Trust Health & Safety, Compliance & Governance Lead at the Talentum Learning Trust. The Trust comprises of 9 schools within and around the town of Leek in the Staffordshire Moorlands and currently consists of six First Schools, one Middle School and two High Schools. We have high expectations and strive to create independent learners fit for the demands of the 21st Century. The Trust promotes high aspirations and excellence for all; our aim is to develop a strong partnership between the academies, students, and the wider community to secure an outstanding learning experience for everyone. We are seeking to appoint a highly skilled professional to the post of Trust Health & Safety, Compliance & Governance Lead.

This will be an exciting opportunity for you if you are someone who enjoys working in a dynamic, fast-paced environment with a variety of people. This is a key role within the Central Executive Team and will enable you to draw on your prior experience to provide high quality support and guidance to the Board of Trustees, Senior Leaders and staff across the Trust. You will be highly organised with a keen eye for detail and a skilled communicator. Experience as a Data Protection Officer and knowledge of compliance requirements within the education sector combined with the ability to produce high quality documents and minutes for the Board of Trustees and Members will be an advantage. Your contribution to the Trust will enable the best possible outcomes for our pupils.

The successful candidate will have/be:

- A recognised professional qualification (for example: Level 3 or 4 certificate in Academy Governance / Degree in business or administration or similar), working towards completion of the same or be willing to undertake relevant training to further enhance experience.
- A relevant DPO qualification, be working towards one or equivalent experience
- Several years' practical experience working in an academy trust or public sector environment
- Knowledge of relevant legislation and procedural requirements pertaining to school governance
- Underpinning knowledge of compliance and Health & Safety requirements within the Education sector
- Experience of supporting senior management through the provision of high-quality, accurate information.
- An excellent team player who can demonstrate resilience and flexibility within a professional environment
- Experience of managing a wide range of comprehensive tasks
- Experience of working in a fast-moving organisation with divisional reporting
- Experience in working with external professional organisations.
- Able to prioritise jobs, manage their own workload and work under own initiative with minimal supervision

To apply, please submit your application form and associated forms via email to [recruitment@ttl.org.uk](mailto:recruitment@ttl.org.uk) by 9am on Monday 23<sup>rd</sup> September 2024. Interviews will take place on Wednesday 25<sup>th</sup> September 2024.

**CVs are not accepted.** If you would like an informal discussion regarding the post please contact Kim Bailey, CFOO, on 01538 370930 or email: [kbailey@ttl.org.uk](mailto:kbailey@ttl.org.uk).

The Trust is an equal opportunities employer committed to safeguarding and promoting the welfare of children, and these positions are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Safeguarding checks including social media checks will be conducted on the successful candidate. CVs will not be accepted.

Yours faithfully



Kim Bailey  
Chief Finance & Operating Officer  
The Talentum Learning Trust  
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Telephone: 01538 370930