



CHRISTOPHER NIEPER Education Trust

Developing Leaders & Achievers of the *future*

PA to CEO and Trust Governance & Compliance Professional

Job title:	PA to CEO and Trust Governance & Compliance Professional
Trust:	Christopher Nieper Education Trust (part of the central team)
Accountable To:	CEO
Accountable For:	Supporting the CEO and the efficient functioning of the Trust through a range of administrative, compliance and governance support tasks
Salary:	£31,344- £33,253 FTE (Grade 9) pay award pending
Position:	Permanent
Working Hours:	42 weeks (term-time only + 3 weeks, pro-rated) or 52 weeks (Full-time) 37 hours per week (<i>part-time may be possible by mutual agreement</i>) Hours to be undertaken flexibly as the role will require some evening work
Location:	Based at Stonebroom Primary School with work across all Trust schools, with some hybrid work by mutual agreement
Closing date for applications:	12.00pm, Sunday 17 th August 2025
Interview date:	Interviews will be held on Wednesday 20 th August 2025
Start date:	October 2025
Trust website:	https://www.christopherniepereducation.org/
Contact information for enquiries:	Victoria Thomas vthomas@christopherniepereducation.org



July 2025

Dear Applicant

Thank you for showing an interest in the post of PA to CEO and Governance & Compliance Professional at the Christopher Nieper Education Trust.

Our Trust was created in 2015 and took on its first school, the now David Nieper Academy in September 2016. The Trust has now undergone growth with Stonebroom Primary & Nursery School having joined in October 2023, Shirland Primary School joined in November 2024 and Mickley Primary School in May 2025. We anticipate that other schools will look to join the Trust in due course.

We are looking for an enthusiastic, hardworking person with a very strong administration background who is happy to become involved in all aspects of Trust work, Governance, support, compliance, and services in this small and ambitious Trust. This role will suit someone who is keen to be instrumental in all aspects of Trust life, and able to review our current processes, setting up strong systems and practices to suit our present needs and future growth.

Christopher Nieper Education Trust, together with local employer partners, are highly committed in supporting the development and achievements of all our students and staff. We believe that this is a truly exciting time to join the Trust.

Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond.

The Trust has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most being either international or national household names such as Denby Pottery, Owen Taylor & Sons Ltd, Bowmer & Kirkland, Places for People, Equip UK alongside David Nieper Ltd, are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom.

If you like the sound of the Trust and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by **12.00pm Saturday 17th August 2025**. If you have any queries or would like an informal discussion about the role, or to visit, please contact Mrs Victoria Thomas, Chief Finance & Operations Officer, via email at vthomas@christopherniepereducation.org

Yours faithfully

Dr Kathryn Hobbs
CEO



PA to CEO and Trust Governance & Compliance Professional

Purpose

The Trustees are seeking to appoint a PA to CEO and Trust Governance & Compliance Professional to support our Trust development and provide outstanding support to the CEO, CFOO, Trustees, Academy Governors and Headteachers. The successful candidate must be able to work flexibly across a range of tasks to support all key stakeholders as required.

Safeguarding

The Trustees are committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check. Candidates should indicate an acceptance of, and a commitment to, the Trust's policies in relation to equality and safeguarding and promoting the welfare of children. It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the Christopher Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

How to Apply

CV's will not be accepted so please apply via our recruitment site, My New Term following this link; <https://mynewterm.com/jobs/16293/EDV-2025-CNET-35553>

Closing date for applications: 12.00pm Sunday 17th August 2025.

Interviews will be held on Wednesday 20th August 2025.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.



PA to CEO and Trust Governance & Compliance Professional

Christopher Nieper Education Trust are seeking to appoint a highly organised and self-motivated individual, with the enthusiasm and drive to work alongside and support the CEO and help deliver strong and effective governance and compliance practices. This post will be an integral part of our small and growing central team.

Our Trust and academies need highly skilled and dedicated people who are fully committed to improving the life chances of the children in their care. Every member of our staff has an important and valuable role to play in achieving this. Our Trustees and Academy Governing Boards meet mainly in the evening, and all meeting dates are scheduled at the start of the academic year.

The successful candidate will be efficient, an excellent communicator and maintain a high level of confidentiality, at all times. The role requires excellent attention to detail, high standards of communication with a strong administrative foundation and experience of supporting meetings.

Key duties include but are not limited to:

- Supporting and working alongside the CEO in all aspects of Trust life
- Supporting and providing a professional clerking service to our Trustees and Academy Governing Boards
- Providing advice and guidance on governance and compliance matters
- Act as the go-to person on all governance related queries and issues across all academies and within the central team
- Administration and record keeping
- Organising meetings, hearings and appeals
- Maintaining relationships and communications
- Maintaining oversight of all Trust and academy policies
- Working closely with and supporting the Chief Finance & Operations Officer (CFOO) to ensure compliance across the Trust including GDPR & Health & Safety
- Overseeing compliance in all areas including websites



Job Description

The PA to CEO and Trust Governance & Compliance Professional will have an extensive knowledge and experience of the roles required of a PA and understanding of school governance, or be willing to learn very quickly, and possess strong administrative and interpersonal skills.

The postholder will undertake clerking for the Trust Board and Committees and Academy Governing Board meetings as well as providing high quality governance administrative support and advice.

As a member of the Central Team, the post holder will ensure efficient and effective support to academies within the Trust and will work closely with the CEO and CFOO to achieve the Trust's strategic objectives.

The post holder will be required to work with schools across the Trust. The majority of Academy Governing Board meetings are held in the late afternoon and evenings, therefore the ability to attend evening meetings is essential.

The post holder will be based at Stonebroom Primary School and working across all Trust schools and there is the opportunity for some remote working by mutual agreement.

The post holder will act as an ambassador for the Trust, liaising regularly with a number of key stakeholders both internal and external, and therefore discretion and diplomacy will be required.

This key role will require the post holder to possess effective organisational and management skills in order to provide a high level of pro-active support for any other additional projects as required.

Reporting to: CEO

Accountable to: CEO, CFOO, Trustees and Chairs of Governors of the Academy Governing Boards

Main duties and responsibilities:

Working self-sufficiently, diligently, and pro-actively, the post holder will have the following key responsibilities:

General

- To provide high-level support, working closely with the CEO.
- To provide support to the CFOO.
- Develop a comprehensive and dynamic understanding of the Trust's aims and objectives.
- Provide a high standard of service and confidential governance administrative support to the Trust including clerking for a number of Academy Governing Boards.
- Keep up to date with current educational development and legislation affecting Trust governance.



- Maintain up-to-date records of the names, addresses and category of Members, Trustees and Governors and their terms of office.
- Inform Headteachers, Academy Governing Boards and the CEO of any changes to the membership.
- Advise Trustees and Governors and appointing bodies in advance of the expiry of a term of office, so that elections or appointments can be organised in a timely manner.
- Support recruitment of Trust Appointed Governors and support academies in recruitment of parent and staff governors.
- Ensure that an up-to-date register of Members, Trustees and Governors business interests is maintained.
- Ensure that up-to-date information is published on websites for each academy and the Trust and on Get Information About Schools.
- Ensure new Trustees and Governors have access to appropriate documents and induction sessions.
- Maintain a record of training undertaken by Trustee and Governors.
- Ensure a Disclosure and Barring Service (DBS) check has been carried out on any Member, Trustee and Governor before appointment and at the point of renewal.
- Ensure all Members, Trustees and Governors have access to the secure, online governance area and ensure it is kept up to date.
- Advise on the annual calendar of Academy Governing Board meetings and tasks.
- Provide an effective clerking service, including working with the CEO, Chair of Trustees, Headteachers and Chairs on setting agendas, minute taking and maintaining records, for a number of Trust meetings and Academy Governing Boards and as required.
- Provide procedural and legal advice to Academy Governing Boards during the meeting.
- Clerk any statutory appeal committees/panels the Academy Governing Board is required to convene.

Compliance

- Be responsible for monitoring and ensuring compliance in a number of areas, e.g. Scheme of Delegation, websites, policies, complaints.
- Work with the CFOO to ensure compliance of Health & Safety across the Trust.
- Work with the CFOO and our external DPO to oversee GDPR compliance across the Trust.

Other

- To organise and support all Trust wide events.
- To produce a termly Trust Newsletter and to oversee any other Trust marketing.
- Undertake a variety of projects, involving internal and external research on good governance and Compliance practice.
- Other duties as required supporting the Trust, commensurate with the nature and level of the post.
- Undertake professional development as agreed with academy leaders.



Benefits

- Ongoing training, support and mentoring will be provided
- Membership of Trust Governance Insight & Confederation of School Trusts
- Free access to Health Assured Employee Assistance Programme
- Free onsite Parking
- Generous discount at the David Nieper Ltd factory shop

Person Specification: Trust Governance & Compliance Professional & PA to CEO

Criteria

Qualifications, Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none">• Experience of senior level support.• Experience in administration, including producing high-quality agendas and taking minutes.• Experience working to deadlines and prioritising work.• Confidence using the Microsoft Office suite, including Outlook, Word, Excel, PowerPoint and Teams.• Experience forming positive professional relationships with a variety of stakeholders.• Experience of working in schools.• Understanding the role of a Trustee and/or school governor. <p>Desirable</p> <ul style="list-style-type: none">• Previous experience, or training as a Clerk or Governor in a school environment or similar role.• Knowledge of the education sector and relevant governance statutory requirements.• A degree level qualification or equivalent would be beneficial.• Completion of relevant Clerking qualifications.• Knowledge of the role within an academy trust.• Understanding of the UK Data Protection Regulations.
Skills & Abilities	<p>Essential</p> <ul style="list-style-type: none">• A clear and professional communicator.• The ability to act with impartiality and discretion at all times.• The ability to respectfully challenge behaviours or decisions which do not support Trust values or correct procedures.• The ability to seek out own learning and ask for support where necessary.• A commitment to personal learning and adaptability to change.• Competence at organising their time and working deadlines.• Ability to drive to different locations within the Trust.



	Desirable <ul style="list-style-type: none">• Experience working with volunteers or the public and adapting communication style to suit these different stakeholders.• Experience and confidence in delivering training to peers.
Work related requirements of this post	Essential <ul style="list-style-type: none">• Maintain integrity and impartiality in the workplace.• Have a flexible approach to working hours.• Be sympathetic to the needs of others.• Have an openness to learning and change.• Have initiative and self-motivation.• Be invested in the success of the Trust and demonstrate commitment to being part of a successful team.• Able to work at times convenient to the Trustees and Academy Governing Boards, including evening meetings.• Able to travel to meetings across Trust's geographical area.• Available to be contacted at mutually agreed times.
Personal	Essential <ul style="list-style-type: none">• Hardworking• Enthusiastic• Focused• Dedicated• Resilient• A strong team player• Prepared to go the extra mile• Good sense of humour



Method of Application

1. CV's will not be accepted so please apply via our recruitment site, My New Term following this link; <https://mynewterm.com/jobs/16293/EDV-2025-CNET-35553>
2. The statement in your application should focus on:
 - Candidate's previous experience which will help in successfully undertaking the role,
 - Personal skills to benefit the Trust.
3. For any queries or if you would like a phone conversation (in lieu of a visit) prior to application, please email vthomas@christopherniepereducation.org
4. The academy operates a NO SMOKING policy on site.
5. Interviews - Candidates invited to interview will:
 - (a) Have the opportunity to tour the Trust
 - (b) Have the opportunity to meet with key staff
 - (c) Complete a written task
 - (d) Have a formal individual interview with the selection panel.

An enhanced DBS check is required for all successful candidates that are offered a position within our Academy. If you are successful at the interview stage and you have accepted our offer of employment, then a DBS check will be started. If you subsequently withdraw from the position after accepting our employment offer, then you may be required to pay for the DBS check charge.

K. Hobbs
August 2025