

ADVERTISEMENT

Governance Professional

30hrs per week, term time only

Salary: NJC Salary points 28 to 31 - £39,881 - £42,500 per annum FTE (inclusive of outer fringe)

Actual salary: £28,651 - £30,533 per annum paid in 12 equal monthly payments

Required from: January/February 2026

Are you a skilled Governance Professional looking to shape the future of governance across an established Multi-Academy Trust?

Aspire Academies Trust, a family of six primary schools in Hertfordshire, is seeking an experienced and forward-thinking Governance Professional to lead and innovate our governance. This is a pivotal role where you'll work closely with the Executive Team and Trust Board, influencing strategic decision-making and ensuring compliance with the highest standards.

The post-holder will collaborate with school Principals, Local Advisory Boards, Trustees, and Members to ensure committees and individuals understand their governance responsibilities and are equipped with the training and systems needed for excellence. Based within the Central Services Team at Hammond Academy, Hemel Hempstead, the role offers a hybrid working model with office-based and remote working opportunities.

The successful candidate will have proven experience in governance leadership within education, ideally within a multi-academy trust or a similar public body or charity. They will demonstrate strong knowledge of governance principles, company and charity law, and the value of effective governance. Highly organised with exceptional written communication skills, they will be confident in influencing at senior level, self-motivated, and able to work independently.

Why this role?

- **Flexibility:** Hybrid working model with term-time hours and additional two weeks worked flexibly during holidays.
- **Autonomy:** Opportunity to make the role your own, shaping governance strategy and frameworks across the Trust.
- **Impact:** Work at the heart of decision-making, advising the Board, Members, and Local Advisory Bodies.
- **Innovation:** Clerking is supported by AI tools, freeing you to focus on strategic leadership and governance excellence.

Key Responsibilities:

- Provide expert advice on governance legislation, policy, and best practice to the Executive Team, Members, Trust Board, and Local Advisory Bodies.

- Support the Trust Board in fulfilling its core functions, ensuring compliance with DfE guidance and the Governance Handbook, and overseeing governance frameworks, risk management, and statutory filings.
- Act as Clerk for all governance meetings (Trust Board, committees, and Local Advisory Bodies), supported by AI clerking software. Develop the annual calendar, advise on agendas and procedures, ensure timely distribution of papers, and monitor compliance with the scheme of delegation and terms of reference.
- Promote effective local governance, including statutory obligations, self-evaluation, governor recruitment, retention, and CPD.
- Manage exclusions, complaints, and HR panels across the Trust, ensuring compliance and providing procedural advice.
- Lead recruitment and induction of new governors, members and Trustees, ensuring governance documentation (Induction Pack, Handbook, Code of Conduct, Terms of Reference) is current and distributed.
- Maintain accurate governance records, including attendance, membership, training logs, and statutory forms.
- Undertake regular training to maintain and enhance knowledge, staying informed of educational developments and legislative changes affecting governance.

Attendance at all governance meetings is essential, including a mix of on-site and remote sessions, some of which may take place early mornings or evenings. A flexible approach and the ability to travel independently across all Trust sites is key. The role is term-time with two additional weeks worked flexibly during school holidays.

We offer:

- A collaborative and supportive team environment.
- Local Government Pension Scheme (LGPS).
- Professional development opportunities.
- Employee Assistance Programme.
- The chance to make a lasting impact on governance across our Trust.

This role is pivotal within Aspire and requires excellent judgement, diplomacy and the ability to work confidently and build close working relationships with senior leaders and trustees.

If you would like more information about the role or would like to arrange a visit, please contact Lynn Taylor, Senior HR Officer on 07398 140241 or email:

ltaylor@aspireacademies.org.uk

At Aspire Academies Trust we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

Closing date: 15th December 2025

Interview date: 18th December 2025