



Post Name	Governance Business Partner
Reporting To	Head of Governance & Administration (HoGA)
Location	Home based with travel to schools as required
Salary Scale Point	NJC point 31 to NJC point 35 (full time equivalent) £41,771- £46,142 To be appointed on a 5-point band within this range depending on experience
Weekly Hours	TTO (39 weeks) 0.27- 0.34 FTE / 12 - 15 hrs a week
Contract Type	Permanent

Main Duties

Core Purpose:

The Governance Business Partner plays a critical role in ensuring the Trust's governance framework is robust, compliant, and strategically aligned with regulatory requirements. This role supports the Head of Governance and Administration, along with academy leaders and trustees in maintaining high standards of governance, risk management, and policy implementation, ensuring the Trust operates effectively within DfE and Charity Commission guidelines.

Contribute to the achievement of the educational vision for the academies within the MAT and to support school improvement accordingly.

Primary Duties & Responsibilities

- **Supporting the Head of Governance**

Reporting directly to the Head of Governance and Administration (HoGA) and working closely with academy committee clerks to deliver a highly effective Governance function in the Trust.

- **Governance:**

Ensure adherence to Academy Trust Handbook, statutory regulations, and best governance practices, supporting the HoGA and deputising when required to in supporting the Trust Governance function.

- **Board & Committee Support:** Provide expert guidance to trustees, local academy committees, and executive leaders on governance matters where requested.

- **Policy Development & Implementation:** Support the Trust Executive and HoGA with the review and implementation of governance policies, ensuring alignment with legal and regulatory frameworks.

- **Risk Management & Assurance:** Support risk assessment processes, ensuring governance structures mitigate operational and strategic risks.

- **Training & Development:** Deliver governance training for trustees, governors, and senior leaders to enhance decision-making and accountability as and when required.

- **Stakeholder Engagement:** Act as a liaison between the Trust, regulators, and external governance bodies, ensuring transparency and compliance.

- **Stakeholder Communication:**

Build strong relationships with internal and external stakeholders, including the board, CEO, CLT, academy leaders and Academy Committees.

- **Data & Reporting:** Contribute to governance reporting, ensuring accurate documentation for audits, inspections, and regulatory submissions.

- **Other:**

Undertake any other reasonable tasks and responsibilities as requested by the HoGA or the CFOO which fall within scope of the post.



Supervision and Management

Support the HoGA in supervision and management of academy committee clerks.

Working Environment

This role is hybrid role with some requirement in person at school offices with frequent virtual meetings with schools and leaders of the Trust. It may involve travel to schools to manage key relationships with Principals/Headteachers and Trustees.

Other

Safeguarding Statement

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Equality & Diversity

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Health & Safety



The post holder must always carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post

	Essential	Desirable	How Identified
Education & Qualifications			Formal possession of an appropriate qualification to be verified at Interview or from records
Qualified by experience with evidence of continuing professional development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A record of Continuing Professional Development activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant degree or post graduate qualifications.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Further relevant professional studies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Right to work in the UK.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant Experience			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion.
Working in a senior governance position in a MAT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of Complaints Process and Procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of working effectively with a Board/Governing body to create a vision and form the direction for an organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Understanding of the academy's agenda and environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Skills & Abilities			
Proven ability to support board-level governance and policy implementation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience in helping support academy leaders with complaints process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Excellent communication skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to work flexibly with conflicting demands so that work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

is scheduled in order to meet changing priorities and deadlines.			
Commitment to ethical and transparent governance practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disposition			
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Committed to ethical leadership: to the highest standards in all areas of school life, including behaviour, academic, and enrichment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Willingness to undertake training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Negotiate and manage conflict, providing appropriate support.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Have a high level of emotional intelligence and use it.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
General & Specific or Legal knowledge			Application form and interview questioning and reference.
Ability and/or willingness to travel as required.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	