



# Little Way Catholic Educational Trust

## Lead Governance Professional

*Little acts, great love, big difference*

The position is advertised as the equivalent to 0.5 FTE across the two contracts.

### Salary range:

**Lead Governance Professional:** NJC 28 - £34,834 (.16 FTE hour)

**Clerk:** NJC 26 – £30,296 (.34 FTE hours)

**Hours:** The position is advertised as the equivalent of 17.5 hours per week.

**Contract:** Term Time Only + 1 week

**Working hours:** The successful applicant will be required to clerk meetings for the Board of Directors (including named committees) and the Local Governance Committee for two schools. Some of these meetings are held in the evening. For the rest of their work, there is flexibility regarding working hours and terms (subject to the Trust being able to meet all regulatory requirements).

**Start date:** For a September start or as soon as possible in the new academic year.

### Please make your preferred working pattern clear in your application

During a time of growth and formation, the Little Way Catholic Educational Trust is looking to appoint an experienced clerk or administrator to join the central team and lead the strategic development and coordination of clerking across the Trust and its schools. This is a unique and very exciting opportunity for an experienced professional to contribute to the development of the Trust and shape its future. As the Trust grows, we anticipate so will this role. We are therefore seeking to appoint a colleague who will, in time, lead a small team of LGC clerks, ensuring compliance in all our schools.

The successful candidate will be pivotal in ensuring effective recruitment, induction and training of governors. The successful candidate will also provide support in the management of risk and ensure that the Trust is compliant with its regulatory and statutory obligations including having overall responsibility for ensuring governors at every level work within the Trust's Scheme of Delegation.

With responsibility for developing, implementing, and monitoring operational governance, the successful candidate will be proactive in building relationships and ensuring effective communication between the work of the Trust Board, local governors and executive team. The successful candidate will need to have high expectations and a real commitment to achieving the very highest of standards.

The Trust is looking for someone with knowledge of governance at both local school and Trust level. The successful candidate will be a strong multi-tasker who can lead on the Trust's clerking arrangements. Working within an exciting and growing academy trust means they will also be a very diligent and forward-thinking individual who can exemplify best practice and intuitively coach, mentor and support the development of others. This is a very exciting opportunity for a governance professional to help shape the future of governance across a growing organisation.

### We can offer:

- an opportunity to excel and further develop the skills required to pursue an ambitious career path;
- an opportunity to contribute to the strategic development of the Trust and its schools;
- a committed and motivated staff team supported by a dedicated Board of Directors;
- flexible working arrangements and a commitment to well-being;
- Local Government Pension Scheme;
- Cycle to work scheme, Employee Assistance Programme and half price childcare

A Full job description and person specification are available on the Little Way Catholic Educational Trust website: <https://lwcet.co.uk/work-for-us/>. Application form can also be found here.

Application is via a CES application form accompanied by a cover letter to the CEO at [c.blanch@lwcet.co.uk](mailto:c.blanch@lwcet.co.uk). Application and covering letter should be no more than 2 sides of A4 and state:

- Strengths and suitability for the role
- Self-identified developmental needs
- Previous experience linked to key areas of the job description
- How you will contribute to the effectiveness of the Trust.

CVs are welcomed, but all successful applicants will be required to complete the CES application form.

**Closing Date:** 11 July at 9am

**Shortlisting:** 11<sup>th</sup> July @ noon

**Interviews:** 18<sup>th</sup> July (or at a mutually agreeable time w/b 22nd July)

*The Trust is committed to equality, diversity and inclusion and safeguarding to promote the welfare of children and young people. The successful applicant will be appointed subject to the MAT opening and satisfactory completion of all recruitment processes. This includes obtaining an enhanced Disclosure and Barring Service (DBS) Certificate and two satisfactory references before appointment is confirmed.*