

Governance Professional

Recruitment Pack

Closing Date: Monday 2nd June

Watergrove Trust

Providing more

Are you looking for a **flexible role** where you can make a **real impact?**

Trustees are seeking to appoint a **Governance Professional** to join our expanding MAT.

The successful candidate will play a pivotal role in ensuring that our academies operate within a framework of excellence, integrity, and accountability.



You will be a **strategic** leader, who can offer **expert** guidance as part of a **collaborative** ethos. You will set a **benchmark for excellence** in governance and compliance and be the lead governance professional for the board of trustees and the members of the trust.







We are seeking a **highly organised** and **self-motivated** individual, with the enthusiasm and drive to help deliver strong and effective governance practices.

The Governance Professional will be an integral part of the team, working under the direction of the Chair of Trustees. We are looking for a **great team player** and someone able to **work independently** and support and contribute to the wider team.

This is an exciting opportunity to join a **supportive, forward thinking** Trust, who in return for your commitment and hard work, will support you to achieve your own career goals and aspirations.

We will offer you:

Flexibility: some Governor meetings are held early in the evening, not during school hours, so this is a role that can work really well around family life and/or other hobbies and interests.

Location options: The role offers great flexibility in terms of the time when work is completed and choice of location.

- A desk will be available at the Trust's Central Office based at **Blue Pit Mill, Castleton**.
- **Home** based office.
- Meetings take place at **Blue Pit Mill, Castleton and at Trust Schools**

Training: A full package of training and support will be provided to build knowledge on compliance and governance matters.

Occupational Health Support: through our provider Smartclinic.





How to apply:

Applicants should submit an application form which fully addresses the competencies outlined in the job description and person specification.

Further information can be found here: **www.watergrovetrust.co.uk**

If you would like an informal chat about this role please contact:
Karen Neville (Chief Operating Officer) on **01706 436350**
or email **hr@watergrovetrust.co.uk**

Closing date for applications: Monday 2nd June at 9am

Interviews: W/C 9th June

Annualised Hours: 988 hours per annum

APT & C Grade 7 - Points 23-25

Hybrid working arrangements

Driving licence and use of private vehicle is essential

About Watergrove Trust:



This is a unique opportunity to be part of a dynamic and forward-thinking Multi-Academy Trust committed to **"Providing more"** to its communities.

Joining our team means contributing to a vibrant educational environment where **coaching**, **challenge**, and **innovation** are at the heart of everything we do.



Choosing to work at Watergrove Trust means becoming part of a community that values **integrity, excellence**, and **accountability**.

We are dedicated to ensuring our academies operate within a framework of **best practices,** and we seek individuals who share our passion for education and our commitment to making a positive impact.

By joining us, you'll have the chance to work with a dedicated team of educators and professionals, all striving to create an environment where **every student can thrive and achieve** their full potential. If you're looking for a rewarding career where you can grow and contribute to something meaningful, Watergrove Trust is the place for you.

The Trust operates **nine** academies - Wardle Academy, Matthew Moss High School, Falinge Park High School, St. Andrew's C of E Primary School, St. James C of E Primary School, Moorhouse Academy, Kentmere Academy, Sandbrook Community Primary School and St Mary's CE Primary School.

Role Information:

The Trust's members, trustees, and senior executives are responsible for the **strategic** and **operational** direction of the organisation.



In fulfilling these duties, they must navigate increasingly complex and ever-changing **legal**, **regulatory**, and **financial** requirements. Therefore, it is crucial that they are well-supported by a skilled and knowledgeable Governance Professional.

This individual acts as **in-house counsel** on governance matters and is able to provide accurate and timely advice on legislative and regulatory requirements.



Governance Professionals play a central role in **designing** and **implementing** a governance model that adds value and serves the needs of the Trust.

This model allows for well-informed and effective **decision-making**, ensures **accountability** to all stakeholders, and promotes **ethical** practices.

Achieving this requires emotional intelligence, integrity, strong ethics, and the skill to apply knowledge and understanding within the specific context of the organisation and its wider environment.

The Governance Professional will be the appointed company secretary of the Trust.



Many aspects of the company secretary role align with that of the Governance Professional, such as high-level responsibilities for governance structures, corporate conduct, board meetings, compliance, trustee training, and external liaison.

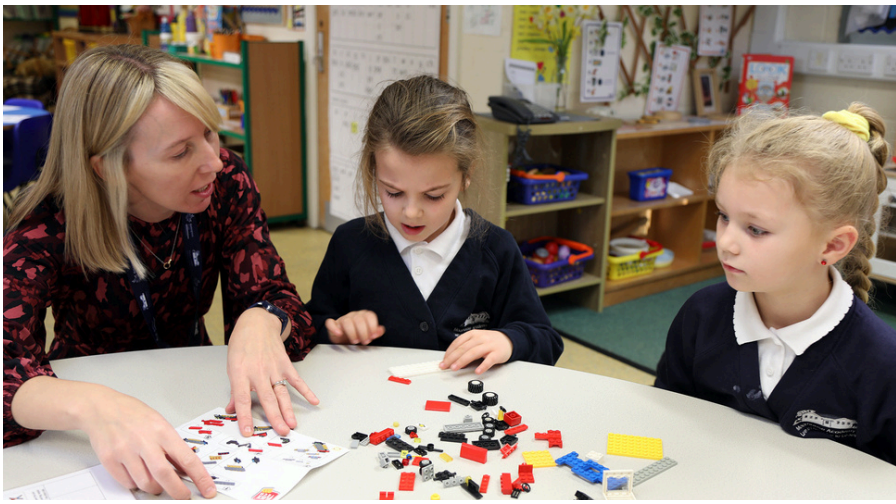
The Governance Professional supports the executive team and Trust board in designing, implementing, and maintaining high-quality governance.

Working Structure:

Line Manager: Chair of Trustees

Working with:
Members, Trustees, Chair of Governors and Headteachers

Trust Central Team including:
Chief Executive Officer, Chief Operating Officer and Chief Finance Officer, People Lead, Central Operations Lead and Strategic Director of IT



Typical Week in the Role:

(Flexible around your needs.)

	PREPARATION	GOVERNANCE MEETINGS	MANAGERIAL MEETINGS	MINUTES	DATA	Hours worked
MONDAY	Calendar review Book rooms Check arrangements Agendas Standing items	Secondary LGC meeting 5:30 - 8:30pm including travel	Meet with Governance Clerks (Virtual - 1 hr) Manage GovernorHub	As required	-	**6 hrs**
TUESDAY	As req'd for meetings		***Time to suit both parties*** Meet with Chair of Trustees (1 hr) Could be virtual	Produce minutes from LGC meeting (2.5 hours)	Review and update Data Dashboard General admin Review and update GIAS and companies house as required (2 hrs)	**6.5 hrs**
WEDS		Board 9am - 2pm (5 hrs inc travel)		Minutes (2 hours flexible)		**7 hrs**
THURS	Responding to emails and general admin Liaising with Chairs and Heads for meeting slides			Checking if minutes have been returned for distribution to the board / LGC QA of clerk minutes		**4.5 hrs**
FRIDAY	Responding to emails and general admin		Induction of New Governors / Trustees			**2 hrs**
TOTAL						**26 hrs**

Governance Meetings Across the Year:

Committee	Frequency	Usually take place
Board of Trustees	Min 4 per annum	Wednesday morning
Audit and Risk	3 per annum (termly)	Wednesday morning
People	3 per annum (termly)	Thursday afternoon
Academic Scrutiny	4 per annum (termly)	Wednesday morning
Finance and Resources	3 per annum (termly)	Wednesday afternoon
Ethos	3 per annum (termly)	Wednesday afternoon
AGM (Members)	Annually	December
Secondary LGC	4 per annum x 3 schools	Monday & Thursday evening
Primary LGC	4 per annum	Covered by Governance clerks
Trust Forums (Safeguarding / SEN)	6 per annum x 2	Monday afternoon
AVERAGE TOTAL (subject to change)	44 meetings (38 weeks in a school year)	

Thank you for taking the time to read the application pack.

Please find details of **how to apply** for the role below.

Application Details:

Job Description and Person Spec Download

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