



**Haberdashers'**  
Academies Trust  
South

## Governance Officer Recruitment Pack

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July 2025



**Together, stronger**

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Dear Candidate,

Thank you for your interest in the post of Governance Officer. This is a critical role for the Trust as it will support Trustees in delivering on their statutory responsibilities through local Governance.

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Each of our nine schools has a Local Governing Body which provides support and challenge to our school leaders. They also monitor the quality of provision and the outcomes that children achieve, with a focus on safeguarding, special educational needs and supporting the most disadvantaged. Crucial to the effective functioning of each of these Local Governing Bodies is the role of Governance Officer.

We are seeking a dynamic individual(s) to join our central team to provide professional guidance and support across the nine Local Governing Bodies (LGBs), delivering an efficient and effective clerking service and working with LGB Chairs, Principals, governors and the Head of Governance to ensure that the LGBs deliver on their local responsibilities. This is a role for someone who brings not only technical competence, but a strong sense of integrity, initiative, and collaborative professionalism.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion. Bringing this to life is the responsibility of every member of staff and anyone applying to work with us, should share this commitment.

If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

If you are interested in learning more about the position, please do get in touch with the Trust's Head of Governance, Louise Garcia on [l.garcia@habstrustsouth.org.uk](mailto:l.garcia@habstrustsouth.org.uk)

We look forward to hearing from you.

Jan Shadick  
Chief Executive Officer  
**Haberdashers' Academies Trust South**





# About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: [www.habstrustsouth.org.uk](http://www.habstrustsouth.org.uk)

## VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

### Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit our website.

**Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what makes our Trust and schools what they are today.**



## **The Worshipful Company of Haberdashers'**

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its family of 19 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' formally visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: [www.haberdashers.co.uk](http://www.haberdashers.co.uk)



## **Temple Grove Schools Trust**

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: [www.templegrove.org.uk](http://www.templegrove.org.uk)

# Governance Officer - Role Description

<b>Job Title:</b>	Governance Officer
<b>Contract type:</b>	Permanent. Term time (39 weeks). Consideration will be taken for this to be two part time postholders pro rata to make up one FTE, or one full time postholder.
<b>Salary:</b>	S29-S32 (currently £36,398 - £39,334 based on 39 weeks)
<b>School/ Service:</b>	Central Trust Team – Governance and Compliance Team
<b>Location:</b>	Hybrid working with travel to school sites for team meetings and all face to face LGB meetings (Lewisham, Southwark, Bexley). New Cross Gate as contract base.
<b>Accountable to:</b>	<b>Head of Governance</b>

## About the role

This is a critical role for the Trust as it will support Trustees in delivering on their statutory responsibilities through local Governance.

The Governance Officer role sits within the Governance and Compliance Team, providing professional guidance and advice across the nine Local Governing Bodies (LGBs). You will support and clerk LGB meetings, panels and hearings, ensuring they are run efficiently and in line with Trust and statutory requirements. Working with the LGB Chairs, the Principal, Executives in the Trust and local governors, the Governance Officer(s) will ensure that each LGB works within its Terms of Reference and the Trust's Scheme of Delegation, to deliver on its' local responsibilities. The role will involve supporting meetings and ensuring that comprehensive and effective administrative support is provided.

In addition, the Governance Officer(s) will support across the Trust to ensure compliance and effective operations. The role provides an opportunity to deliver real impact to the schools and LGBs, working alongside the Director for Governance & Compliance and the Head of Governance to implement improvements and drive forward excellence.

While the role offers hybrid flexibility, successful candidates must be fully committed to in-person team collaboration, proactive engagement with stakeholders, and upholding high standards of delivery and accountability. All LGB meetings and exclusion panels are held in person (with the exception of parental request for a remote exclusion panel). There may be occasions where some meetings will be held remotely on MS Teams, other elements of the role can be hybrid. There are 4 LGB meetings per school (9 schools) across the year, plus additional panels such as exclusions and hearings. Building relationships with stakeholders across the Trust is a key element of the role.

Due to the nature of the role, working hours may vary and evening work may be required as the LGB meetings often take place in the early evenings. Meeting dates for the academic year are set well in advance. The successful candidate(s) will be required to work flexibly, and to be familiar with the peaks of busy periods during the term.

# Governance Officer - Role Description

No job description can be exhaustive and duties may alter over time. The post holder(s) is expected to use their professional judgement to ensure that the role continues to evolve and develop in line with the Trust's changing requirements.

## Reporting

This role will report into the Head of Governance for the Trust, who reports to the Director of Governance & Compliance.

## Support and staff development

Our staff are important to us. We know that without great staff our children will not be as successful. Therefore, Professional Learning is key to our success. As a new employee within the Trust, you will be supported by our Senior Directors of People and Professional Learning, alongside your line manager to realise your full potential.

We are proud to be a London Living Wage employer.



## Key responsibilities of the role

### LGB meeting management

- Ensure that the LGBs are fully supported to function efficiently, effectively and compliantly.
- Collate and circulate the draft agenda, in line with the Trust's LGB Annual Agenda Planner, and liaise with the Chair and Principal regarding any additional items to include;
- On approval of the final agenda, liaise with others, including governors and the Executive, to collate all supporting papers and documents in good time;
- Distribute the agenda and supporting papers at least five school days before the meeting via GovernorHub;
- Maintain contact with the Chair, governors and Executive to ensure that attendance is as required, and any questions are addressed.
- To clerk and be responsible for taking notes and minutes, recording the attendance and non-attendance of governors as well as any declared conflict of interests. Record attendance on GovernorHub after the meeting;
- Advise the Chair during the meeting to ensure that any legal requirements are fulfilled and that the agenda is followed appropriately. Provide guidance on the procedural and constitutional matters and ensure they are conducted in accordance with statutory requirements and the remit of the LGB;
- Respond to any questions from members who seek clarification;

# Key responsibilities of the role

## **LGB meeting management (cont.)**

- Using the format agreed, produce high quality minutes to record the areas of discussion, challenge, details of any decisions taken and responsibility for agreed actions;
- Send draft minutes to the Chair and Principal for comment and approval within five school days of the meetings;
- When the Chair's approval is received, distribute draft minutes to all governors and publish as required within 10 days of the meeting;
- Ensure a signed copy of the approved minutes is kept on GovernorHub and is available for public inspection if formal requests are received;
- Deal with confidential minutes in the approved manner;
- Track and review the status of any previous actions which need to be reported back to governors, including any follow up work.
- Support the Head of Governance with the coordination of the annual meeting cycles, liaising with Chairs and Principals to confirm and publish agreed dates.

## **Statutory panels and appeal/review meetings**

- To support the establishment of panels for exclusion, staffing and other panel hearings such as complaints, grievance etc including preparation of panel packs and completion of high-quality decision letters and minutes;
- Organise panel members and distribution of papers within statutory timescales and handle confidential minutes accordingly;
- Provide professional guidance to the governors and senior leaders of such panels as required;
- Clerk and be responsible for taking high-quality minutes at these panels, as required to support the schools in the Trust to meet their statutory duties.

## **Governance and compliance responsibilities**

- Be familiar with the Trust's Articles of Association, Funding Agreements, Terms of Reference, Scheme of Delegation and the Academies Handbook to ensure that the conduct of all meetings are compliant.
- Work with the Head of Governance to ensure that guidance on new legislation provided by the Department for Education, Local Authority and other bodies is disseminated and used to inform LGB meetings.
- Work with the Head of Governance to ensure that the register of policies relating to each LGB is updated and that policies are reviewed and approved as required. Guide the Principal and LGB Chair through this process for their school. Provide assistance centrally on the policy review cycle.
- Maintain an accurate record of membership of the LGB, including dates of appointment, categories of governor and terms of office. Ensure that all governors are aware of the expiry date of their term of office.
- Ensure a register of LGB pecuniary interests is maintained and reviewed at least annually as part of the Trust's cycle, and is on every agenda and drawn to governors' attention at all LGB meetings.



# Key responsibilities of the role (cont)

## Governance and compliance responsibilities

- Liaise with the Head of Governance and LGB Chair on upcoming vacancies and on actions that might be taken to fill the vacancies and working with the Principal to conduct elections to fill parent governor vacancies.
- Support the recruitment and induction of governors, ensuring that the onboarding processes are adhered to. Ensure prompt access to GovernorHub and relevant training sources and that GIAS is updated and accurate.
- In liaison with the Head of Governance, administer the re-appointment / offboarding of governors.
- Ensure GDPR compliance with all governor information, including that all new governors complete the necessary forms to enable an enhanced DBS check. Work with the school HR teams and reporting back to the Head of Governance, to ensure that all information for the Governor SCR is completed.
- Understand how and when to escalate concerns where there is non-compliance or suspected misconduct.
- Maintain records of any training (face to face or online) undertaken by LGB governors and report non-compliance to LGB Chair. Ensure all governors on the LGBs are registered for training and membership organisations that the Trust is part of.
- Ensure the Governance areas of the school websites are up to date and compliant, proactively ensuring that information is maintained. Publish governor biographies to the Trust website.
- Support the Head of Governance with delivering governor training and forums. This includes local induction sessions with new governors.
- Support with the co-ordination of skills audits and self evaluations with the LGBs.
- Support with other projects /tasks as required within the Governance and Compliance team to ensure compliance and effective operations. This may include website audits, publishing Trust policies as part of the annual cycle of review, and supporting with Subject Access or Freedom of Information Requests.
- Work alongside the Director for Governance and Compliance and the Head of Governance to implement improvements and drive forward excellence.
- Attend appropriate training and development opportunities and keep up to date with current educational developments and legislation affecting school governance, in order to provide proactive support to the LGBs and Trust.
- Adhere to the Trust's Clerk's Handbook, and to follow all procedures and processes as outlined in the Handbook.



## Person specification

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# Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

**Perkbox:** Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

**Pension Scheme:** (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

**Professional Learning:** Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

**Employee Assistance Program (EAP):** Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

**Well-being:** Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

**Staff Development:** Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

**Ride to Work and Cycle to Work Schemes:** Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

**Season Ticket Loans:** Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

Why Haberdashers?



# Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

## Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300\* bonus when they successfully complete their probation period.



## Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500\* after successfully completing their probation period.



## Milestone Appreciation Award

Long-serving members of staff to receive a £500\*\*\* reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



Why Haberdashers?

\* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.



## Recruitment process and additional recruitment information

**Closing date: Thursday 24<sup>th</sup> July 2025 at 12.pm**

We reserve the right to close this job advert early and interview candidates if we receive sufficient applications. It is advised that you submit your application as soon as possible to avoid disappointment

**Start date: September 2025**

### **Recruitment Process:**

Once you have submitted your application, it will be reviewed against the criteria in the person specification. On the basis of this review, you may then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- Panel Interview

Interviews will be held end of July/early August, successful candidates will be contacted to confirm.

### **Special Requirements:**

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [centralhr@habstrustsouth.org.uk](mailto:centralhr@habstrustsouth.org.uk)

### **Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

**References:** We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

**Right to work in the UK:** Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

“High quality professional clerking is crucial to the effective functioning of the Trust. Trust and Local Boards should set demanding standards for the service they expect from their clerk and assure themselves that they are employing a clerk with the skills, training and knowledge required for their board.”

The DfE

“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Trust.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools.”

Primary Principal





## **Haberdashers'** Academies Trust South

For a confidential discussion about this post  
please contact the Trust's Head of  
Governance, Louise Garcia on  
[l.garcia@habstrustsouth.org.uk](mailto:l.garcia@habstrustsouth.org.uk)

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Thank you for your interest in the  
Haberdashers' Academies Trust South.  
We look forward to receiving your application  
to [centralHR@habstrustsouth.org.uk](mailto:centralHR@habstrustsouth.org.uk)

Haberdashers' Academies Trust South,  
Jerningham Road, London, SE14 5NY

[www.habstrustsouth.org.uk](http://www.habstrustsouth.org.uk)