

Governance Coordinator

Job Pack



Liberty
Academy Trust

Governance Coordinator

Location: Hybrid working. Home-based, with some travel to the Trust's schools in London, Reading and Cheshire East

Hours: Approx 17.5 hours per week (0.5 FTE), worked flexibly.

Salary: Circa £12,000 (based on c £24k FTE), depending on experience



About Us

The Liberty Academy Trust is an education charity established in 2022. Our vision is to create a world that works for autistic children and young people, by providing an exceptional educational offer so that they achieve success now and are well-prepared for adulthood. We work towards this vision through our core values of courage, determination and teamwork.

We are currently a small Trust of three academies, but we have plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.

Our Central team provides expertise and support services to our academies, in areas such as Safeguarding, Finance and HR. Most colleagues in our Central team are based from home. Like all our staff across the Trust, they are driven by the three core values of courage, determination, and teamwork.

About the Role



Thank you for your interest in this internal recruitment opportunity with our Central team.

We are seeking a dedicated and organised **Part-time Coordinator** to support our valued volunteers who provide independent, non-professional assurance to the Board of Trustees. These volunteers play a vital role in our mission to deliver exceptional education, often enriching our school communities with lived experience and deep commitment.

In this role, you will work closely with our **Director of Governance, Board of Trustees, school Principals, and Committee members**, fostering strong partnerships and ensuring smooth coordination across our network.

What We're Looking For

- Experience as a **coordinator, clerk, or administrator** within the schools sector is desirable.
- Strong **administrative skills** and **excellent attention to detail** are essential.
- A **proactive** and **collaborative** approach to working with diverse stakeholders.

You'll work for 17.5 hours per week (0.5 FTE) on average, over a 52 week period. The role is flexible to work around the activities of our committees and governance arrangements, with some hours outside of the school day. You'll be based at home, with occasional travel to each of our schools.

In this role you'll be working as part of our Central team, who provide expertise and support services to our schools in areas like finances, estates management and HR.

To discuss any aspects of this role informally, please contact me:

chris.rossiter@libertytrust.org.uk

Chris Rossiter, Director of Governance and Compliance

Our **core purpose** is to deliver an education for our children that meets their **needs, aspirations and interests**; and prepares them well for **adulthood**.

We support the whole child, offering a balance of **personalised teaching** and **therapeutic support** as standard.

Job Description

Purpose

The main purpose of the role is to:

- Provide exceptional administrative support to school committees and their members, ensuring that our volunteers can fulfil their roles in a well organised and coordinated fashion.
- Support the Director of Governance with the recruitment, training and retention of members who share the Trust's vision and values as well as represent the communities they serve.
- Support school committees in their role as ambassadors through community engagement and regular communication to enhance the education of all pupils.
- Ensure that the school committees meet their responsibilities and standards, as set out in line with the expectations and the requirements set out by the Department for Education and relevant bodies.
- Provide organisational support to meetings including planning meeting schedules, taking minutes and sharing papers.

Principal Accountabilities

Administrative Support

- Support the coordination of all School Committee and Trust Board meetings and facilitate any formal processes, including managing scheduling, agendas and documentation preparation.
 - Attend all School Committee and Trust Board meetings to take accurate minutes, with pro-active action follow-up.
 - Manage the recruitment and onboarding of governance volunteers in line with recruitment standards, including safeguarding.
 - Support the development of a centralised framework, which enables the Trust Board to have effective oversight and School Committees to work collaboratively in pursuit of the Trust's objectives.
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- Maintain the Trust's compliance system to ensure records are accurate and tasks completed within agreed timeframes.
- Record and monitor key data about those in governance roles, including the register of interests, GIAS updates and compulsory training records, making information publicly available in a timely way, as required.

Advice and Referrals

- Act as a source of support, advice and expertise for all staff.
- Act as a point of contact for Trustees, Local Committee members and governance partners.
- Provide support to internal enquiries, including formal investigations, which requires the systematic gathering and compiling of evidence.

Culture and Training

- Participate in training and build knowledge, particularly to meet the expectations set out in the Academies Handbook and other statutory guidance.
- Ensure governance training is appropriate and proportionate to governance roles, in line with Liberty policies.
- Maintain the highest standards of safeguarding, confidentiality and discretion.

General

- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.
- Work within the Trust's Equality, Diversity and Inclusion Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.
- Be willing to travel to the Trust's schools and other sites as needed.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

Our three core values of **courage, **determination** and **teamwork** drive positive change.**



Person Specification

Essential

Qualifications, Training and Knowledge

1. Educated to Level 2 or equivalent in English and Maths.
2. General understanding of corporate governance administration.

Skills and Experience

3. Administrative experience, including knowledge of running meetings with papers prepared in advance.
 4. Excellent organisational skills; self-motivated, highly responsive and able to manage a busy workload to a high standard with minimal supervision.
 5. Good verbal communication skills and the ability to build strong relationships with a diverse range of internal and external stakeholders at senior level.
 6. Ability to use common software applications; knowledge of best practices for protecting personal and organisation data; and an aptitude for adapting to emerging technologies.
 7. Able to write reports and take accurate minutes of meetings.
 8. Proven ability to work effectively and empathically across the Trust and to have a positive impact on workplace culture.
 9. Minute taking experience, ideally in a clerking role.
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Personal Qualities and Attributes

10. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life.
11. High degree of professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
12. Resilience and maturity; able to deal effectively with difficult situations.
13. Able to act as a positive role model for colleagues in accordance with the position and responsibilities.
14. A demonstrable commitment to continuing professional development.

Desirable

15. Knowledge of charity or company governance, volunteer coordination and engagement.
16. Understanding of Multi Academy Trusts, how they operate and are governed, and how these apply in special school settings.
17. Knowledge of educational practices, policies and expectations, ideally to include in relation to pupils with special educational needs.
18. Successful experience in a governance role in a school, charity or company, demonstrating an ability to be a credible and trusted colleague.
19. Educated to degree level or hold an administrative qualification.

All members of the Liberty Academy Trust community are driven by the three core values of courage, determination, and teamwork.



Recruitment Process

Application deadline: 10am on Tuesday 14 October 2025

Interviews Online on Monday 20 October 2025

We're dedicated to equality, diversity and inclusion. Applications for this job are encouraged from anyone who is suitably qualified and experienced for the role - including those with protected characteristics, and particularly welcome from neurodivergent individuals.

To apply, please submit a fully completed application via our [recruitment portal](#) on the Times Education Supplement (TES) website. Your application should explain why you are interested in this opportunity and, with reference to the person specification, the attributes that make you a suitable candidate. Note that we can only consider applicants who are legally entitled to work in the UK.

For shortlisted applicants, the selection process will be designed to provide opportunities for you to demonstrate your strengths, qualities, and experience in relation to the role. The details will be made clear at invitation stage. We are very happy to discuss adjustments to the recruitment process for those that need it.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

For practical reasons, we are unable to provide feedback to candidates who are not shortlisted. However, we will always offer feedback to those who take part in a selection process.

