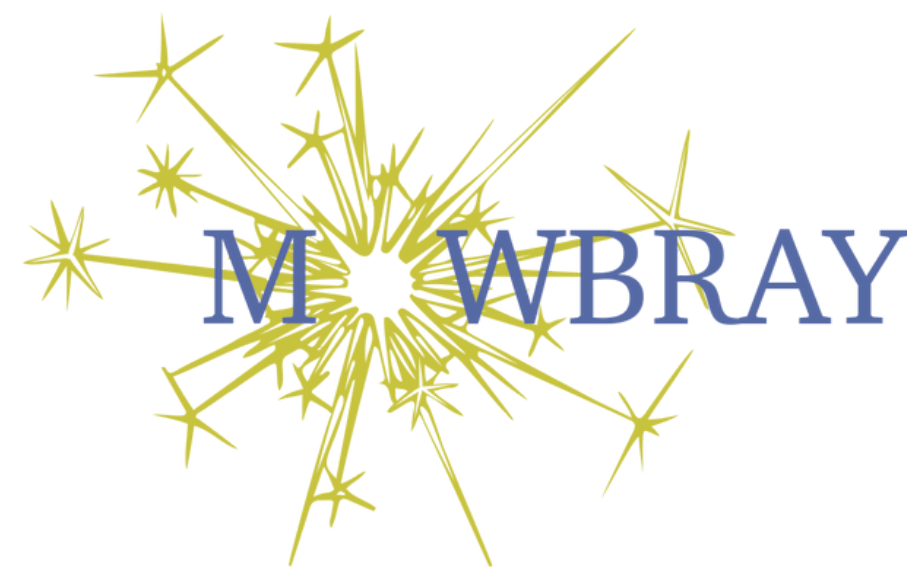


# GOVERNANCE AND COMPLIANCE DIRECTOR (COMPANY SECRETARY)



## **MOWBRAY EDUCATION TRUST**

### **APPLICATION SUBMISSION :**

*Submit your application  
and CV via our careers site:*

- ☒ [My New Term](#)

### **APPLICATION DEADLINE:**

- ☒ 9am, Monday 5<sup>th</sup>  
January 2026

### **FURTHER INFORMATION :**

*For further information or to arrange an  
informal discussion, please contact:*

- ☒ Anna Butler  
*Director of People and Partnerships*  
[futuretalent@mowbrayeducation.org](mailto:futuretalent@mowbrayeducation.org)



*Children First*





## Section 1: About Mowbray Education Trust

Mowbray Education Trust is a Multi-Academy Trust (MAT) serving the interests of over 3,000 young people, with a dedicated team of over 500 staff members. We believe that education should not only be accessible but also relatable, and that is why we are so proud to be an integral part of our local communities.

Our cluster model comprises of feeder primary schools working with their local secondary. This enables us to make sense of curriculum, transition arrangements and to build meaningful and effective relationships with families over time while educating, inspiring, and nurturing the talent of children throughout their time with us.

Our original cluster is in the Melton Mowbray area and consists of six primary schools and John Ferneley College. Our second and newest cluster is being established in the Shepshed and Loughborough area, and currently consists of our second secondary school, Iveshead, which also brings post 16 education to our Trust. The recent growth at secondary has allowed us to explore the benefits of collaboration and has enabled talented staff to be retained in the Trust through secondments and fresh opportunities. This has allowed us to take a step closer to our vision of one team delivering across all settings.

For further information about our individual schools, please follow this link: <https://www.mowbrayeducation.org>.

## Our Executive Team

The Executive Team works openly and transparently with shared oversight, responsibility, and accountability for the Trust as a whole. By understanding the workload, pressures, and demands in each area, we support one another and share information and inspiration to drive improvement across the Trust.

*"I joined the Trust as CEO at the end of April 2025 and continue to be impressed by the strength of professional relationships across our Executive Team, Headteachers, and schools. As Accounting Officer, I recognise this role as a key appointment for the Trust, and we are seeking an experienced governance and compliance professional who can ensure the highest standards of regulatory oversight, statutory compliance, risk management, and strategic leadership across the Trust.*

*This is an exciting opportunity to shape and deliver a long-term governance and compliance strategy for an ambitious, high-performing Trust. We are in a strong financial position, and in July 2025 we were formally confirmed as no longer being under a Financial Notice to Improve. Our growth plans are underpinned by ethical values, and we are proud to be working in partnership with Leicestershire Local Authority to promote an inclusive and collaborative agenda.*

*The Director of Governance and Compliance will play a pivotal role in ensuring robust accountability, transparency, and assurance across all levels of the organisation. At the core of our work is our commitment to putting 'Children First', supporting continuous improvement, and ensuring that leadership, decision-making, and systems across the Trust enable the very best outcomes for children and staff.*

*I welcome informal discussions about the role and look forward to receiving your application."*

Louise Lee, Chief Executive Officer





## Our Location

Melton Mowbray and Shepshed are both thriving market towns surrounded by beautiful villages in the Leicestershire countryside. They are centrally located and exceptionally well connected. Both are easily accessible, just half an hour away from the cities of Nottingham and Leicester, with Loughborough and Derby also within a commutable distance. The Borough of Melton is famous for being the 'rural capital of food', with employers such as Samworth Brothers and Mars, and many annual popular events including the National Pie Awards and regular food markets. As a rapidly expanding town, Melton is seeing an increasing population from the current 52,000 with 17% of the population being under 16.

Shepshed is situated in the Borough of Charnwood, with quick access to open countryside, including areas of park land as well as convenient access to the M1 motorway. As a small town, Shepshed has good amenities, some of which (such as the swimming pool) are centred on the Iveshead campus and will soon see significant investment made into its infrastructure. Shepshed has a current population of approximately 15,000 but like Melton is growing as new houses are built.



## Trust Employee Benefits

- High quality continuous professional development
- Career progression opportunities within the Trust
- Occupational sick pay, maternity and paternity pay
- Access to the generous Local Government Pension Scheme
- Cycle to Work Scheme
- Free Eye Care Scheme
- Employee Assistance Programme
- Accessible central services including HR, Finance and IT



In addition, our head office at Pera Business Park also provides access to:

- On-site parking
- Complimentary gym use
- On-site cafe





## Section 2: Role Overview and Job Description

**Job Title:** Director of Governance and Compliance

**Reporting To:** The CEO and Chair of the Trust Board

**Place of Work:** Central Office (Pera Business Park, Melton Mowbray) with frequent travel to schools. Working from home is possible in agreement with the CEO and in line with the Flexible Working Policy.

**Salary Range:** LCC 13, £49,221 - £53,826

**Line Management:** GDPR Officer and Governance Professional Team.

**Liaising with:** MET Executive Team, Headteachers, Trust Board and Local Governing Committees, Governance Professionals Team, External Agencies including the DfE as appropriate.

### Core Purpose

The Director of Governance and Compliance is pivotal in ensuring our schools uphold a framework of excellence, integrity and accountability. Tasked with ensuring exemplary governance and compliance standards across all schools within the Trust, the role encompasses a broad remit, including oversight of legal, regulatory and educational compliance, governance structures, GDPR and data protection. The role also involves acting as Company Secretary, maintaining high standards of corporate governance within the organisation and ensuring that board procedures are followed and that the board operates effectively.

The Director of Governance and Compliance is charged with leading the Trust's risk management strategy. This includes identifying, evaluating and mitigating risks across various areas such as operational, financial, legal and reputational risks to safeguard the Trust's assets and ensure the wellbeing of its community.

## Key Responsibilities

### Governance Leadership and Strategic Planning

- Develop and maintain a governance framework aligned with the Trust's strategic objectives, ensuring clarity of roles, responsibilities and accountability across all levels of governance.
- Manage the Trust Board and its sub-committees, ensuring compliance with the Trust's articles of association, schemes of delegation, schools handbook, funding agreements and other relevant legislation.
- Facilitate the induction, training and development of Trustees and governors, promoting high standards of governance.
- Development and management of a co-ordinated clerking service across all schools and board sub-committees, facilitating effective governance meetings and the annual governance cycle.
- Lead any aspect of governance and compliance reviews and maintain the Trust's strategic register by working closely with the relevant leads from the MET Executive team and Trustees.
- Liaison with policy advisers, researchers, communications and colleagues as appropriate to ensure that committees' views are incorporated into policy development including external consultations.
- Develop business cases (within the Trust's framework) to commission research or request policy development outside of the remit of the committees.
- Any other duties as deemed necessary within the scope of the Director of Governance and Compliance.



## Compliance Oversight

- Serve as the Trust's strategic compliance lead, overseeing GDPR (and the work of the Data Protection Officer) and wider regulatory compliance.
- Collaborate with the Directors of Education, People, ICT and Estates to develop, oversee and continuously improve effective control and audit processes.
- Work with all Directorates to ensure the development and implementation of comprehensive policies and procedures that support legal compliance and safeguard students, staff and visitors across the Trust.
- Work with the CEO, Directorate leaders and Trustees to monitor compliance across all operational areas, commissioning and conducting audits to provide assurance at every level of the organisation.
- Maintain the Trust's risk register, ensuring effective risk mitigation plans are in place and informed by regular internal and external audits and compliance reviews.

## Data Protection Oversight

- Ensure the Trust's compliance with GDPR and UK data protection laws.
- Lead the Trust's data protection and policies.
- Line manage the GDPR lead, offering support and challenge where required.
- Provide advice and guidance on handling data protection breaches and data subject access requests via where required.

## Risk Management

- Identify risks through collaboration with the MET Executive Team and school leaders ensuring assessment frameworks have a real impact on improvements and our commitment to put 'Children First'.
- Report regularly to the Trust Board and MET Executive Team on the risk landscape, including status updates on mitigation efforts and recommendations for addressing new risks.
- Promote a culture of 'Risk Awareness' at all levels of the organisation through targeted training and communications.

## Financial Compliance

- Working closely with the CFO, ensure robust financial compliance to implement effective financial controls, auditing and reporting processes.
- Oversee the submission of statutory returns and reports, ensuring accuracy and timeliness.

## Governance Standards

- Ensure adherence to the Companies Act, Charities Commission Regulations, the DfE directives, ATH and master funding agreements. This includes maintaining accurate records of Trustees and Directors, ensuring school's websites meet all statutory guidelines and maintaining an up to date 'register of interests'.
- Oversee the creation and coordination of governance policies to ensure compliance, clarity and conciseness at Trust and school level.
- Advocate for GDPR compliance and excellent recording keeping within governance processes, ensuring archived records meet all statutory requirements.
- Develop and implement a clear governance handbook alongside a governance skills audit to identify training and developmental needs across the Trust Board.
- Manage the induction and recruitment of Trustees as per the Scheme of Delegation.
- Lead and implement a clear template process for all Trust documentation as required.





## Trust Governance and Executive Support

- Act as first point of contact for enquiries from the Trust's community, ensuring responsive and informative communication to the Executive Team.
- Act as the first point of contact for serious Trust complaints and concerns, liaising with the CEO and other Directorate leads as appropriate. Deploy staff as part of an investigative team to review complaints as per the policy as and when required.
- Ensure Trust governance operations are aligned with the education sector's best practices, proactively identifying and addressing areas requiring intervention to support Ofsted readiness.

## Company Secretary

- Ensure that the Trust's Companies Secretary responsibilities are undertaken in accordance with Companies House statutory guidance, including statutory filings within prescribed deadlines, maintaining company and Trustee documentation and records management.
- Update and maintain the information on GIAS for all schools within the Trust.
- To lead on Significant Change applications and liaison with the DfE on Deeds of Variation and changes to funding agreements.
- Assist on transfers of schools into the Trust and their dissolution or mergers with other Trusts.
- Serve as the primary point of contact for legal counsel and the Trust's insurers.
- Define, maintain and monitor standards and procedures throughout the governance structure, at all levels.

## Governance Professional

- To be accountable for supporting high levels of governance at every level of the Trust's operation, with a remit which includes the governance framework, policy management, admissions, complaints, exclusions and data protection.
- To ensure the effective functioning of the Board of Trustees and the underpinning governance framework.
- To provide professional advice, guidance and administrative support to the Board and its Committees on their duties and on constitutional, procedural and regulatory matters.
- Advise Trustees, Members and Committee Chairs on statutory guidance, and best practice in governance, before, during and after meetings, as well as being the first point of contact on Board, Committee and Members' business.
- Identify governance priorities and related risks, anticipate issues which may arise, draw these matters to the Chair's attention and propose recommended actions.
- Know where to access appropriate legal advice and support (Charity and Company law), and where necessary seek advice.
- Advise the Board on the regulatory framework for governance (Articles of Association, Funding Agreements and Academy Trust Handbook) and ensure the required filings and returns are made.
- Promote awareness (amongst Trustees and the Executive Leadership Team) of organisational control and risk management.

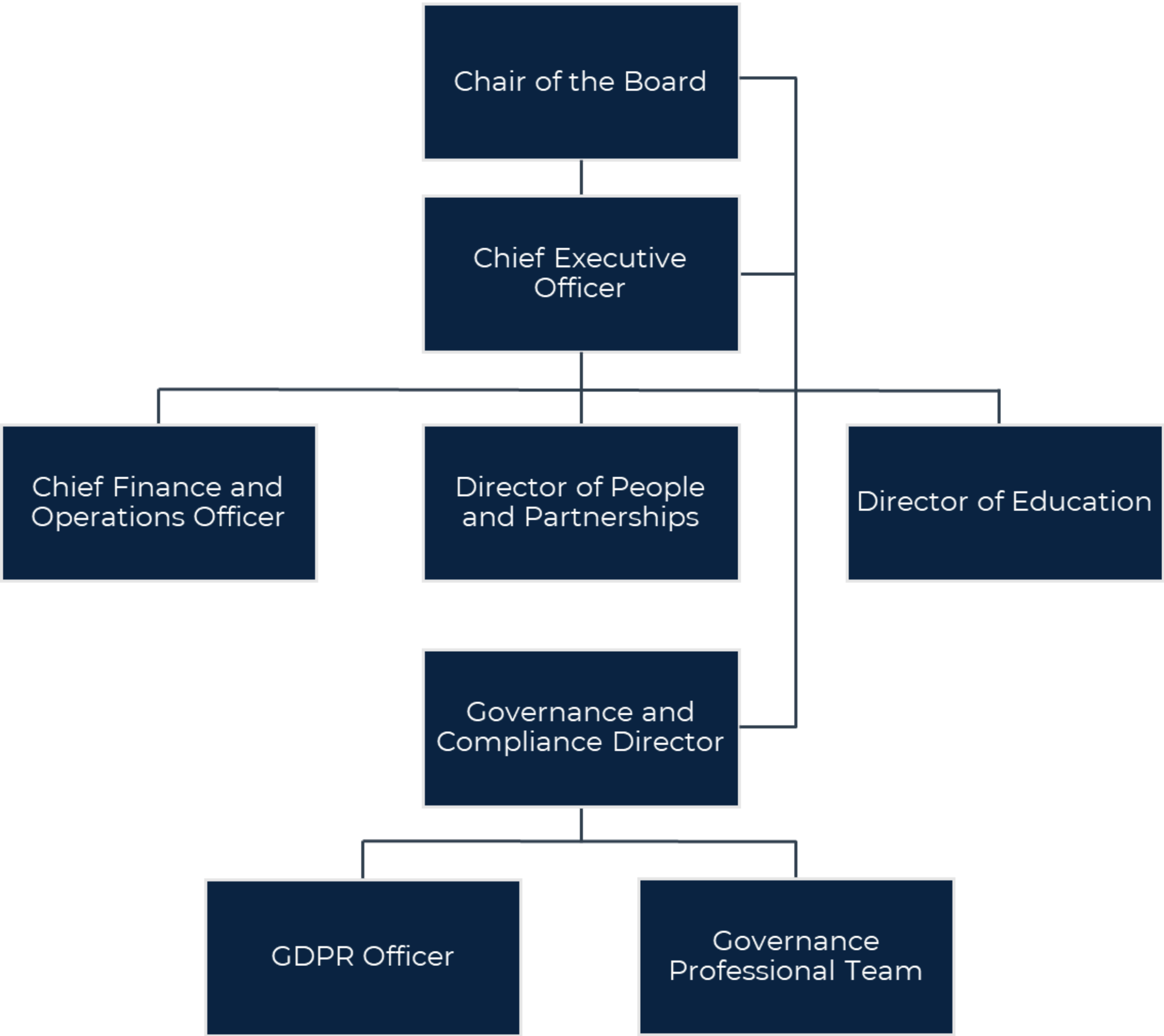
## Business Continuity

- Support the development and implementation of Trust-wide business continuity plans, ensuring resilience against operational, financial, and reputational risks.
- Provide support to the Executive leadership team in preparing for and responding to emergencies, including safeguarding, cyber threats, infrastructure failure, and public health incidents.



- Ensure all schools within the trust comply with statutory requirements and best practice in business continuity, including regular audits, scenario planning, and policy reviews.
- Maintain clear and timely communication with Trustees, school leaders, staff, and external partners during periods of disruption, ensuring transparency and coordinated action.
- Oversee the regular review and refinement of continuity strategies, incorporating lessons learned from incidents and aligning with evolving risks and regulatory expectations.

Line Management Structure





## Section 3: Person Specification

Source Key: A = Application Form, I = Interview

R = Reference, C = Certification

Qualifications	Essential	Desirable	How Identified?
GCSE English and Maths (Grade C or above / 4 or above / or equivalent).	X		A/C
A Level, Further and/or Higher Education qualification(s).	X		A/C
Evidence of updating skills and knowledge, including training in the areas of governance and compliance.	X		A/C
Level 6 or 7 advanced certificate in governance, or willingness to work towards.		X	A/C
Experience			
Experience in managing governance structures and clerking services to provide effective and efficient support to Board and Committee members.	X		A/I/R
Proven experience in governance, compliance and risk management within the education or public sector. May include third and regulated sectors.	X		A/I
Experience of providing Company Secretarial duties.	X		A/I
Experience of advising Board and Committee members on relevant legislation and procedures.	X		A/I
Proven ability to implement compliance frameworks.	X		A/I
Demonstrable experience of working at a senior leadership level, influencing strategic decision-making.	X		A/I
Experience in developing and implementing policies and procedures across a complex organisation.	X		A/I
Professional Knowledge and Skills			
Strong understanding of legal and regulatory frameworks relevant to multi-academy trusts, including the ATH, Companies Act, Charities Commission Regulations, DfE regulations, and GDPR.		X	A/I/R
High level of IT competence, literacy and numeracy skills.	X		A
Strong persuasive, influencing and interpersonal skills with the ability to communicate clearly and confidently at all levels.	X		A/I/R
High attention to detail and accuracy in documentation and reporting.	X		A





Ability to manage sensitive information with discretion.	X		A/I
Proficient in coordinating complex meetings, including agenda setting, minute taking, and follow-up actions.	X		A/I
<b>Personal Qualities (Application/Interview/References)</b>			
Good leadership skills and ability to inspire and challenge colleagues and hold others to account.	X		A/I
Strong decision-making skills with the ability to make decisions and recommendations based on the analysis of options.	X		A/I/R
Commitment to others' and own personal and professional development.	X		A/I/R
Flexible in terms of working patterns and evolution of the role.	X		I
Highly developed interpersonal skills and emotional intelligence, with the ability to enthuse and motivate others and develop effective partnerships.	X		I
Capacity to work under pressure to meet deadlines and organisational priorities.	X		I/R
Capable of multitasking, problem solving and delivering to strict deadlines.	X		A/I/R
Exceptional communication skills.	X		A/I
Capable of delegating, motivating across different areas and guiding team effort towards efficient productivity and meeting objectives.	X		A/I
A keen positive and enthusiastic team player who is approachable and amicable.	X		A/I
Aware of and committed to equal opportunities.	X		A/I
Committed to the Mowbray Education Trust values and aims.	X		A/I
<b>Other</b>			
Understands and actively promotes the benefits of diversity within the Trust.	X		A/R
Is fluent in the use of the English language.	X		A
Able to travel between trust settings.	X		A/I/R



## Section 4: Application and Interview Process

If you would like to have an initial discussion about the role, please contact Anna Butler, Director of People and Partnerships, at: [futuretalent@mowbrayeducation.org](mailto:futuretalent@mowbrayeducation.org).

Closing Date: 9am, Monday 5<sup>th</sup> January 2026

Interviews: Friday 9<sup>th</sup> January 2026

Start date: As soon as possible following appointment.

Application forms and further information can be found on our careers site: <https://mynewterm.com/trust/Mowbray-Education-Trust-Limited/137617>

Mowbray Education Trust reserves the right to close adverts early if sufficient applications are received.

Mowbray Education Trust embraces and welcomes diversity and equality.

Mowbray Education Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working within the Trust to share this commitment. All roles are subject to full pre-employment safeguarding checks, including an Enhanced DBS with Barred List check.

**Mowbray Education Trust ~ Children First**