



The Khalsa Academy
Wolverhampton



multi academies trust



ATAM
ACADEMY

Recruitment Pack

Governance Professional



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ONE Multi Academies Trust

Letter from the Chief Executive Officer

Dear Applicant,

Thank you for your interest in joining One Multi Academies Trust. I am delighted that you are considering becoming part of a forward-thinking and values-driven organisation where people truly matter.

At the heart of our Trust is a powerful vision: Together As ONE, we cultivate a nurturing and inspiring environment where every individual can achieve and thrive.

We are more than just a collection of schools — we are a family united by a shared purpose. Every decision we make, every lesson we deliver, and every child we serve is underpinned by our commitment to developing well-rounded, wholesome young people who are ready to flourish in a complex world.

Our mission reflects the very fabric of who we are:

- **Opportunity:** We believe in giving every learner and staff member the chance to grow, succeed, and shine. Through inspiring teaching and unwavering support, we open doors to achievement.
- **Nurture:** We place immense value on care, character, and community. Our faith-inspired ethos helps us foster compassionate, reflective learners who are grounded in strong moral values.
- **Empowerment:** We work tirelessly to ensure that everyone — staff and students alike — has the tools, confidence, and resilience to achieve their full potential.

As Chief Executive Officer, I am proud to lead a Trust that celebrates diversity, champions ambition, and is deeply committed to personal and professional development. We understand that our people are our greatest strength. That's why we invest in high-quality training, collaborative working, and leadership development across all roles.

Whether you are applying for a teaching role, a leadership position, or a support post, you'll find in us a Trust that is ambitious, caring, and uncompromising in our pursuit of excellence — for both our young people and those who serve them. Thank you again for your interest in One Multi Academies Trust. I hope you feel inspired to take the next step with us. We would be honored to welcome you to our team and support you on your journey to becoming the best version of yourself.

With warm regards,
Mrs Anita Kaur Notta
Chief Executive Officer
One Multi Academies Trust



Anita Kaur Notta
Chief Executive Officer

Our Vision

Together As ONE, we cultivate a nurturing and inspiring environment where every individual can achieve and thrive. We ignite a passion for learning while shaping well-rounded, wholesome young people. United as a family, we empower everyone to strive towards becoming the best version of themselves.

Our Mission

- Opportunity - Opportunity for every individual to succeed through inspiring teaching, high expectations, and a supportive environment.
- Nurture - Nurturing growth through values-driven education that fosters character, faith, and a love of learning.
- Empowerment - Empowering our community to excel by providing the tools, skills, and encouragement to achieve and thrive in all aspects of life.

Our Ethos



We have taken inspiration from these principles to mean:

**TOGETHER AS ONE;
WE LIVE TO LEARN AND LEARN TO SHARE.**

Through this ethos, we encourage a way of living that embraces unity, integrity, and service.

Our Values



Safeguarding Statement

At ONE multi academies trust, we expect our entire workforce to understand and acknowledge that safeguarding the welfare of children is everyone's responsibility. All who come into contact with children and their families have a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Safeguarding and promoting the welfare of children means:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

The Academy is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Academy Data Across the Trust



1868

PUPILS
ACROSS
THE TRUST

55% Boys

45% Girls



155

EDUCATIONAL
STAFF

44

OPERATIONAL
STAFF



2

ACADEMIES

56

FEEDER
SCHOOLS
ACROSS THE TRUST

ATAM

0.52

PROGRESS 8 SCORE

TKAW

0.56

RWM Combined

ATAM 80%

NATIONAL
AVERAGE 68%

+0.17

Key Stage 5 Value Added



ATAM
ACADEMY



The Khalsa Academy
Wolverhampton

ONE Multi Academies Trust

Executive Team



Anita Kaur Notta

Chief Executive Officer

With 20 years in education, including 18 in leadership, I lead ONE Multi Academies Trust, focusing on digital learning, inclusive education, and empowering communities to inspire the next generation.



Bas Basra

Chief Financial Officer & Operations

I am a Chartered Accountant with over 20 years of experience in senior finance roles worldwide. After 15 years in Oil & Gas, I transitioned to education, becoming Director of Finance in 2015.



Manan Mirza

Director of School Improvement & Operations

I lead school improvement at ONE Multi Academies Trust, driving excellence through collaboration and professional development. I have senior leadership experience and a focus on improving results for students and staff.

Central Services



Binder Gill

Senior HR
Manager



Jacqueline Cope

Executive PA,
Wellbeing Lead



Jaskeerth Singh

Faith Lead



Jon Andrew Geary

IT Manager



Vacancy

Governance Professional



Sukhvinder Saini

Accountant

ONE Multi Academies Trust

ONE multi academies trust (nee Khalsa Academies Trust) was formed in 2011 and manage two sikh faith based academies that are situated in Redbridge (East London) and Wolverhampton (West Midlands) respectively.

We are "Together As One" a Trust that puts our pupils needs, highly ambitious drive and thirst for knowledge at the heart of what we do.

We nurture their individual spiritual and academic journey, so that our pupils are respectful towards each other and the world around them. Our academic achievements speak for themselves and we are determined to ensure that through strong provision we continue to provide our pupils with the right resources, knowledge, curriculum and tools, that they need to be successful young adults.



HOW TO FIND US

Millfields Rd, Bilston, Wolverhampton, WV4 6JP



 @onemultiacademiestrust

 www.onemat.org.uk

 ONE Multi Academies Trust



Staff Benefits

25

Days Annual Leave plus Bank Holidays

Bookable annual leave is available to non-term-time support staff.
For all other staff, annual leave is incorporated into their
employment contracts.



Pension Scheme



Free Onsite Parking



Counselling



Flexible Working



Nuffield Gym (discounted membership rates)



Wellbeing Events



Eye Tests



Free Tea & Coffee



Staff Equipment



Faith Wellbeing Days



Blue Light Card



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How To Apply

ONE Multi Academies Trust

If you wish to be considered for this role, please complete the Trust's application form by the closing date.

Please note that applicants must have the right to work in the UK and fulfill and meet all necessary vetting checks including enhanced DBS and criminal records checks.

Please email your completed application form to Mrs J cope at j.cope@onemat.org.uk.

Should you wish to discuss this further with our CEO, please email ceo@onemat.org.uk

The Trust is fully committed to the principles of equal opportunity, diversity, and inclusion. We do not discriminate on the grounds of gender, disability, age, sexual orientation, marital status, racial ethnic, faith or national origin.

We, at ONE multi academies trust, aim to diverse and representative of wider society and therefore welcome and encourage job applications by candidates from all backgrounds.





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**Governance Professional
Job Description**

Post:	Governance Professional
Salary:	£28,000 – £32,000 (Fulltime equivalent)
Working week:	3 days a week. Flexible and depending on meeting days. Office Based, unless clerking meetings
Liaising with:	CEO Director of School Improvement & Operations Central Leadership Team Trustees Members Clerks to the LABS School Leadership/ Principals/PA's The Governance Professional will be responsible to the Chair of Trustees
Line of Responsibility:	Governance Professional (Responsibility: Governance support, Guidance, advice & Compliance/Support to the Trustees)

Purpose of Post:

- The post holder will work directly with the CEO, Central Team and support the Chair of Trustees and Board of Trustees.
- The Governance Professional is responsible for overseeing all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This is achieved by:
 - supporting the efficient and effective operation of the Trust board and its Committees
 - ensuring governance at all levels is carrying out its functions
 - leading on development of the Trust's governance framework and driving improvements to its systems, processes and structures
 - managing and coordinating the delivery and ongoing improvement of governance support across the trust
- Tracking and monitoring progress of all the above, coordinating a number of activities.

The post holder will also be responsible for:

- Implementing, collating and monitoring the Risk register.
- Coordinating and supporting key projects in the organisation.
- Planning and assisting the CEO & Chair of Trustees in delivering the Trustee Planning Days
- Monitoring and devising the Governance skills audits and training programme
- Planning and delivery Governance training to Heads as part of the People Strategy across the Trust

Responsibilities

Key Accountability and responsibility:

- Support the CEO in ensuring the Trust's commitment to safeguarding and promoting the welfare of children is delivered.
- Be emblematic of our:
Values: Truth, Contentment, Compassion, Service, Courage, Resilience & Love
Trust Ethos: Together As One
Trust Behaviours: Truth, Humility, Excellence, & Service

Governance Professional

- Maintain accurate governance records at ONE Mat and Companies House and DfE Sign In at all times, as well as completing the annual Companies House return.
- Maintain and update the Trust's website related to Governance, when necessary and including governance attendance and records
- Keep Central records of all Trust Board and Sub-Committee Meetings, including regularly updating Governor Hub and all Academy Committee meetings
- Arrange DBS checks for Members and Trustees when necessary ensuring that identification procedures are adhered to and enter information on the Trust's Single Central Record in liaison with HR and in line with the Standard Operating Process (SOP) for monitoring the SCR.
- Complete the necessary paperwork when a Trustee resigns or leaves the Trust, ensuring any security devices, such as; keys, access fobs and ID badge are returned.

Effective organisation and administration of trust board meetings

- The governance professional will clerk meetings of the trust board and its committees, ensuring these enable the successful delivery of strategic objectives. As such, they have a key role in:
 - keeping the board focused on its core strategic priorities
 - setting the cycle of trust board and committee meetings and preparing focused agendas
 - ensuring all meetings are inclusive and well structured
 - satisfying all aspects of meeting compliance as stipulated in the trust's articles of association and the Academy Trust Handbook, and in accordance with arrangements agreed by the board of trustees.

Advice and guidance:

- As well as acting as the main point of contact for all queries relating to governance within the trust, the governance professional will proactively update those governing by providing advice and guidance on:
 - the respective roles of members, trustees and academy committee members as required, including their duty to maintain the highest professional standards of conduct and ethics
 - strategic leadership responsibilities
 - best practice in academy trust governance, particularly in relation to committee structures and the scheme of delegation
 - the application of policies, procedures and relevant legislation/guidance across the trust

Manage statutory information and governance documentation:

- The governance professional will act as a gatekeeper for information and documentation that clearly details the trust's governance arrangements and satisfies other statutory requirements, including (but not limited to):
 - maintaining appropriate records of trust board and academy committee membership, along with any terms of reference
 - maintaining a trust policy records and advising on the policy review and approval cycle

- ensuring copies of statutory policies and other statutory documents such as the scheme of delegation and register of interests are published as agreed (e.g. on the trust and/or school website) and in line with statutory requirements
- ensuring that committee risks are captured and included in the trust's risk register
- supporting production of the annual report and governance statement published with the trust's annual accounts
- managing the flow of information between the trust board and academy committees and members, maintaining an up to date record of academy committee business
- developing trust-specific documents such as a governance code of conduct, skills matrix, updating the Scheme of delegation and reviewing annual documents.
- maintaining the trust's Governor hub

Oversee governance membership and structure:

- In order to ensure the efficiency and effectiveness of the Trust's governance framework, the governance professional will be responsible for:
 - ensuring the Trust Board and its committees are properly constituted
 - advising the Trust Board on succession planning
 - support the Trust Board in developing effective and inclusive recruitment practices which promote diversity
 - overseeing Member, Trustee and Academy Committee Member recruitment as required, advising on election and appointment procedures
 - developing a Trust-wide induction process for those governing
 - supporting the recruitment and implementation of local tier advisory boards where required
 - assisting in the process of new schools joining the Trust by supporting, where necessary, the due diligence process along with the academy conversion process

Policy writing and policy committee chairing:

- In order to ensure the Academies and Trust policies remain up to date and are accurately reviewed, the Governance Professional will :
 - Maintain the Academies and Trust policy tracker
 - Prepare (write) /update policies in readiness to be checked by the relevant Central Team staff for accuracy and compliance.
 - Chair the Executive Team Policy committee to ensure policies are reviewed in a timely manner in readiness for the relevant committees and or Board.

People and relationships

- The governance professional will develop and maintain productive working relationships whilst maintaining independence by:
 - working collaboratively with other key Trust functions including senior leadership so that governance supports and enables the operational delivery of strategic objectives
 - working closely with the Chair of Trustees and committee chairs (including Local Advisory chairs) to ensure strong links between the trust board, members and the local tier
 - maintaining effective communications with relevant stakeholders

Evaluation and development:

- In contributing to rigorous and effective methods of self-review across the Trust, the governance professional will be responsible for:
 - coordinating the design and review of professional development plans for the Chair of Trustees, LAB Chairs and CEO
 - coordinating a programme of regular evaluation of the quality of governance, including skills audits and individual reviews for those governing
 - supporting the commissioning of external reviews of governance

- developing and implementing a training programme for those governing the Trust

Manage governance support team

- There may be additional support below Trust Board level in the form of academy committee clerks. In such cases, the governance professional may be responsible for:
 - recruiting, managing and quality assuring the work of central governance team members and/or academy committee clerks, (including external clerks), delegating responsibilities as appropriate
 - coordinating the training, development and appraisal of members of the governance support team
 - managing any budget and resources allocated to the governance support function

Personal development:

- The clerking competency framework supports individuals in assessing their own practice, skills and knowledge and identifying their development needs. The Trust will support the continuing professional development for the governance professional which may include:
 - liaising with relevant professional organisations and networks
 - undertaking regular training including the pursuit of professionally recognised qualifications
 - keeping abreast of policy developments affecting academy trust governance
 - participating in regular performance management, led by the Chair of Trustees/Director of School Improvement and Operations

General

- Arrange DBS checks ensuring that identification procedures are adhered to and enter information on the Trust's Single Central Record, informing each academy of any changes to the Central Team's SCR
- Support and be actively involved in all aspects of planning, and delivering Trust events.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- Other duties

The governance professional may also be asked to undertake the following duties:

- Act as clerk to the Members at general meetings
- Source or provide clerking cover during times of absence
- Clerk panels as required

General Executive Responsibilities

- Create and foster an environment of reflective practice, leading by example in all aspects of personal and professional development.
- Develop and maintain a culture of high expectations for self and others.
- Support the development and maintenance of Trust policies and practices to ensure consistent application.
- Plan, chair and organise meetings as appropriate.
- Sustain effective, positive relationships with all staff, pupils, parents/carers, Governors, Trustees and the local and national community.
- Maintain clear expectations and high standards of professionalism.

- Support, assist with planning and attend all Trust events and activities as directed by the CEO.
- Keep the Executive Team up to date with national developments specific to the post's areas of responsibility.

Other Duties

- The post holder will be subject to performance objectives agreed annually.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the CEO.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Condition of Employment:

THE ABOVE RESPONSIBILITIES ARE SUBJECT TO THE GENERAL DUTIES AND RESPONSIBILITIES CONTAINED IN THE WRITTEN STATEMENT OF CONDITIONS OF EMPLOYMENT (THE CONTRACT OF EMPLOYMENT).

- The post holder is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the Trust.
- To uphold the Trust's policy in respect of child protection and safeguarding policies and practice and promote a culture of effective safeguarding.
- other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in Performance Management

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.
- To take part in the Trust PM cycle.

Safeguarding

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