

The **GALLERY** TRUST



A community of special schools

**Governance Compliance Manager
Candidate Information Pack
October 2025**

We are delighted that you are interested in the position of Governance Compliance Manager at The Gallery Trust.

We are seeking a skilled and effective professional to join our high performing and ambitious central Trust team on our mission to improve outcomes and enhance the life prospects of students with Special Educational Needs and Disabilities in Oxfordshire.

The Gallery Trust is a successful and expanding Trust and has grown from a single special academy in 2013 to the largest special school MAT in Oxfordshire with seven schools across the county. The Trust is continuing to grow, with a further free special school in the pre-opening stage and other exciting services and growth initiatives under way, including our Outreach offer and Training Hub. Our schools deserve high calibre support so they can continue to move forward, and this new role will be an integral and vital part of the team, leading on the delivery of robust governance at every tier within our governance structure.

We are very proud of what we have achieved, and we are looking for an exceptional person to join us as we build on our successes and embrace the opportunities and the challenges ahead.

If you are inspired by our work, are keen to work collaboratively and with authenticity with key stakeholders and are enthusiastic at this opportunity to play an influential role in the future of The Gallery Trust, then we will be very pleased to receive your application.

Thank you for your interest and we look forward to hearing from you.



Chris Scrivener
Chair of Trustees



Kay Willett, MBE
Chief Executive Officer

Governance and Compliance Manager

Contract Type: 37 hours per week, 52 weeks per year
Salary: Starting at £50,269, negotiable for the right candidate
Start date: To be discussed at Interview

The Gallery Trust, a special Multi Academy Trust, is seeking to recruit an experienced, proactive and knowledgeable Governance and Compliance Manager to support governance at all levels within the Trust.

The Governance and Compliance Manager will oversee all aspects of governance and policy effectiveness and compliance and quality assurance within the Trust. They will ensure governance adheres to good practice, meets all statutory and regulatory requirements in accordance with charity and company law, the Academy Trust Handbook and the Articles of Association.

The post-holder will work with our schools, Local Academy Boards and Trustees to ensure that committees and individuals understand their roles and are equipped with appropriate training and systems to achieve excellence. By designing policies, systems and processes that are appropriate to our schools, the post-holder will maximise the efficiency and effectiveness of our governance and compliance functions, ensuring that our Trustees, Executive and School Leaders are able to maximise their focus on improving the educational experience within their schools.

Application process

To apply for this post please contact Alpha Parish 07436 971517 from Academicsis.

Closing date: **Monday 24 November at 9am**

Interviews: **Thursday 4 December**

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

Job Description

Governance Compliance Manager

Position: Governance and Compliance Manager

Reporting to: Chief Finance and Operating Officer and the Chair of Trustees

Role Purpose

To oversee all aspects of governance and policy effectiveness and compliance and quality assurance within the Trust, ensure governance adheres to good practice, meets all statutory and regulatory requirements in accordance with charity and company law, the Academy Trust Handbook and the Articles of Association, and provide strategic leadership, management and coordination of services that support governance, policy and compliance across the trust.

The post-holder will work with our schools, Local Academy Boards and Trustees to ensure that committees and individuals understand their roles and are equipped with appropriate training and systems to achieve excellence. By designing policies, systems and processes that are appropriate to our schools, the post-holder will maximise the efficiency and effectiveness of our governance and compliance functions, ensuring that our Trustees, Executive and School Leadership Team are able to maximise their focus on improving the educational experience within their schools. The post-holder will deliver these responsibilities with regards to the ethos and values of the Trust, in particular balancing the need for consistency across the Trust with the need for local variation in some schools.

Key Responsibilities

1. Governance

- Promote the development of a governance strategy and structure which aligns with the Trusts vision, growth plans and strategic objectives.
- Oversee and manage the delivery of best practice throughout all governance tiers, and which provides opportunities for the contribution of a wide range of key stakeholders
- Lead on the development of the governance strategy which will drive continuous service improvements, and ensure that governance continues to enable the successful delivery of the Trust's strategic objectives
- Ensure effective communications between tiers of governance, committees, and senior leaders so that information flows efficiently and in a timely and structured manner
- Working collaboratively with the Governance professional to manage, maintain and regularly update the Trust's governance documentation on Governor Hub; and, maintain statutory registers, declarations of interest and governance records, notifying relevant authorities of any changes to membership.

- Manage the Governance Professional and a digitally enabled clerking arrangement to ensure a robust and responsive governance service.
- Provide effective governance induction, training and professional development arrangements; membership and succession planning; and the recruitment process; for Trustees and Local Academy Boards members.

2. Compliance

- Ensure statutory compliance, including reporting to organisations including Companies House, the Department for Education and other regulatory bodies, in accordance with the Trust's status as an exempt charity and company
- Work in collaboration with The Trust's legal advisers to ensure regulatory obligations continue to be fulfilled
- Keeping abreast of changes in government policy and guidance, working collaboratively with colleagues to ensure that the trust is compliant in policy and practice.
- Support the executive and senior leadership team in the development and implementation of effective policies and procedures to ensure compliance in all areas, including, but not limited to, safeguarding, financial management, HR, ICT, health and safety and website compliance.
- Overseeing annual safeguarding compliance reporting to Trustees in partnership with the Trust's Designated Safeguarding Manager
- Work with the ICT and Digital Lead and DPO to ensure that the trust complies with its GDPR and Data Protection duties.
- Working in collaboration with the Company Secretary to ensure compliance with company and charity law, providing advice on constitutional and procedural matters
- Ensure timely filing of statutory returns to Companies House and the DfE

3. Policy Development and Oversight

- Manage and coordinate the development, review, and dissemination of Trust-wide policies.
- Ensure Trust wide systems provide easy access to up-to-date policies and the sharing of policy documentation in an efficient and timely manner.
- Ensure policies are compliant with statutory requirements and reflect best practice.

- Monitor policy implementation and report on compliance to the Executive and Board.

4. Risk Management and Internal controls

- Identify and assess key issues and risks to the Trust's operations, and develop and implement risk management strategies to mitigate them
- Maintain and review of the Trust's Strategic Risk Register in conjunction with the Trust Executive Team and the Audit and Risk Committee.
- Manage the Trust's internal audit annual programme in conjunction with the Audit and Risk Committee
- Ensure that effective internal controls are in place to monitor compliance with the Trust's governance and regulatory obligations.
- Ensure Trustees have access to timely assurance information to discharge their duties effectively e.g. regular governance self-evaluation, skills audits and board reviews

5. Data Protection and GDPR

- Act as the Trust's Data Protection lead, collaborating with the Data Protection Officer (DPO) and trust staff, to ensure compliance with the GDPR and related legislation, maintaining official records across the trust.
- Develop and implement policies related to data security, data privacy, data retention, data access, and the sharing of personal data within and outside the Trust.
- Ensure that appropriate data protection practices and procedures are in place across all Trust establishments, for example Subject Access Requests and Freedom of Information Requests.
- Providing training and support to staff on data handling and embedding the policy in practice.

6. Strategic leadership

- Contribute to the strategic direction and operational management of the Trust as a member of the Finance and Operations Team
- Contribute to the Trust's strategic vision and direction, ensuring that governance, compliance, and risk management are embedded in the Trust's decision-making processes.
- Foster a culture of integrity, transparency, and accountability within the Trust, supporting its reputation as a well-governed and compliant organisation.

Selection Criteria

Governance Compliance Manager

	Essential	Desirable
Education and Qualifications	A relevant degree or equivalent experience	School business management qualification, or other relevant professional qualification
Experience	Recent leadership and/or management experience Experience of advising and supporting Boards and sub-committees Working at board / committee level in the education sector / academies or charity sector Knowledge and understanding of the education sector/academies, charity and company law and regulatory compliance. Experience of managing and supporting governance and compliance in the education sector and/or public / charities sector.	Experience of preparing and developing policies in the education sector and/or public / charities sector. Experience of managing risks in the education sector and/or public/charities sector.
Personal Qualities	Demonstrating visible leadership by example, with an enthusiastic commitment to the vision and values of the Trust Communicate effectively and develop positive relationships with all stakeholders High level of self-awareness, personal integrity and credibility; ability to engage and command the confidence and respect of others quickly. Flexible in managing, planning, and executing workloads in a busy environment	

	Ability to demonstrate an understanding of safeguarding and a commitment to safeguarding children and young people	
Skills, abilities and personal qualities	Ability to analyse and interpret data accurately to identify weaknesses and opportunities, and to recommend actions Pragmatic approach to problem solving, identifying simple and effective solutions Commitment to professional development and self-learning Ability to understand requirements and identify simple ways to meet these without unnecessary complexity Work effectively with the governing bodies, enabling governors to fulfil their roles and meet their responsibilities People management skills, demonstrating ability to delegate tasks and support team to achieve the best possible outcomes Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines Excellent oral and written communication and influencing skills.	

Your application should clearly demonstrate how well you meet the above key criteria.

September 2025