

## Job description

Job title:	Governance Officer
Responsible to:	Head of Governance
Responsible for:	N/A
Location:	EdCity, 1 Edcity Walk, Edcity, London W12 7TF
Hours of work:	37 hours per week, 52 weeks per year
Salary:	£40,000 - £48,000 per annum

### Overview of the role:

The role of the Governance Officer is to support the consistent delivery of effective governance across Lift Schools. As part of a fast-paced and collaborative team, the Governance Officer helps ensure our schools operate within a clear and fair governance framework—overseeing processes such as parental complaints and pupil suspensions and exclusions, and working closely with school and regional colleagues to uphold trust and statutory procedures.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

### Responsibilities:

#### Governance support and coordination

- Oversee the governance team inboxes and manage enquiries efficiently
- Provide day-to-day support to schools and regional officers on governance matters
- Support the handling of parental complaints in line with trust policies
- Support pupil suspensions and permanent exclusions in line with statutory guidance and trust procedures
- Maintain accurate records of complaints and exclusions, ensuring compliance with safeguarding and data protection requirements

#### Advice and compliance

- Provide clear, accurate advice to school leaders, regional officers and panel members on governance processes
- Support compliance with statutory and trust requirements, including website governance information
- Help ensure trust-wide governance frameworks are applied consistently and fairly

#### Administrative governance processes

- Support the Head of Governance with trustee board administration and company secretarial duties
- Coordinate academy council meeting scheduling and communications across terms
- Maintain internal governance databases to ensure information is accurate and up to date

#### Training and continuous improvement

- Promote effective practice among regional officers, including use of templates and governance tools
- Contribute to training and briefing sessions for school and resolution leaders on complaints and exclusions

- Identify and share practical improvements to governance systems, including new technologies and digital tools

#### Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

#### Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

#### Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

### Person Specification

#### Qualifications and experience

##### Essential

- Educated to degree level or equivalent experience
- Understanding of the value and principles of governance, particularly in a multi-school trust
- Experience in developing or improving administrative processes

##### Desirable

- Familiarity with statutory guidance related to school exclusions and parental complaints (e.g. DfE guidance)
- Experience working in an education setting, ideally in a multi-academy trust
- Experience of clerking or supporting formal governance structures

Knowledge and skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Confident using online productivity and collaboration tools</li> <li>• Strong written communication skills, including drafting clear, professional documents and emails</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• IT literacy with Google Workspace</li> <li>• Skilled in creating and managing online tools, surveys or data trackers</li> <li>• Ability to manage and organise information securely (e.g. permission-based documents, GDPR awareness)</li> <li>• Knowledge of governance frameworks in schools or trusts</li> </ul>
Leadership skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to influence colleagues and stakeholders, including senior leaders, to apply rigorous processes</li> <li>• Strong planning and scheduling skills, with the ability to prioritise in a fast-paced environment</li> <li>• Critical thinker who can challenge existing ways of working to drive improvement</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
Personal attributes and behaviours	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Excellent attention to detail and high standards of accuracy</li> <li>• Calm, professional and impartial—especially when dealing with sensitive or contentious matters</li> <li>• Proactive and solution-focused</li> <li>• Well-organised and able to manage competing demands</li> <li>• Collaborative and team-minded</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: <ul style="list-style-type: none"> <li>○ Share ideas early, often, and honestly</li> <li>○ Embrace constructive disagreement</li> <li>○ Value ideas, not ego</li> <li>○ Be curious and open to new ideas</li> <li>○ Focus on facts and reason</li> </ul> </li> </ul>
Special requirements	
<ul style="list-style-type: none"> <li>• Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.</li> <li>• Right to work in the UK.</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people.</li> <li>• Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.</li> </ul>	