

TLT Lead Governance Professional

37 hrs a week, 42 or 52 weeks a year (negotiable)

Grade K, points 32 to 36 (£42,839 to £47,181 fte)

Location: One of the Trust Schools

Tove Learning Trust (TLT) is a multi-academy trust (MAT) that aims to inspire education that leads to outstanding outcomes. Our trust has undergone quite a rapid expansion and now consists of fifteen schools – primary, secondary, and alternative provision – providing high quality education for over 11,000 children between the ages of 4 and 18. We operate across two regional hub areas in Northamptonshire/Milton Keynes and the West Midlands.

We are seeking an experienced Lead Governance Professional to complement our vibrant central team and to provide outstanding, professional advice and leadership to our Executive team and Trustees in our next period of growth. This is a senior position, working directly with the CEO, Deputy CEO and Board of Trustees, including all matters relating to the management and governance of the trust. As well as the Board the trust has 4 Trustee subcommittees. Each school has a Local Governing Body (LGB). The role will include attending and minuting the Board and its Committee meetings and other senior level meetings, ensuring legal filings are made on time and policies are followed. The role will provide guidance and support to the LGB clerks. You will be confident to use your own initiative and plan your workload in a flexible manner to support all levels of Governance.

What you'll bring:

- Relevant qualification and/or experience as a governance professional in an educational setting or similar environment
- Sound knowledge and experience of committee structures and effective governance models & minuting meetings
- Confident use of software systems and IT to support organisational alignment and effective risk management
- Excellent verbal, written and interpersonal communication skills, the ability to build strong relationships at all levels
- Outstanding organisational skills and the ability to plan ahead, adapt to change and deliver to deadlines
- Ability to work accurately with meticulous attention to detail, manage multiple priorities and remain calm under pressure
- Flourish in a team culture whilst being a strong independent worker.

Candidates will be required to apply for an enhanced DBS disclosure and must be eligible to live and work in the UK. As travel is required between sites, you must have access to a reliable means of transport in order to carry out your duties.

What we offer:

As part of the trust family you will benefit from access to:

- **Medicash health care package** offering cash back on routine medical care and online appointments with GP's and specialists.
- **Free flu jabs** and access to employee assist **support and wellbeing services**,
- **professional development** opportunities, and **excellent pension schemes**. Further study and training is encouraged and supported through the apprenticeship levy and in house Training School
- **Free hot and cold beverages** and **free on site parking**

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply:

All documents including the full job description, person specification and application form are available on our website www.tovelearning.org.uk. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Completed applications should be sent to HR@tovelearning.org.uk

Closing date: noon, Monday 6th October

Interview date: Friday 10th October