

Governance Professional

Hours: As required – estimated to be approximately 1 day per week.

Salary: £38,220 – £40,777 FTE (PO1 payscale)

Contract: Permanent

Line Manager: Principal

Location: Predominantly home-based with some in person meetings at Silverstone UTC

About Silverstone UTC:

A purpose-built technical school and Sixth Form for young people aged 14 to 19.

At Silverstone UTC we specialise in high-performance engineering and business with events management. Our unique educational establishment was set up in 2013 at the heart of British motor racing, within the world-famous Silverstone Circuit. Our purpose is to provide our students with the knowledge, skills and personal qualities that will ensure that they leave us ready for a fulfilling career in a technical occupation. We offer our students an excellent academic and technical curriculum that is unapologetically ambitious. Everything we do at Silverstone UTC is underpinned by our values of Determination, Integrity, Kindness and Pride. These values are exhibited in our daily interactions with each other and this ensures that we provide a calm, purposeful and grown-up learning environment.

Recently, with the appointment of a new Principal Silverstone UTC has welcomed a new Chair and Vice Chair of Trustees and appointed several new trustees to the board. The UTC has undergone a recent external review of Governance which has created a roadmap to help deliver exceptional governance for the UTC and ensure the board is impactful in supporting our leadership team and students.

Ben Ward, Chair of Trustees said:

"I am delighted to be the Chair of this great UTC. Angela and the Senior Leadership Team are doing an excellent job in transforming the UTC and we are on a shared mission to become one of the great UTC's in the UK. I am especially excited to be here during this period of transition and with additional governance support, the support of Gemma our Vice Chair, and the board of trustees I am striving to ensure our governance structure is exceptionally effective and impactful. At Silverstone, we want to be leaders, to be the very best, and we have an opportunity to take our governance to great heights and ensure that, with our staff and volunteers we are adding considerable value to the UTC. I am looking forward to working with an experienced and passionate Governance Professional to help lead us through this period of transition and to set the UTC up for an exciting new chapter."

Our Vision

"To deliver an ambitious curriculum, creating an educational experience that is rich in opportunity and creates productive, caring and inclusive members of society".

Our Mission

"To educate, nurture and inspire young people to become high-performing, work-ready individuals capable of maximising their potential both now and in the future".

Our Core Values

1. Determination – to demonstrate resilience and courage in everything that we do.
2. Integrity – to behave in a way which aligns with our values - to do the right thing, even when no-one is looking.
3. Pride – to behave with professionalism and great care, striving always to do the best that we can.
4. Kindness – to always treat others with respect, care and thoughtfulness.

The Role:

To support the Trustees, Members and Senior Leadership Team in overseeing all aspects of governance effectiveness and compliance within the trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements, and to provide strategic leadership of services that support governance across the trust.

This is achieved by:

- supporting the efficient and effective operation of the trust board and its committees
- providing advice and guidance to ensure governance at all levels is carrying out its functions
- leading on development of the trust's governance framework and driving improvements to its systems, processes and structures
- managing and coordinating the delivery and ongoing improvement of governance support across the trust including the activities usually delivered by a company secretary.

Key responsibilities:

1. Governance Operations & Meetings

- Plan, coordinate and clerk Trust Board and committee meetings, ensuring they are well-structured, compliant and focused on strategic priorities
- Work with the Chair and Principal to set agendas, manage meeting cycles and maintain high-quality governance practice
- Maintain accurate records, registers and governance documentation in line with statutory requirements

2. Governance Advice & Support

- Act as the main point of contact for governance matters, providing clear advice and guidance to Trustees and senior leaders
- Support effective decision-making by highlighting risks, best practice and regulatory requirements
- Ensure governance remains aligned with legal frameworks and sector expectations

3. Governance Development & Improvement

- Support the ongoing development of governance structures, processes and documentation (e.g. schemes of delegation, policies, terms of reference)
- Contribute to improving governance effectiveness, including board evaluation, induction and training
- Help ensure governance evolves in line with the Trust's priorities and growth

4. Compliance & Statutory Duties

- Ensure compliance with education, charity and company law, including Companies House and DfE requirements
- Maintain policy schedules, statutory publications and governance records (e.g. register of interests)
- Support the preparation of governance elements of the annual report and risk register

5. Communication & Stakeholder Engagement

- Maintain effective communication between Trustees, committees and external stakeholders
- Ensure governance updates, changes and requirements are shared clearly and in a timely manner
- Act as a professional and ethical ambassador for governance within the Trust

6. Governance Administration & Coordination

- Maintain central systems (e.g. GovernorHub) and oversee governance records, attendance and reporting
- Support recruitment and onboarding of Trustees to ensure a strong and diverse board
- Respond to governance-related queries, concerns or complaints as needed

7. Professional Development

- Keep up to date with developments in academy governance and regulation
- Engage in ongoing professional development and governance networks

Person specification

Knowledge

- extensive knowledge and experience of the schools system, especially academies
- extensive knowledge of governance law, structures, policy and practice in academies
- awareness of current issues and thought leadership relating to the governance of schools and academy trusts

Skills

- high level communication and IT
- Knowledge of governance tools such as GovernorHub
- high level strategic planning
- decision-making based on intelligent assessment of risk and benefits
- interpersonal/relationship building/stakeholder engagement skills

Attributes

- personal integrity and commitment to [the principles of public life](#)
- respecting confidentiality
- confidence and influence
- can manage and make decisions independently
- agile thinker
- innovator
- calm and resilient under pressure
- commitment to CPD and modelling this to others

Safeguarding

The governing body is committed to safeguarding and promoting the welfare of children and young persons and must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will therefore be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).