



The Family of Learning Trust

Beech Hill School
Mount Pleasant Avenue
Halifax
HX1 5TN
Telephone: 01422 345004

At the Family of Learning Trust our commitment to our pupils is that we will attract, retain and develop excellent staff. Our ethos is a simple one: *'Learning without Limits.'* We pride ourselves on having the highest expectations of all our children and staff, believing that there are no limits to what they can achieve. We put our teams at the heart of our vision and use their talents to achieve it. We are determined to continue to improve standards and outcomes across our schools. We are committed to providing a nurturing and secure environment for our pupils to learn and we are looking for equally committed staff to join our team.

Central to the ethos and vision are the Governors and Trustees and we require a Governance Professional to support them with robust governance practice and guide them on the procedural elements of the role as well as ensuring strict adherence to compliance.

Trust Governance Professional

Grade: Scale 6, points 18 to 22

Hours: 12 hours per week, term time only

Actual salary range: £8, 500 per annum to £9, 083

Working hours per week will be flexible to enable full clerking and attendance at approximately 16 governing body meetings over the academic year

Start date: To commence as soon as possible

The Family of Learning Trust is enthusiastically committed to the communities of Calderdale, Bradford and our surrounding areas, serving our families in order to secure excellent educational outcomes. The schools across the trust collaborate to share expertise, knowledge and best practice, assuring we achieve academic and pastoral excellence throughout all of our schools. The schools within our trust share the same overall values, whilst maintaining their own unique ethos.

We are seeking a highly organised and self-motivated individual, with the passion and drive to help deliver strong and effective governance practices. The Governance Professional will be an integral part of the team, under the direction of CEO. The successful candidate must be able to work independently, to work flexibly and commit to out of school hours to attend Local Governing Body meetings. The role offers flexibility in terms of physical location, the individual would have the flexibility to work from home to carry out administration and preparation for meetings or at one of the schools within the Trust. It is expected the hours per week will also be flexible, some weeks may require less than 12 hours and others more than 12 depending on demand of the role. The hours worked will likely be annualised over the academic year and worked as required by the demand of the role.

The successful candidate will be efficient, an excellent communicator and maintain a high level of confidentiality, at all times. The role requires excellent attention to detail, high standards of customer service with a strong administrative foundation and experience of supporting meetings. Experience in a similar role and knowledge of Academy Trust professional governance are essential. Although further training and support will be available to build knowledge on compliance and governance matters. This is an exciting opportunity to join a supportive forward thinking Trust, who in return for your commitment and hard work, will support you to achieve your own career goals and aspirations

In return, we offer a benefit package that includes:

- Membership of Local Government Pension Scheme with employer contribution of approximately 16.8%
- An Employee Assistance Programme, offering support and access to resources to help you maintain a healthy work life balance
- Commitment to professional development for all staff recognised through Investors in People awards

Our schools also offer you the opportunity to:

- Work in a friendly, caring and inclusive community where everyone is valued.
- Work with an experienced, supportive and successful team who love to work collaboratively.
- Development that will support you on your chosen career path

For further information about our Trust and our schools including information about the post (job description and person specification) and the application form please visit our website: <https://www.familyoflearningtrust.co.uk> Alternatively please telephone the school offices (phone numbers above) for an application pack.

Please note we do not accept CVs

Closing date: Friday 24th January 2025 at noon

The trustees of the Family of Learning Trust and the Governors of each school are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service before the appointment is confirmed.