

Governance Officer

20 hours per week / term-time or 52 weeks per year

Required for an immediate start

Starting Salary – Band 2 - £23,735 - £29,848 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 a highly organised and proactive administrator to support governance, providing a range of high-quality administrative support to the Board of Trustees and its committees. Working together with our Chair of Trustees, our Governance Officer will be responsible for the effective and compliant co-ordination of all administrative aspects of governance, ensuring our governance practice meets all statutory and regulatory requirements.

A full induction and transitional support, in addition to a comprehensive professional development offer, will be provided for the successful applicant.

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 team player who embraces our Trust mission, vision, values and one team ethos

Please note that termly governance meetings may be 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, including the possibility of term time only hours. This post would suit a colleague looking for a predominantly flexible, hybrid working agreement.

And in return we will offer you:

- A commitment to wellbeing, including professional development in mindfulness, the opportunity to join a range of Trust social groups, learn new skills and access to free counselling.
- An investment in your professional development and providing relevant training
- Induction to the role and ongoing transitional support
- Ongoing support from the Chair of Trustees and other governance services/networks as required
- A trust which is committed to continuously improving colleague wellness
- 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)

The Kite Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced Disclosure & Barring Service check and satisfactory employment references.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website. We actively support the Government's Prevent Agenda to counter radicalism and extremism. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal responsibility to meet safeguarding duties