

Head of Governance and Compliance

Location: Preferably UTC Reading, but could be any of the Trust's locations (with flexibility to travel across Trust sites and ability to work from home, as agreed by the line manager)

Salary: PO6, Points 40–43 (£49,764 – £52,805 FTE, pending cost of living award)

Hours: 0.6 FTE, Term Time Only

Closing Date: Thursday 9th 2025

Interviews: Week commencing 13th October 2025

Activate Learning Education Trust (ALET) is seeking a highly skilled and committed individual to join our central team as **Head of Governance and Compliance**. This is a pivotal leadership role responsible for ensuring the Trust meets all regulatory requirements and maintains the highest standards of governance across our schools.

About the Role

As Head of Governance and Compliance, you will:

- Lead the development and implementation of the Trust's governance framework.
- Act as Governance Professional and Company Secretary to the Trust Board.
- Provide strategic advice and support to the CEO, Chair of Trustees, and Board Committees.
- Ensure compliance with statutory regulations including DfE, ESFA, Charity Commission, and Companies House.
- Support Local Governing Committees and oversee governor induction, training, and CPD.
- Manage governance documentation, policies, and registers.
- Play a key role in supporting the Trust's strategic growth and development.

About You

We are looking for someone who:

- Has experience in governance or compliance, ideally within the education sector.
- Holds relevant qualifications in governance and leadership.
- Demonstrates integrity, independence, and a commitment to public service values.
- Is confident in providing strategic advice and managing sensitive matters.
- Has excellent organisational skills and attention to detail.
- Is passionate about supporting educational outcomes through strong governance.

Why Join ALET?

This is a purpose-driven role within the education sector, where your work will directly support the governance and leadership that enables high-quality learning experiences for young people. At ALET, our **strong people culture** is our key strategic driver — we believe that investing in our people is the foundation of our success. We are guided by our **Attributes**: being resilient,

enterprising, confident, aware, professional — and we seek individuals who embody these values in their work.

We offer a comprehensive benefits package including:

- Membership of a competitive pension scheme (LGPS or TPS) with generous employer contributions and life cover.
- Two annual wellbeing days and access to a 24/7 Employee Assistance Programme.
- Flu vaccination vouchers.
- Free tea and coffee at all sites.
- Salary sacrifice scheme.
- Enhanced sick pay, maternity/paternity/shared parental leave, and special leave schemes.
- Flexible working options including hybrid and compressed hours.
- Generous annual leave entitlement.
- Free parking and electric charging points at selected sites.
- Access to CPD, e-learning, and career development pathways.
- Opportunities to collaborate across our six schools and central team.

Safeguarding Statement

Activate Learning Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (one from your current or most recent employer) and evidence of the formal qualifications required for the role.

To apply, please visit our recruitment page: ***Work for Us – ALET*** and complete the application form. Once completed, kindly return the form to **hr@alet.org.uk** by **Thursday, 9th October 2025**.