

JOB DESCRIPTION

JOB INFORMATION/			
JOB TITLE	Head of Governance and Compliance	Salary	PO6, points 40-43 (£49,764 - £52,805*) FTE <i>*Pending cost of living award</i>
RESPONSIBLE TO	Line management by CEO but accountable to both Chair of Trustees and CEO	LOCATION	Preferably UTC Reading, but could be any of the Trust's locations (with flexibility to travel across Trust sites and ability to work from home, as agreed by the line manager)
Hours	0.6FTE (Term Time Only)		
LAST REVIEWED	Date: September 2025	Signatures (employee and line manager)	
JOB PURPOSE			
<p>Responsible for all aspects of governance and compliance, ensuring that the Trust meets all regulatory requirements (including those set in the Academy Trust Handbook). This includes but is not limited to all relevant government legislation, Charity Commission and DfE / ESFA requirements.</p> <p>To design, implement and support the highest quality governance across the Trust. Developing new systems and effective ways of working on specific governance projects.</p> <p>To develop the infrastructure to facilitate seamless mechanisms between the Executive Team, Board Committees and the Trust Board by leading on strong assurance, accountability and regulatory compliance.</p> <p>Perform the role of the Trust Board's Governance Professional and Company Secretary.</p>			
MAIN DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> To lead on the development of the Trust's Governance Framework, with a strong understanding of the Trust's governance structure, its Articles of Association and Scheme of Delegation, and to ensure that the Trust operates in line with these. To ensure the Chair of the Board and the Chief Executive Officer are provided with advice and support, so they can act in accordance with relevant regulations relating to the operation of the Board and its committees. This shall include filing returns to Companies House and other statutory reporting as required to ensure the Trust is legally compliant. To organise and lead Annual General Meeting of the members of the Trust. To ensure any Ordinary and Special Resolutions are completed appropriately, supporting the Members to discharge their responsibilities. To act as clerk to the Board of Trustees, and all Trustee level committees. 			

- To work closely with Local Governing Committees (LGC), the Chair/Vice chair of the Board of the Trust and other Directors & Trustees and staff of the Trust as required to ensure the smooth and secure operation of Governance arrangements, meetings and follow-up actions.
- To ensure all Trustees and Governors are aware of their role and responsibilities through a programme of induction and initial training. This will involve contact with newly appointed governors and being the first point of contact should any issues arise.
- To provide advice, guidance, and on occasion instruction to the administrative support for the LGC of all schools across the Trust on constitutional and procedural matters to ensure smooth and consistent operation of the governance functions, including advising clerks on appropriate CPD, its implementation and performing the delivery of said CPD.
- To work with the Executive Team and/or Chair/Vice Chair of the Board of the Trust to prepare a relevant and focused agenda. Where appropriate, collate agenda items and ensure associated papers are in a format suitable for presentation to the meeting.
- To undertake the support and full servicing of the work of any formal committees/panels or hearings of the Board or its sub-committees (excluding any Local Governing Committees who should have their own clerking arrangements in place).
- To lead on the development and review of governing documents, policies and procedures, taking account of changes in best practice and/or statutory or regulatory requirements.
- To advise the Board/Committees on governance legislation, regulatory requirements and procedural matters.
- To advise Members on governance legislation, regulatory requirements and procedural matters.
- To manage the annual programme of training for Local Governing Committees, ensuring maximum exposure for governor CPD.
- To advise Executive Team and as appropriate the Board of Trustees and Members on the interpretation of its instruments and articles of governance and schemes of delegation.
- To ensure (carry out where appropriate) compliance of policies and annual reviews of Trust documentation on behalf of the Board, such as the Articles of Association and Scheme of Delegation, advise on amendments required and ensure such amendments are adopted.
- To undertake follow-up correspondence resulting from actions/decisions of the Board or its committees/panels as appropriate.
- To maintain an up-to-date Register of Interests for all Members and Trustees.
- To maintain an up-to-date Register of trustee and governor training.
- To work collaboratively with the Executive Leadership Team to support the Trust's strategic objectives.
- To support the development and expansion of the Trust by drafting and amending documentation and liaising with relevant parties to allow new academies to join the Trust.
- To ensure the websites of the Trust and academies are maintained and updated in a compliant manner.
- Ensure timely returns and compliance with Companies House

GENERIC RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes expected of Leaders
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning's policies and procedures
- To safeguard the welfare of children, young persons, and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /KNOLEDGE/SKILLS	BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Minimum of C grade GCSE English and Maths or equivalent • Governance Qualification • Leadership Qualification • Experience of working in a governance or compliance role. 	<ul style="list-style-type: none"> • Knowledge of Company and Charity law, and the role and responsibilities of trustees. • Experience of providing strategic advice on governance and compliance matters • Experience of handling confidential and sensitive matters and situations with tact, diplomacy, and sensitivity • Strong influencing, persuasion, and negotiation skills. • Full clean driving licence • Experience of working with the ICO guidelines for GDPR • Experience of writing policies and data protection impact assessments • Knowledge and experience of risk management and completing and reviewing risk assessments • Prior experience of working within the education sector, or a similar environment 	<ul style="list-style-type: none"> • Always acting with integrity • Commitment to always uphold the 7 principles of public life (the Nolan principles), • Commitment to always maintaining confidentiality • Understanding of the importance of maintaining independence and the demonstrable ability to do so • A commitment to doing the right thing – even in the most challenging of circumstances • The ability to be open-minded and provide accurate, honest and constructive advice and guidance. • A commitment and ability to being independently purposeful • A commitment to the Trust's values, and to striving for the best • Can build personal relationships with stakeholders, through regular contact and consultation. • A commitment to safeguarding learners in the Trust. • Can accept, support and quickly implement change. • Works with others to resolve differences of opinion and resolve conflict.

		<ul style="list-style-type: none"> • Excellent customer service ethos – goes the extra mile. • Strong teamwork ethos. • Seeks continuous improvement. • Strong communications skill – can disseminate information widely. • Creative with a flair and passion for making the best use of technology. • We are an ambitious, developing, and collaborative team and therefore a shared drive and ambition to succeed collaboratively. • An approach that is solutions-focused, pragmatic, and logical. • Experience working in an agile environment. • A personable individual that is able to build meaningful relationships at all levels within the business. • Decisive, independent worker with a high level of accuracy, attention to detail and the ability to demonstrate initiative. • A desire to mentor and share best practice and their creative ideas with colleagues. • Willingness to travel
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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

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PROFESSIONAL

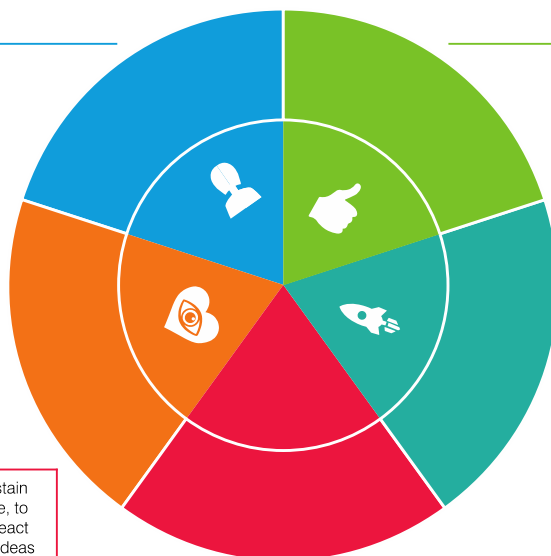
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstration a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list and some checks may be done in retrospect in line with legislation.