

Governance Professional

An average of approximately 8-10 hours per week / 52 weeks per year

Required for an immediate start

Starting Salary, Band 3 - £30,500 up to £34,654 FTE

The Kite Academy Trust is built around our shared vision - *for every pupil to be happy and healthy; to contribute positively to their communities and achieve academic excellence*. Collaboration at every level across the Trust is a vital element in our continuing success and we believe that by working as one Kite team, we are stronger together.

We are looking to appoint an organised and proactive governance professional to provide a range of high-quality clerical, secretarial and administrative support to the Board of Trustees and its committees. Working together with our Chair of Trustees, our governance professional will be responsible for co-ordinating all aspects of governance effectiveness and compliance within the Trust, ensuring governance adheres to good practice and meets all statutory and regulatory requirements. This will include providing legislative and procedural guidance, drafting agendas, keeping records of membership, training, and attendance across the Trust's governance structure.

A full induction and transitional support for the successful applicant will be given by our current Governance Manager and a comprehensive CPD package provided.

Please note that this role does not involve taking minutes from meetings as the Trust are considering an AI alternative!

We are looking for:

- An enthusiastic, conscientious and self-motivated colleague with excellent personal skills
- A colleague with strong communication, literacy and IT skills and an eye for detail
- A flexible colleague with time management skills to meet deadlines and competing demands
- A colleague committed to personal development and keen to learn new skills
- A colleague with experience within an education and/or service (such as legal, commercial or charity) environment
- A team player who embraces our Trust mission, vision, values and one team ethos

Please note that termly governance meetings are scheduled outside of school/office working hours to accommodate our governance volunteers. The specific arrangements regarding working hours will be discussed and agreed with the successful applicant. This post would suit a current Kite colleague looking for a mainly flexible working pattern.

And in return we will offer you:

- A commitment to investing in your professional development and providing relevant training
- Induction to the role and ongoing transitional support from our current Governance Professional
- Ongoing support from the Chair of Trustees and other governance services/networks as required
- A trust which is committed to continuously improving colleague wellbeing
- A dedicated, friendly staff team
- Genuine career and salary progression opportunities
- Workplace pension through LGPS
- Discounted wrap-around care, if your child is a Kite pupil
- An incredible range of employee benefits (including access to Perkbox and our Employee Assistance Programme).

For any further information, or to submit an application, please email recruitment@kite.academy

Closing date for applications is: **Monday 4th November, 9am**

Interviews will take place: **Week commencing Monday 11th November**

Early applications are recommended as suitable applicants may be interviewed sooner according to availability and the post filled prior to this date.

The Kite Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

The Kite Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check, satisfactory references and social media check. Applicants must hold the right to work in the UK.