

Job Description: Head of Governance

Title: Head of Governance

Location: Our Trust office in Beckenham, Kent but there is also extensive scope for working from home and the post-holder may also be required to travel to our Trust's schools, which are all based in the London Borough of Bromley

Salary: NJC PO5 (SCP 38-41) £52,194-£55,323 per annum (to be confirmed with successful candidate)

Contract: Permanent

Working Pattern: full/time or to be agreed with successful candidate

Reports to: Deputy CEO

Responsible for: Clerking and Compliance Manager and clerk(s) to school governing bodies.

Job purpose

The Head of Governance will provide strategic leadership and expert advice on all matters of policy, governance and compliance across the Trust. The post holder will ensure the Trust operates within its legal and regulatory framework, supporting effective decision-making, high standards of governance and robust assurance systems. This role requires significant independent judgement, professional expertise, and the ability to influence and challenge senior leaders and Trustees.

Trust Board

- Provide expert governance advice to the Chair, Trustees and to the CEO.
- Provide professional clerking for Trust Board meetings, its committees, the AGM, and ad hoc panels where required.
- Support and manage recruitment of Trustees.
- Responsible for advising on any required or advisable updates to the Trust's Articles of Association.
- Manage Trust yearly meeting schedule and ensure calendar of meetings enables Committees to feed into the Trust Board and supports effective and timely decision making.
- Oversight of Trustee skills audits and supporting the Chair with ensuring we have a highly effective Board, including organising reviews of Trust Board effectiveness.
- Update and maintain statutory Trustee registers.

Key responsibilities

- Be the point of contact for all advice on Education, charity and company law, the regulatory framework for Trusts and the range of compliance activities required for the Trust.
- Act as Company Secretary and take responsibility for updating Companies House, GIAS, and the governance sections of the Trust's website.
- Responsibility for the Trust's Scheme of Delegation and reviewing this at least annually.
- Ensure a full programme of Trustee and governor training is in place, and ensure that there is proportionate oversight of training uptake, to meet need.

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IMPACT Multi Academy Trust. Registered Office: Langley Park School for Girls,
Hawksbrook Lane, South Eden Park Road, Beckenham, Kent BR3 3BE
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- Oversee local governing body meeting schedule and ensure the calendar of meetings supports timely decisions and inputting into the decisions of the Trust Board.
- Advise and support with recruitment and induction of school governors, ensuring that onboarding processes are adhered to.
- Oversee and ensure high quality for the clerking for the local governing bodies of all schools in the Trust.
- Line/task manage and recruit clerks for local governing bodies.
- Provide support, advice, and constructive challenge to local governing bodies, Headteachers and relevant school staff as required.
- Oversee the effectiveness of local governance across the Trust and work with governing bodies, Heads, and other senior staff in the central team to ensure high standards and Ofsted readiness in relation to governance.
- Have oversight of all matters pertaining to pupil panels, including exclusions and admissions practice and compliance, including sharing back any wider learning from panels across the Trust.
- Liaise with Members, support the Chair and Chief Executive with managing the relationship with Members on behalf of the Trust.
- Oversee governance and central team pecuniary interests register (PIR) and confirm school staff PIR is completed.
- Support the CEO with relevant project work as required.
- Ensure excellent stakeholder relationships both inside the Trust and externally.

Policies and statutory compliance

- Lead responsibility for the Trust's policies grid, for ensuring that the Trust has all the required policies in place and published in the appropriate place, and that these policies are up-to-date and compliant.
- Lead for the Trust on admissions policies and practice, including reporting to the Trust Admissions Committee and oversight of compliance across the Trust.
- Act as the point of contact for all Stage 3 complaints, providing advice to schools on responding to Stage 1 and Stage 2 complaints where needed and ensuring accurate central record keeping and lessons learned from complaints across the Trust.

Statutory panels and appeal/review meetings

- To support the establishment of panels for exclusion, staffing and other panel hearings such as complaints, suspensions, grievance etc including overseeing preparation of panel packs and overseeing the completion of high-quality decision letters and minutes.
- Oversee the organisation of 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.
- Ensure high quality clerking at these panels, to support the schools in the Trust to meet their statutory duties.

Person specification

D = Desirable, E = Essential

Knowledge and experience

- Strong understanding of the school's policy landscape and of relevant education legislation (E)

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- Strong understanding of academy trust governance and practice (E)
- Qualification in governance (D), or willingness to undertake relevant qualification, funded by the Trust (E)
- Experience of working in the field of school and Trust governance (D)
- Understanding of school admissions (D) or willingness and ability to quickly develop expertise (E)
- Experience of handling complaints and supporting effective resolution (D)
- Experience of task and / or line managing staff, including ensuring that organisational goals are met, and that staff are supported to develop and to love their jobs (E).

Personal skills

- Good team player and collaborative style (E)
- Able to work proactively and at pace and able to direct own workload (E)
- Highly organised and good at meeting deadlines (E)
- Able to work flexibly, including attending evening meetings and other evening work as required [E]
- Solutions-focused, positive and able to develop and deliver pragmatic solutions to complex problems (E).
- Ability to represent the Trust with credibility and effectively persuade and influence senior leaders and stakeholders (E).
- Able to draft coherent and well-structured written formal documents that communicate information succinctly and persuasively (E)
- A commitment to prioritising the safeguarding and wellbeing of children at all times (E).
- A strong commitment to promoting equality, diversity and inclusion (E)
- Able to analyse data and information and extrapolate the implications for raising governance standards and school improvement (E).

Note: The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this role.

Job Description date: September 2025

Impact Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful applicant will be subject to an Enhanced Disclosure and Barring Service check (DBS) check.

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