



**Job Title: Trust Governance Professional**

**Hours: 22.5 hours per week, 3 days per week (full time hours would be considered for the right candidate and this would then include PA and marketing work)**

**WPY: 48.09**

**Grade and SCP: Grade 10, SCP 26-28**

**Contract Type: Permanent**

**Workplace: TrustEd Schools Alliance Offices, Bridgnorth**

**START DATE: September 2025**

The TrustEd Schools Alliance is a Shropshire multi-academy trust looking after a family of local schools, consisting of 5 secondaries and 4 primaries. We are a professional and friendly trust committed to raising pupils' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

### **Main outline of the job**

To oversee all aspects of governance effectiveness and compliance within the TrustEd Schools Alliance, ensuring all three levels of governance adheres to good practice and meets all statutory and regulatory requirements, and provide strategic leadership of services that support governance across the Trust.

### **Main Duties and Responsibilities upon appointment**

This post will include:

- Supporting the efficient and effective operation of the trust board and its committees.
- Ensuring 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.
- Coordinating our small team of LGB clerks.

***Further workplace, duties and responsibilities can be found in the job description.***

### **Application process**

- Full details of the role and application process are available from the Trust's website [www.trusted-schools.com](http://www.trusted-schools.com). If you feel you have the qualities to complement our existing team, then we would love to hear from you. **Please note CVs will not be accepted.**
- The closing date for all applications is **Monday 30<sup>th</sup> June 2025 at 9.00am**. Please send completed applications to [scarlett.beach@trusted-schools.com](mailto:scarlett.beach@trusted-schools.com).
- The interview date is Friday 4<sup>th</sup> July 2025. An email will be sent, or telephone call will be made to shortlist candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.
- We are committed to broadening our staff diversity to better reflect the diversity of the West Midlands.
- We are committed to gender equality and to being a family friendly employer. We therefore always consider requests for flexible working and part-time alternatives to full time posts.
- The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.