



Governance & Compliance Officer

Grade G4 Point 9-12 - £25,989 to £27,254 per annum (FTE)
37 hours per week, term time only and including evening meetings

We are a partnership of two Trusts, both committed to delivering excellence across all of our settings. Within our Trust we have SEND, mainstream primary and secondary schools plus a children's home.

This role will be providing essential governance support across our two Trusts, working with our Governance Professional / Data Protection Officer to ensure strong governance along with a secure data protection provision.

If you are ready to play a vital role in shaping the future of education governance, we would love to hear from you!

You will:

- Ensure compliance with DfE requirements, the Academy Trust Handbook, and relevant legislation;
- Draft agendas, coordinate meetings, prepare papers and take accurate minutes;
- Advise Directors on governance policy, procedures, and developments;
- Maintain statutory registers and records;
- Provide support to the DPO, maintaining Subject Access Request, Freedom of Information and data breach logs

Amongst other elements of the role.

We are seeking someone who:

- Has prior experience in governance or clerking within the education or charity sectors;
- Understands governance requirements and the role of a Trust Board in a Multi Academy Trust;
- Is highly organised with exceptional written and verbal communication skills;
- Thrives in a collaborative, fast paced environment;
- Is committed to promoting excellence in education and governance.

This is a great opportunity to further your career within an environment based on a coaching culture and a commitment to staff personal and professional learning and development.

Closing Date for Applications: Friday 5 October 2026

Interview Date & Venue: to be confirmed

ICCT and HLT are committed to safeguarding and promoting the welfare of young people and expects all employees and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. In line with Keeping Children Safe in Education (KCSIE), an online search will be conducted on all shortlisted applicants prior to interview.