

# INVICTUS

Education Trust

## CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

## Job Description

<b>JOB TITLE:</b>	Governance and Compliance Officer
<b>DEPARTMENT:</b>	Trust Central Team
<b>LOCATION:</b>	Flexible- between Trust headquarters and Invictus schools with some home working
<b>GRADE:</b>	Grade 7 SCP 18–23
<b>REPORTING TO:</b>	Director of Strategy and Governance
<b>RESPONSIBLE FOR:</b>	N/A
<b>LIASING WITH:</b>	CEO, Executive Team, Headteachers, Senior Leadership Team, Trustees/Associate Governors, teaching and professional services staff, outside agencies, and the Trust's central team

## Main Purpose

To work with and support the Director of Strategy and Governance, and provide professional governance support, advice and administrative services to our Local Academy Committees (LACs). The postholder will ensure compliance with legal and regulatory frameworks, facilitate effective local governance practice, and support associate governors and school leaders in discharging their core strategic functions.

## Main Duties

### Key Responsibilities

#### Governance Advice and Compliance

- Provide advice and guidance to Local Academy Committees (LACs) on governance legislation, regulation and best practice.
- Lead on ensuring that local governance operates in accordance with the Trust's funding agreements, articles of association, schemes of delegation and terms of reference.
- Monitor and communicate changes in relevant legislation or statutory guidance.
- Advise on LAC roles, elections, constitutional requirements and membership criteria.
- Ensure proper safeguarding, DBS checks, and eligibility vetting for all LAC members.
- Support school-level complaints processes, exclusions, and hearings in accordance with Trust policy.
- Assist the Director of Strategy and Governance with tasks related to data protection, including handling data breaches, subject access requests, and freedom of information requests.



#### Mission

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#### Vision

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#### Values

- Respect
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## **Clerking and Meeting Administration**

- Prepare agendas in consultation with the Director of Strategy and Governance, LAC Chairs and school leaders; ensure timely circulation of papers.
- Distribute meeting papers within correct timeframes via Governor Hub or the Trust's chosen platform.
- Convene LAC and relevant panel meetings and ensure quorum.
- Clerk governance related panels – suspensions/exclusions, complaints and, where necessary, HR related panels.
- Attend meetings, take accurate minutes, track actions and follow up on progress.
- Advise Chairs and school leaders on procedural issues and legal compliance during meetings.
- To provide professional challenge, and intervene where necessary in meetings, to ensure headteachers, associate governors and panel members are compliant in respect of legislative and procedural issues.
- Provide local governance updates for each Trust Board meeting.
- Manage any conflicts of interest that may arise in accordance with relevant legislation.
- Manage confidential information with integrity, discretion and in line with data protection law.
- Use Artificial Intelligence safely, in accordance with Trust policy to reduce governance workload.

## **Governor Recruitment and Membership Records**

- Manage the recruitment, appointment and induction of associate governors.
- Maintain accurate membership records, terms of office, interests, and training logs.
- Ensure that governance records on Get Information About Schools are kept up to date.
- Monitor attendance and succession planning for LAC roles.
- Ensure accurate governance information is published on school websites.
- Support LAC member professional development and coordinate CPD opportunities.

## **Policy and Document Management**

- Maintain local governance documentation including Terms of Reference, meeting minutes, and statutory registers.
- Assist the Director of Strategy and Governance with coordinating the review and approval cycles for both trust wide and school policies.
- Maintain, review, and implement the Trust Suspensions and Exclusions Policy to ensure effective procedures are in place for supporting schools and meeting statutory requirements.
- Ensure secure access to records and manage local governance communications.

## **Professional Relationships and Culture**

- Build effective professional relationships with Trustees, Associate Governors, Executive Leaders Headteachers, and Trust staff.
- Act as an ambassador for strong governance and model best practice.
- Support internal communications and work collaboratively with the Trust's central team.



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## **Other Duties**

- Stay updated on national developments in governance and compliance.
- Support cross-school initiatives and contribute to strategic improvement priorities related to governance.
- Comply with Trust policies, including safeguarding, health and safety, and data protection.
- Undertake any other duties relevant to the role, as directed by the Director of Strategy and Governance.

## **Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

## **Staffing and Resources**

- Positively conduct appraisal reviews as directed.
- Actively engage in the Trust's appraisal process.
- Contribute to appraisal reviews as directed.
- Respond to government developments and initiatives at national, regional and local levels.
- Contribute to the recruitment and induction of new staff.
- Promote teamwork and effective working practices.

## **Support For The Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory



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outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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## Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<p>A minimum of GCSE Grade 5 (or equivalent) in both English and Maths</p> <p>Evidence of relevant CPD</p>	<p>Clerking accreditation or willingness to complete</p>
<b>EXPERIENCE</b>	<p>Experience of clerking and producing accurate minutes.</p> <p>Proven ability to manage workload and prioritise.</p> <p>Experience working with governance or compliance frameworks.</p> <p>Ability to manage multiple calendars.</p>	<p>Experience working in a Multi Academy Trust.</p> <p>Experience of academy governance.</p> <p>Understanding of education, charity and/or company law</p>
<b>SKILLS AND KNOWLEDGE</b>	<p>Strong organisational and time management skills.</p> <p>Excellent written and verbal communication skills.</p> <p>High-level IT skills (Word, Excel, PowerPoint).</p> <p>Ability to advise, challenge and influence with integrity.</p> <p>Demonstrate an understanding of Data Protection and the need for confidentiality in dealing with governance issues</p>	<p>Risk awareness and problem-solving ability</p>
<b>PERSONAL QUALITIES</b>	<p>Ability to build effective working relationships</p> <p>Self-motivated and self-confident</p> <p>Ability to demonstrate reliability, integrity, resilience and tenacity</p> <p>Ability to work calmly and effectively under pressure and meet tight deadlines</p> <p>Ability to be open minded and provide accurate honest and constructive advice and guidance.</p> <p>Understanding the importance of maintain confidentiality handling</p>	<p>Be willing to progress in their career with Invictus Education Trust</p>



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	<p>sensitive matters with tact and diplomacy.</p> <p>Commitment to high professional and personal standards and doing the right thing even in challenging circumstances</p> <p>Positive and flexible approach to opportunities and challenges</p> <p>Ability to self-evaluate and respond positively to advice and guidance</p> <p>Commitment to the highest standards of child protection</p> <p>Ability to engage actively with leaders, colleagues and associate governors</p> <p>Consistently high expectations of self and others</p> <p>To be reliable, flexible and punctual and have good attendance</p> <p>To hold a full driving license and have access to transport as travelling between sites will be required.</p>	
<b>FLEXIBILITY</b>	<p>To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust and attendance at evening meetings will be required.</p>	

This job description/person specification may be amended at any time in consultation with the postholder.



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