



Governance Professional Candidate Pack

Closing date: Wednesday 4th March 10am

Interview date: Wednesday 11th March



COMPASSION AMBITION TEAMWORK

A Very Warm Welcome

Thank you for your interest in Chulmleigh Academy Trust and in the role of Governance Professional. Chulmleigh Academy Trust is a close-knit family of schools serving our rural Devon communities, united by shared values of Compassion, Ambition and Teamwork. We are proud of the high-quality education we provide across our primary schools and Chulmleigh College, and of the strong relationships we build with pupils, families and staff.



This is an exciting time to join the Trust. As we introduce a new local governance model, we are seeking a highly organised and enthusiastic Governance Professional to play a central role in supporting effective, compliant and forward-looking governance. Working closely with an experienced Chair of Trustees, and benefiting from a thorough handover and full training, you will help shape governance in practice and ensure that Trustees and Governors are well supported to make confident, informed decisions that have a real impact on pupil outcomes.

This role offers a unique opportunity to work at the heart of a collaborative and values-driven Trust, where governance is respected, professional development is encouraged, and your contribution will genuinely matter. You will be joining a supportive team who are committed to doing the very best for the children and communities we serve.

If you are passionate about education, skilled in organisation and governance, and motivated by the opportunity to make a meaningful difference, we would be delighted to hear from you.

Neil Payne Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust



We are looking for someone who:

- Has excellent attention to detail and a high standard of accuracy
- Has excellent organisational skills
- Is adaptable in their approach to work
- Has the ability to prioritise and meet deadlines whilst working within a general framework of recognised procedures and deadlines
- Is computer literate with good knowledge of WORD and EXCEL
- Is able to ensure confidentiality
- Is able to work independently, in addition to being part of a team
- Has the ability to work under pressure
- Has excellent verbal and written communication skills

About Our Trust

Chulmleigh Academy Trust consists of the secondary school Chulmleigh College and three primary schools: Chulmleigh Primary School; East Worlington Primary School and Lapford Community Primary School, soon to become St Thomas of Canterbury CE Primary School, Lapford. Chulmleigh and Lapford primary schools currently offer education for ages 2-11 years, and East Worlington Primary School from 9 months - 11 years, with well-established Nurseries in place and wrap-around care available.

The Trust developed from a federation between Chulmleigh College and Chulmleigh Primary School to the Multi Academy Trust it is today. We are focussed on place, providing the very best education and care we can to young people from cradle to career. We also recognise that we are institutions within communities and play our role in the towns and villages we serve. A key focus of our Trust is to achieve coherence in education and care from 9 months (the age of our youngest in our nursery) to 16 when pupils leave us in Year 11. By working together we can overcome what is often a disjointed educational system and ensure transitions are seamless rather than step changes. We exist to ensure that children flourish in our schools and in our community.

As a family of schools, the Trust provides a platform for small schools to enjoy the benefits normally enjoyed by larger individual institutions. This includes sharing good practice with subject leads working across all four schools, joint staff meetings and opportunities for continuous professional development. We work to ensure the curriculum for Year R to Year 11 is coherent and ambitious and work to ensure there is no loss in momentum from Year 6 to Year 7. In addition there is centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Primary Administrator, in addition to each individual school's administrator, who supports the work of the three Heads of School, ensuring consistency and time to focus on teaching and learning. School meals are prepared at the College site and delivered on a daily basis.



Our Values

Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

WE GIVE NOTHING BUT OUR BEST

Governance

The Structure of Governance

It is a very exciting time to be joining Chulmleigh Academy Trust. Joining an experienced and well-established Trust at a key pivotal moment in governance, will give the candidate a unique opportunity to make a meaningful difference by shaping how governance operates.

As our current governance structure evolves to incorporate a new local governance model in our Trust schools, the successful candidate will have a wonderful opportunity to support Trustees in shaping how this new level of governance operates in practice and therefore make the role their own. This will include introducing improvements in procedure, and helping to embed the process and refine responsibilities, to allow Trustees greater time to focus on the strategic priorities.

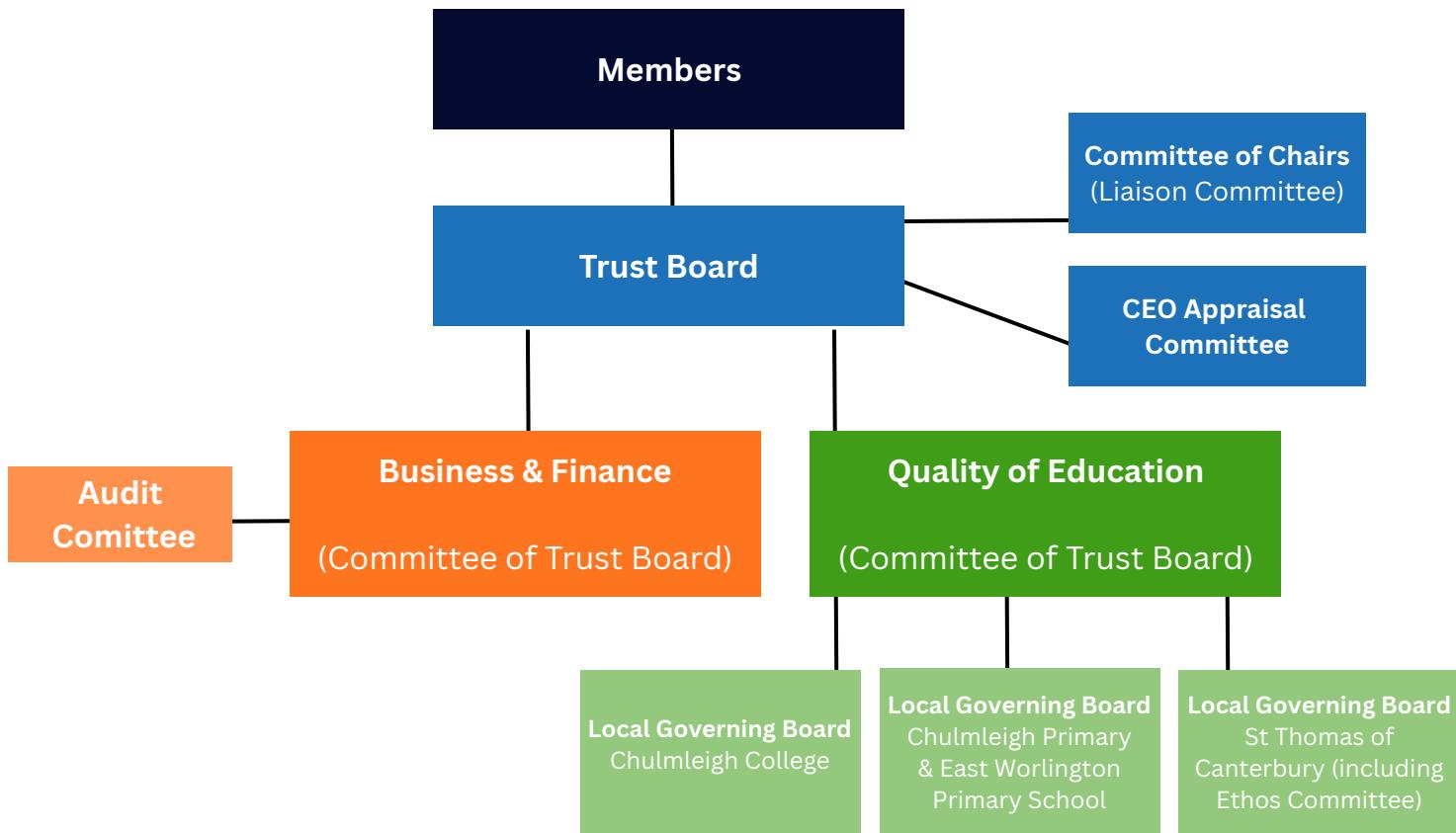
The combination of support and opportunity available make this role particularly attractive to a candidate who values high-quality governance but would also wish to play a meaningful part in shaping the future governance landscape for the Trust. It can also offer an excellent opportunity for a candidate with the right skills and mindset, even if they are new to school governance.

Handover from an experienced Clerk

The candidate will be fully supported in their role, receiving a structured and in-depth handover from the Trust's experienced Clerk to the Directors. This will allow the candidate to build confidence and knowledge with Trust systems and practices for a smooth transition into the role.

Full training will be provided, and a clerking manual has been produced to aid the handover process, listing key processes and documents, and detailing Trust governance procedures and protocols.

Handover will also include a practice demonstration on using the Governor Hub platform that the Trust use to communicate with Trustees and store all governance documentation. Practical knowledge will be shared such as templates, reporting formats and working practices with the Trust Board and the Executive Team.



Governance

Trustees/Directors

We have a very experienced Board of Trustees, many of whom have been in position for many years. Our Trustees bring a wealth of experience and knowledge to their role from their individual backgrounds and interests, such as business, finance, church, and education. They each have individual portfolios that they are responsible for and undertake school visits and meetings with key staff personnel, giving them valuable insight and knowledge into our schools, examining processes, standards, and outcomes, as well as understanding estate priorities, the Trust's risk profile, and financial management and regulatory controls.

Our Trustees are very experienced at working collaboratively and constructively together, sharing a strong commitment to support the schools and improve outcomes for pupils.

Working with the Chair

The candidate will have an opportunity to work closely with the Trust's highly experienced Chair of Trustees, meeting weekly together on Microsoft TEAMS.

This is an excellent opportunity for the candidate to play a key role as an advisor and communicator, supporting compliance by overseeing governance requirements, sharing key messages, and working together with the Chair on agendas and key documents, to maintain a consistent governance practice.

The candidate will have the opportunity to compile and lead the agenda for the weekly meetings and work collaboratively with the Chair by advising on matters such as constitutional changes and governance updates, arranging meetings and visit dates, and reflecting on meeting outcomes and actions.



Job Description



Job Title: Governance Professional

Status: Permanent, 25 hours per week x 39 weeks per annum

Grade E: £15.82 - £17.47 per hour

Start Date: As soon as possible

Job Purpose

- To provide advice to the Board of Directors and its individual members on governance, constitutional and procedural matters, ensuring the Board meets its statutory requirements.
- To ensure governance is compliant with the relevant legislation and requirements.
- To ensure the governance of the Trust is in accordance with the Trust's Master Funding Agreement, Articles of Association and Schemes of Delegation.
- Develop and oversee policies and guidance in relation to governance and maintain policy schedule.
- Ensure the Trust complies with company and charity law.
- To provide administrative support to the Board of Directors, its committees and individual Directors to facilitate effective and efficient meetings and strategic governance.
- To make a key contribution to ensuring a strong evidence base is provided for Ofsted/Audit through an accurate record of governing board challenge, actions and decisions via concise and accurate minutes.
- To manage information effectively and in accordance with legal requirements, observing confidentiality and discretion where necessary.

- To facilitate and co-ordinate the induction process for new governors and promote governor training, succession planning and recruitment based on the skills required to fulfil the Board of Directors three key roles.
- To arrange meetings and conferences, assisting with the preparation, collation and distribution of associated papers and the creation of PowerPoint (or similar) presentations if required.
- Receiving visitors and providing hospitality as required.
- Drafting more complex correspondence on behalf of the Directors and Senior Leadership Team.
- Maintain IT and paper based filing systems, ensuring security of confidential documents.
- Attendance at designated meetings and the taking and subsequent production of minutes as required, including evening meetings from time to time.
- Ensuring the Directors and the Senior Leadership Team are properly prepared for meetings by the provision of all relevant papers, files, etc.

Job Description

Autonomy

Can determine own priorities in order to achieve deadlines, but will seek guidance to resolve conflicting priorities and if assistance is needed with juggling demands.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

Undertake any necessary professional development as identified in the School Improvement Plan, taking full advantage of any relevant training and development available.

Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.



ENGAGING CHILDREN IN LEARNING

Person Specification

| Attribute | Essential | Desirable | Method of Assessment |
|-------------------------------|--|--|----------------------|
| Experience | <ul style="list-style-type: none"> Substantial experience as an effective administrator Working in a supportive role Working in an office environment Dealing with the general public Maintaining high levels of confidentiality | <ul style="list-style-type: none"> Previous work in schools- either paid or voluntary Previous work with volunteers (both those with and without professional experience.) | R |
| Practical Skills | <ul style="list-style-type: none"> Good organisation and an ability to prioritise High level of IT skills Excellent self and time management skills Ability to organise own workload Ability to work to strict deadlines Ability to organise meetings Ability to work as an efficient PA support to the Chair of Directors | <ul style="list-style-type: none"> Experience of collating information to produce agendas Accurate record keeping, information retrieval and dissemination of data/documents Ability to organise events | I |
| Communication | <ul style="list-style-type: none"> Good literacy skills Excellent telephone manner Ability to communicate effectively, orally and in writing, with a wide range of people Ability to keep accurate concise minutes of meetings and to follow up action points Good active listening skills | | I |
| Personal Qualities | <ul style="list-style-type: none"> Able to work under pressure in a busy environment and also to work from home when appropriate Self motivated and able to show initiative Ability to deliver work within clearly defined deadlines Ability to work effectively with others Ability to work as part of a team A genuine interest in people and a commitment to understand individual circumstances and provide support Flexibility Trustworthiness and integrity An enquiring mind | | I / R |
| Technology / IT Skills | <ul style="list-style-type: none"> Highly efficient in using Microsoft Software | <ul style="list-style-type: none"> Use of SIMS programme | R |
| Education and Training | <ul style="list-style-type: none"> Minimum of Numeracy and Literacy qualifications to GCSE grade C or equivalent | <ul style="list-style-type: none"> Be able to produce evidence of relevant personal and professional development | AF |
| Equal Opportunities | <ul style="list-style-type: none"> Able to carry out statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties | | |

AF: Application Form
I: Interview
R: Reference

How to Apply

Please complete the online application form available [here](#).

A tour of Chulmleigh College will be arranged as part of the interview schedule.

Status: Permanent, part time, 25 hours per week x 39 weeks per annum

Closing date: Wednesday 4th March 10am

Interview date: Wednesday 11th March

Start date: As soon as possible

If you have any questions please email:

personnel@chulmleigh.devon.sch.uk or

call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



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