



SENIOR GOVERNANCE OFFICER & CLERK TO KE6 LOCAL GOVERNING BODY

Better Futures Multi-Academy Trust

Candidate Pack

Better Futures Multi Academy Trust



On behalf of our Trustees, Governors, staff and students, thank you for your interest in the position of Senior Governance Officer and Clerk to the KE6 Local Governing Body (LGB).

Better Futures Multi Academy Trust (BFMAT) is new and different. People focused and aiming to be 'deliberately developmental' in all we do, we are at the start of our journey to transform the way colleges can work together and how they can work with universities to provide excellent experiences and outcomes for our students and staff.

This is a rewarding opportunity to join the governance team of BFMAT and be part of the next phase of our journey as a forward-thinking multi-academy trust committed to educational excellence.

We are seeking an experienced and motivated professional to take on a key role supporting the effective operation of governance across the Trust. Working closely with Trustees, Governors and Senior Leaders, you will play a vital part in ensuring robust governance practices and regulatory compliance across our Board, Committees, and Local Governing Bodies.

You will be at the heart of our governance structure, providing expert and independent advice, ensuring transparency, and contributing to the strategic oversight of the Trust's mission to support outstanding outcomes for learners. The vacancy offers the chance to make a real difference in a values-driven and supportive environment.

The role is full-time with flexibility to split responsibilities into two part-time roles of 0.6FTE (Senior Governance Officer) and 0.4FTE (LGB Clerk at KE6). Applicants should indicate if they are applying for the full-time role or one of the flexible part-time roles.

Creating Better Futures

Why do we exist?

To develop confident, curious, happy students ready to change the world for the better

What do we believe?

- Education should be focused on developing people with a **love of learning** and an insatiable **curiosity**
- We focus on taking students on that journey from being school children to being young adults ready to **change the world for the better**.
- We are relentlessly **optimistic** about the capacity of our staff to lead students on that journey.
- Whether 16 or 60, we believe that **all people can still grow and develop**.
- People can only really thrive when they bring their **whole selves to work/college**.
- We thrive when we feel trusted and have **enough autonomy** over our work to be able to focus on getting better at it.
- **Mistakes and failures** can be some of our most useful learning opportunities and should be celebrated as such.
- A focus on the wellbeing and happiness of our students and staff are **not optional extras**.

Our Values (What is important to us?)

Ambitious	We are committed to creating exceptional learning experiences for our students, staff and communities. We seek creative solutions to our challenges and are always striving to connect new ideas with concrete realities.
Curious	We have a love of learning and a strong desire to know more. We constantly ask questions of ourselves and others, embrace new approaches and aren't afraid to make mistakes.
Involved	We are inclusive, open and are all actively engaged to make a difference to the communities we serve. We value and celebrate our communities' diversity of thought, expertise, experience and background.
Supportive	We support each other's work and we support each other as individuals, both professionally and personally. We help each other to make decisions that improve our work and benefit our students, staff and community.
Genuine	We always tell the truth, own up when we've made mistakes and deal with the consequences of our actions. Our actions reflect the things we say and the values we believe in.
Optimistic	We view everything with a positive eye and an open mind. We strive to foster an environment of optimism, even in the toughest of situations.

Job details

Job Title	Senior Governance Officer & Clerk to KE6 Local Governing Body (LGB)
Location	Flexible
Salary	Sixth Form College Support Staff Pay Scale Range 31-35 (£47,914 - £52,607 per annum)
Mode	Full Time*, Permanent, 52-week contract *Split Role considered: Senior Governance Officer (0.6FTE) and Clerk to KE6 LGB (0.4FTE) Applicants should indicate for which role they are applying.
Start Date	ASAP
Application Deadline	3 September 2025, 12:00
Interviews	w/c 15 September 2025

1.1 Senior Governance Officer (0.6FTE)

a. Purpose

Position is a key support role within the Governance and Secretariat function and, under the guidance of the Company Secretary, will support the operation of BFMAT's governance arrangements including Member Meetings, the Board of Trustees and its Committees, and Local Governing Bodies (from hereon in referred to as Boards/Committees).

The post-holder will keep abreast of developments in governance and committee management and ensure that the Trust operates in line with best practice.

b. Main Duties and Responsibilities

To support the governance arrangements of the Trust and to provide assistance to the Company Secretary across the following areas of responsibility:

- Attending as appropriate meetings of Boards/Committees.
- Summoning meetings of Boards/Committees; preparing agendas for such meetings and co-ordinating preparation and timely circulation of documents.
- Timely preparation of minutes of proceedings from Board/Committee meetings.
- Progressing actions arising from Board/Committee meetings and following up outstanding matters.
- Providing advice as appropriate at such meetings to ensure the proper exercise of powers and duties in relation to the business of Boards/Committees.
- Alerting the Board/Committee if it is believed that any proposed action would exceed the Board's/Committee's powers or be contrary to any relevant legislation.
- Providing advice and guidance to Members, Trustees and Governors in respect of any actual or potential conflicts of interest.
- Facilitating communications between members of the Boards/Committees, the CEO, and senior staff in the Trust on matters of governance.
- Providing administrative support to the Chair of the Board, Chairs of Committees, and to individual Trustees and Governors as required.
- Keeping under review standing orders, practices, and procedures for the conduct of business of Boards/Committees.
- Liaising with external professional bodies (e.g. auditors) in the support and operation of governance arrangements of companies associated with the Trust.

Job Details (cont.)

- Maintaining the attendance record of Members, Trustees and Governors at meetings.
- Maintaining the Register of Interests of Members, Trustees and Governors.
- Maintaining the accuracy of information and the filing of statutory returns at Companies House and other regulatory bodies as appropriate.
- Maintaining the relevant web pages of the Trust's website ensuring that they contain accurate and up to date governance information to ensure compliance with DfE regulations.
- Any such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

c. Person Specification

Essential Criteria	Desirable
Considerable and proven committee administration experience at a senior level.	Undergraduate Degree or equivalent relevant qualification.
Experience of institutional, governance and associated processes and requirements through prior experience working in a similar role in the public or voluntary/charity sector.	Professional governance qualification or working towards.
Skilled in preparing minutes, meeting papers, briefings and reports.	Experience of complex governance frameworks in a public or education sector organisation and principles of good governance.
Ability to show initiative and lead in some areas of work.	
Have independent status and act as a trusted advisor on governance matters.	
Strong written and oral communication skills.	
Ability to work independently, manage a diverse workload to meet deadlines and maintain confidentiality.	
Ability to influence and communicate effectively with a variety of internal and external stakeholders, including those at a senior level.	
Ability to work flexibly as required.	
Willingness to travel for work associated with the role as required.	

Job Details (cont.)

1.2 LGB Clerk at KE6 (0.4 FTE)

a. Purpose

To work closely with the Chair of the LGB, College Principal, and Company Secretary to provide seamless and effective governance support to the LGB, in respect of a Trust-wide approach to coherent governance.

This is achieved by:

- Supporting the efficient and effective operation of the LGB.
- Ensuring the LGB conducts its business in line with statutory and other governance guidance for the Trust and LGBs, namely: Articles of Association; Trust's Scheme of Delegation; LGB governance procedures, including its terms of reference and annual business plan; Trust and College financial regulations and procedures; and DfE's Academies governance handbook and finance handbooks.
- Advising the LGB on the operation of its powers, procedural matters, the conduct of its business and matters of governance practice, taking advice from the Company Secretary if necessary.
- Ensuring timely and accurate sharing of information with the Trust Board as required.

b. Main Duties and Responsibilities

Procedural

- Providing effective administrative support to the LGB.
- Being the reference point for all enquiries relating to the LGB and local governance correspondence as required.
- Preparing meeting agendas in consultation with the LGB Chair and College Principal. Ensuring the agenda and supporting documents are produced and issued by the deadlines.
- Preparing detailed minutes of meetings, indicating who is responsible for any agreed action.
- Recording attendance for publication and taking action with the Chair regarding any Governor absences.
- Assisting with the recruitment of local Governors and overseeing any elections:
 - i. Advising the LGB and Trust of expiry of terms of office so elections or appointments can be organised in a timely manner.
 - ii. Liaising with individuals and nominating bodies on membership in line with the wishes of the LGB and Trust, and notifying the Company Secretary.
 - iii. Ensuring that new local Governors are recruited and on-boarded in line with best practice.

Job Details (cont.)

- Maintaining and publishing a Register of Interests for all LGB Governors and overseeing completion of a declaration of eligibility at least annually, in accordance with Trust policy.
- Keeping up-to-date governance information, including membership and attendance, and ensuring transparency through publication on the KE6 website and DfE Register in line with statutory requirements.
- Coordinating Governors' expense claims.
- Keeping in regular contact with the LGB Chair, College Principal and Company Secretary to ensure the LGB meets requirements in relation to the governance schedule.
- Preparing reports on governance as required.

Meetings

- Attending all LGB meetings.
- Determining dates of LGB meetings in consultation with the LGB Chair, College Principal and Company Secretary.
- Supervising the calling of meetings, having regard to the provisions of the Articles of Association and LGB governance procedures.
- Preparing agendas for meetings and distributing documentation to members and other interested parties using the Trust's governance management portal.
- Taking detailed minutes of meetings indicating who is responsible for any agreed action, consulting the LGB Chair and relevant others on the accuracy of the draft and circulating.
- Leading LGB meetings through parts that relate directly to governance.

Training, Development and Assessment

- Developing the induction programme for new Governors.
- Participating in the provision of training for Governors and supervising arrangements for Governors to attend external briefings and training courses. Maintaining records of mandatory training completed by Governors.
- Supporting the LGB in the annual review of its performance and supervising the preparation of the governors' annual self-assessment reports.
- Facilitating an annual skills audit to identify strengths and skills gaps across the governance structure.
- Working with the College leaders on timely and effective Governor visits to the College.

General responsibilities

- Undertaking personal and professional development to meet the changing demands of the position and participating in appropriate training activities.
- Any such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Job Details (cont.)

c. Person Specification

Essential Criteria	Desirable
Experience in clerking or administrative support at a senior level.	Knowledge of the Further Education sector.
Strong written and oral communication skills.	Clerking experience in the education or charities sector.
Ability to work independently, manage a diverse workload to meet deadlines and maintain confidentiality.	Appropriate Clerking qualification or working towards.
Have independent status and act as a trusted advisor on governance matters.	
Understanding of governance in education or public sector settings, or willingness to train and develop into the role.	
Ability to communicate effectively with a variety of internal and external stakeholders, including those at a senior level.	
Ability to work flexibly as required.	

1.3 Safeguarding

Post holder required to work in settings with children and young adults. Any employment offer is therefore subject to the results of an enhanced check including barred list from the Disclosure and Barring Service (DBS).

How to Apply

1. Application is by means of

- a completed Application Form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all instructions detailed on the application form. To request an application form in an alternative format, please contact personnel@ke6n.ac.uk. CVs will only be accepted alongside a completed application form.

Criteria in the enclosed person specification will be used to assist the short-listing process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application, you must ensure that you indicate how you meet these criteria.

2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. Health

If you are successful in your application, you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service, and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. DBS Disclosure

If you are successful in your application, you will be required to complete a DBS application, at an Enhanced level, which will enable a check to be made with the Criminal Records Bureau on any Criminal background.

Further information about the Trust can be found at www.bfmat.ac.uk

For an informal discussion about the role, please contact the Company Secretary at ad2695@coventry.ac.uk

Closing date for applications: 3 September 2025 at 9am

Interviews to be held: Week commencing 15 September 2025

The Trust promotes diversity and welcome applications from all sections of the community. All candidates with a disability will be offered an interview should they meet the minimum requirements of the post.

We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date, you should assume you have been unsuccessful in your application.