



Canonium
Learning Trust

Governance and Compliance Professional

Candidate Pack

Opportunity | Challenge | Integrity



Canonium
Learning Trust

www.canonium.org

Providing every child with the very best education possible

Welcome Letter

Dear Candidate,

We are delighted that you have taken interest in our position of Governance and Compliance Professional within Canonium Learning Trust. We warmly welcome you to find out more about this position and joining our dedicated team, contributing to our mission of providing every child with the best possible education.

At Canonium Learning Trust, we uphold values of Opportunity, Challenge, and Integrity, ensuring that every member of our community thrives. As our Governance and Compliance Professional, you will play a pivotal role in supporting governance and compliance within our schools', contributing to the overall success of our trust.

Your responsibilities will include assisting in the organisation and administration of board meetings, providing guidance on governance matters, maintaining compliance with relevant laws and regulations, developing and updating policies and procedures, facilitating communication on governance and compliance matters, and managing risk-related activities.

Please find enclosed the candidate information pack, which includes details about the role, responsibilities, and qualifications required. We encourage you to review this pack thoroughly and prepare for the next steps in our recruitment process.

Should you have any questions or require further information, please do not hesitate to reach out to our HR team at recruitment@canonium.org. We are here to support you throughout this process and look forward to the possibility of welcoming you to Canonium Learning Trust.

Thank you once again for considering a career with us. We eagerly anticipate the opportunity to meet you and discuss how your skills and experiences align with our trust's goals and values.

Warm regards,

Lois Osborne, Chief Executive Officer

Kevin Panrucker, Chief Financial & Operating Officer



About Canonium

At Canonium, we are a family of schools with a shared purpose **to give every child the very best education possible.**

We enable every child to fulfil their potential and nurture an enthusiasm for learning. Our children leave our schools equipped for future challenges and success so they can make positive choices in life and a genuine contribution to society.

Our Principles:

While our schools are encouraged to have their own distinctive ethos and character, our shared purpose is underpinned by three principles that explain how we work:

Opportunity

We work smartly and make the most of every opportunity to be a team player in delivering an outstanding, inclusive and well-rounded education experience for all.

Challenge

We strike the right balance between autonomy and consistency so we can challenge ourselves to keep getting better at the things that matter most.

Integrity

We have the courage and integrity to do the right thing, resist excuses and treat others with fairness and respect.

Job Description

Job Title: Governance & Compliance Officer

Location: Canonium Offices, Kelvedon, Essex (Based at Kelvedon St Mary's Primary)

Hours per Week: Part Time, 12 hours per week + optional clerking (paid hourly)

Weeks per Year: Term-Time (44.7 weeks)

Range: LG Scale 7-8 (points 19-28) depending on experience and qualifications

Salary: Full-time Equivalent £29,777 - £36,648

Contract Type: Permanent, part-time, term-time only

Reporting to: Trust Executive Leaders & Trust Board of Directors

Closing Date: 5th May 2024

Interview Date: To be confirmed, week Commencing 13th May

Start Date: September 2024 (or sooner)

A young boy with short brown hair and glasses, wearing a blue school uniform, is seated at a piano. He is looking down at the keys, and his hands are positioned on the keyboard. The piano is a dark wood color. The background is slightly blurred, showing a window with a view of the outdoors.

JOB DESCRIPTION

JOB PURPOSE

As our Governance and Compliance Professional, you will play a vital role in ensuring effective governance, regulatory compliance, and adherence to legal requirements across the trust. Reporting to the executive leadership team, you will be responsible for managing governance structures and processes, maintaining compliance with relevant laws and regulations, and fostering a culture of transparency and accountability.

JOB DESCRIPTION

KEY RESPONSIBILITIES

Governance Support:

- Assist in the organisation and administration of board meetings, including agenda preparation, minute-taking, and decision documentation.
- Provide guidance and support to trustees and senior leadership on governance matters, including roles, responsibilities, and best practices.
- Develop and maintain governance policies, procedures, and frameworks to ensure alignment with legal requirements and industry standards.

Legal Compliance:

- Monitor changes in relevant laws, regulations, and guidelines, and ensure compliance across the MAT.
- Coordinate the preparation and filing of annual reports, returns, and other legal documentation with regulatory bodies.
- Conduct regular audits and assessments to identify and address areas of non-compliance or risk.



JOB DESCRIPTION

KEY RESPONSIBILITIES (continued):

Policy Management:

- Develop, review, and update policies and procedures to ensure clarity, consistency, and effectiveness.
- Communicate policies to relevant stakeholders and provide training as needed to ensure understanding and compliance.
- Collaborate with internal teams to monitor policy implementation and evaluate its impact on governance and compliance efforts.

Communication and Stakeholder Engagement:

- Facilitate communication between the board, senior leadership, stakeholders, and external parties on governance and compliance matters.
- Serve as a point of contact for inquiries related to governance, legal compliance, and regulatory requirements.
- Build and maintain positive relationships with regulatory bodies, auditors, and other external stakeholders.

Risk Management:

- Assist in identifying, assessing, and managing risks related to governance, legal compliance, and reputational matters.
- Develop and implement risk mitigation strategies and controls to safeguard the trust's interests and assets.

Bachelor's degree in a relevant field such as law, business administration, or governance	Essential Application
Proven experience in a similar governance, compliance, or legal role, preferably within the education sector, public sector or a regulated industry.	Essential Application
Strong understanding of governance principles, legal frameworks, and regulatory requirements relevant to Multi-Academy Trusts.	Essential Interview
Excellent communication, interpersonal, and organisational skills.	Essential Interview
Ability to work independently, manage multiple priorities, and thrive in a dynamic and rapidly changing environment.	Essential Interview
Attention to detail and a commitment to accuracy and integrity in all aspects of work.	Essential Interview

How to apply:

If you would like to discover more about this exciting opportunity or if you need any further information or wish to arrange an informal discussion please contact our HR Officer at:

recruitment@canonium.org or **01376 570744**

All applications must be made online at:

<https://www.essexschoolsjobs.co.uk>

You can read the Trust's Recruitment and Selection procedure [HERE](#)



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