

Head of Governance Recruitment Pack



Pope Francis
Catholic Multi Academy Trust

Enabling schools', aspiration and
faith to flourish by:

Uplifting Hearts, Inspiring Minds

Welcome from the CEO



Pope Francis
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in Pope Francis Catholic Multi Academy Trust (PFCMAT). Our Trust was the first of the permanent Catholic MATs set up within the Archdiocese of Liverpool and originally had three special measures schools. The schools and leaders within those schools have made good progress, supported by the Trust. We were privileged to be joined by four primary schools in September 2024.

Within Pope Francis CMAT we have a distinctive way of working. We recognise that each school has its own distinctive community traditions, yet at the same time, we have a common mission that underpins everything we do. We foster headteacher autonomy within a Trust model of accompaniment, support and challenge.

The Archdiocese of Liverpool is set to embark on an ambitious academisation strategy with a small number of large CMATs. Pope Francis CMAT is foundational to that, and we are anticipating significant growth in the next few years. In order to meet this growth, directors have agreed to expand the services we offer so we can move towards realising our vision of offering a wide range of industry standard business services to our schools. This is an exciting time to both join and shape the development of our Trust.

If you are interested in joining our Trust family we would be delighted to have an informal discussion about the Trust, our ambition and the values that unite us. Please contact **Louise Jones at louise.jones@pfcmat.org** to arrange a discussion with either the CEO or CFOO.

Andrew Dawson

CEO
Pope Francis CMAT

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faith to flourish by **uplifting hearts**
and **inspiring minds****

Application Process



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How to apply:

To apply for this post, please use our website 'Vacancies' page [Pope Francis MAT - Vacancies](#), on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- * CES Application Form
- * CES Consent to Obtain References
- * CES Monitoring Form
- * Covering letter stating how your skills and experience meet the job description and person specification

Completed applications should be clearly marked with the post title and returned electronically for the attention of Louise Jones at louise.jones@pfcmat.org

If you have any feedback on the application process and how we can make it more accessible, please let us know at info@pfcmat.org

Pope Francis Catholic MAT are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



Job Advert



Pope Francis
Catholic Multi Academy Trust

Post Title: Head of Governance

Location: Trust Central Office, Burlington House, Waterloo, Merseyside L22 0PJ

Contract: Permanent, Full Time – 36 hours per week

Pay Scale: NJC Scale Point 36-41 (£47,181-£52,413)

Reports to: Chief Finance and Operating Officer

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools to flourish.

Our Values:

Unity – working together for excellence.

Excellence – to strive to be the best.

Love – respect and care for others and treat them as you want to be treated.

Service - following the teachings of Christ to become valued members of our communities.

Pope Francis Catholic Multi Academy Trust is seeking to appoint a dedicated and experienced Head of Governance to join our growing Central Team. The successful candidate will have substantial experience in governance, compliance or education administration, strong organisational and communication skills, and a clear commitment to Catholic education and public service. The role requires flexibility, professionalism and the ability to handle sensitive information with discretion.

This is a pivotal leadership role, providing professional oversight of governance, policy development and regulatory compliance across the Trust. The postholder will work closely with Directors, Local Governing Bodies, senior leaders and external partners to ensure that governance arrangements are robust, compliant and aligned with the Trust's Catholic ethos.

Key responsibilities include coordinating Trust Board and Local Governing Bodies processes, maintaining statutory records, overseeing governor recruitment and training, managing Trust-wide policies, and leading compliance and risk management arrangements. The successful candidate will also support regulatory reporting, complaints procedures and the delivery of high-quality governance training.

Closing date Tuesday 24 February at 9.00am
Interviews to take place during week commencing
Monday 2 March

Job Description



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Key Relationships:

Trust Executives, Trust Board, Local Governing Bodies, Clerks, Headteachers, Archdiocese and external regulators/advisers.

Job Purpose

The Head of Governance will provide professional leadership and operational oversight of governance administration, Trust policy frameworks, and regulatory compliance arrangements across Pope Francis Catholic Multi Academy Trust.

The postholder will support the Trust's mission and Catholic ethos by ensuring that governance is effective, compliant and values-driven; that policies are consistent, current and implemented; and that compliance is systematic, robust and subject to continuous improvement.

The role will act as a central point of coordination to ensure the Trust meets its statutory and contractual responsibilities, including those relating to academy funding agreements, Charity law, Company law, ESFA requirements, diocesan expectations, safeguarding compliance and education regulatory frameworks.

Key Responsibilities

Governance Support and Administration (Trust Board and Local Governing Bodies)

- ❖ Provide professional governance support for the Trust Board and its committees (and other governance forums as required). (An LGB is a committee of the Trust Board).
- ❖ Ensure governance structures, schemes of delegation, terms of reference and committee cycles remain current, effective and compliant.
- ❖ Plan annual governance calendars, ensuring meeting schedules and statutory decision-making are timely, accurate and properly recorded.
- ❖ Ensure agendas, papers and supporting documentation are to the agreed timelines and are of an appropriate professional standard.
- ❖ Ensure there are accurate minutes, action logs and records of decisions; ensuring a strong audit trail and compliance with governance requirements.
- ❖ Maintain registers including:
 - Register of Interests
 - Attendance records
 - Skills audits
 - Directors and governance details (Companies House / DfE Get Information About Schools)



- ❖ Actively oversee recruitment of local governors and Trust Board members to ensure bodies responsible for governance are full and balanced at all times.
- ❖ Support recruitment, appointment and induction of Directors, Local Governors and governance volunteers; ensuring DBS/eligibility processes where applicable.
- ❖ Ensure governance training requirements are monitored and supported.
- ❖ Ensure governance sections on school websites are fully compliant.
- ❖ Identify CPD need for governors and directors leading to the creation of an appropriate CPD programme, its implementation and monitoring; including external resources such as GovernorHub and National Governance Association (NGA).
- ❖ Responsibility for all aspects of governance compliance.

Policy Development and Management

- ❖ Develop, maintain and manage a Trust-wide policy framework and policy schedule.
- ❖ Coordinate policy reviews across Trust schools, ensuring consistency, statutory compliance and Catholic ethos alignment.
- ❖ Draft, update and quality assure Trust policies and model school policies, working with appropriate leads (HR, safeguarding, finance, SEND, etc.).
- ❖ Ensure policies reflect:
 - Current legislation and statutory guidance
 - DfE expectations
 - Academy Trust Handbook requirements
 - Catholic Education Service and diocesan guidance (where applicable)
- ❖ Maintain document control, version management and publication arrangements (including website compliance where relevant).
- ❖ Monitor implementation and support training/communications relating to key policies and compliance expectations.

Compliance and Risk Management

- ❖ Maintain and coordinate the Trust governance compliance framework, including compliance calendars and assurance schedules.
- ❖ Support the Trust's risk management arrangements, including:
 - risk register updates
 - compliance risks
 - thematic compliance reporting
- ❖ Ensure statutory duties are tracked and evidence is retained, including in areas such as:
 - safeguarding compliance documentation
 - data protection/GDPR readiness
- ❖ Coordinate responses to audits, inspections and regulatory enquiries as required.
- ❖ Support the delivery of internal compliance checks and ensure remedial actions are implemented and monitored.



Regulatory and Statutory Reporting

- ❖ Support statutory and regulatory filings and updates including:
 - Companies House
 - Charity Commission
 - DfE governance and compliance
- ❖ Ensure high-quality record keeping and information governance, including retention schedules and secure storage.

Complaints

- ❖ Take responsibility for handling of complaints across the Trust including:
 - register / tracker of all complaints
 - ensure complaints are dealt with appropriately, in a timely manner, in line with the Trust Complaints Policy
 - appropriate communication of outcomes including recommendations for continuous improvement of either school or Trust policies and procedures.

Training, Guidance and Advisory Support

- ❖ Provide guidance and advice to Trust leaders and governance colleagues on governance practice, compliance expectations and policy implementation.
- ❖ Deliver and coordinate governance and compliance training sessions for Directors, Governors and senior leaders as required.
- ❖ Promote best practice and continuous improvement through updated templates, toolkits and regular communications.

Catholic Ethos and Mission

- ❖ Support governance and compliance processes in a manner that reflects and promotes the Trust's Catholic mission, values and pastoral culture.
- ❖ Ensure governance frameworks recognise diocesan requirements and the distinctive nature of Catholic education.

General Responsibilities

- ❖ Maintain confidentiality at all times, handling sensitive information appropriately.
- ❖ Work flexibly across the Trust, including occasional evening meetings.
- ❖ Undertake other duties appropriate to the role as directed by the Chief Finance and Operating Officer / CEO.

Job Description continued



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Pope Francis Catholic Multi-Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that the Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification



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Applicants must meet all of the essential requirements for this post. These will be measured as shown: **Source: Application (A) Interviews (I)**

Qualifications and Professional Development	Essential	Desirable
Educated to degree level or equivalent relevant professional experience	Y	
Evidence of continuing professional development relevant to governance, compliance, policy, law or education administration	Y	
Chartered Governance qualification (eg CGI/ICSA) or equivalent		Y
Compliance/risk management qualification		Y
Relevant training in academy governance or education sector compliance		Y

Experience	Essential	Desirable
Significant experience in a governance, compliance, policy or regulatory role	Y	
Experience of supporting Boards/Committees with agenda planning, minutes and statutory documentation	Y	
Experience of maintaining compliance frameworks, assurance schedules or audit evidence	Y	
Proven ability to draft, review and manage organisational policies and procedures	Y	
Experience of working with sensitive and confidential information with professionalism and discretion	Y	
Experience within the education sector, particularly academies or multi academy trusts		Y
Experience of working in a Catholic organisation or alongside Archdiocesan expectations		Y
Experience of supporting external audits or regulatory inspections		Y

Person Specification continued



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Knowledge and Understanding	Essential	Desirable
Strong understanding of governance principles, accountability and effective decision-making	Y	
Working knowledge of compliance requirements and the need for evidence-based assurance	Y	
Understanding of document control, record keeping and version management	Y	
Excellent understanding of professional standards of confidentiality, GDPR and information governance	Y	
Knowledge of academy governance and compliance requirements, including: <ul style="list-style-type: none"> Academy Trust Handbook DfE compliance expectations Funding Agreement requirements KCSIE 		Y
Knowledge of Charity/Company governance in the context of academy trusts		Y

Skills and Abilities	Essential	Desirable
Exceptional written communication skills, including producing professional minutes and formal documents	Y	
Strong organisational skills with the ability to manage multiple deadlines and competing priorities	Y	
High attention to detail and strong analytical skills	Y	
Confident working with senior leaders, Directors and external stakeholders	Y	
Strong IT skills including Microsoft Office, governance portals, and document management systems	Y	
Ability to work independently and use initiative to anticipate needs and prevent compliance risk	Y	
Experience of using governance management systems (e.g. GovernorHub, National Governance Association (NGA), Trust portals)		Y
Ability to deliver training and guidance to governance and school leaders		Y

Person Specification continued



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Personal Qualities	Essential	Desirable
Integrity, professionalism and the ability to exercise sound judgement	Y	
Calm and solution-focused approach, especially under pressure	Y	
Commitment to the Trust's values and ethos	Y	
Ability to build strong working relationships and influence effectively	Y	
Commitment to continuous improvement and best practice	Y	
Experience of supporting governance culture development		Y

Other Requirements	Essential	Desirable
Willingness and ability to travel across Trust schools	Y	
Flexibility to attend evening meetings as required	Y	

Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.

The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures. Reasonable adjustments will be considered.



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