

The Kite Academy Trust



Governance Officer
Recruitment Pack

Welcome from the CEO

Dear candidate,

We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively defined four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities

As part of our Remarkable People aim, we place a significant emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive.

We are now seeking a skilled administrator to support the governance of our Trust, who shares our vision for the children and communities we serve and would like to join a Trust that is increasingly recognised for its unique colleague offering.

You will play a central role in strengthening the Trust's governance function, ensuring that our decision-making and compliance is effective, transparent and well-informed. Your work will ensure that statutory responsibilities are met, that our governance structures operate with clarity and confidence and that leaders are equipped with the information they need to continue to drive improvement and development across the Trust. You will be a trusted source of high quality, professional support, helping colleagues to navigate policy, compliance and best practice so that governance remains a genuine strength of the Trust.

If you would like any further information about this exciting opportunity, please contact Gemma Golland in our HR Team on 01252 984930 or hr@kite.academy.

We look forward to hearing from you.

Jeremy Meek

Chief Executive Officer

The Kite Academy Trust

About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above and we offer a range of education services externally.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – which guides every decision that we make. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

Our academies:



Governance Officer

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

Required for an immediate start

Starting Salary - Band 2 - £23,735 up to £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

Job Description

Key Responsibilities

Meetings & Co-ordination

- Coordinate the annual cycle of governance meetings (Members, Trustees and Committees)
- Prepare and circulate agendas and papers in line with statutory and Trust requirements
- Arrange meetings, manage quoracy and record attendance
- Produce minutes (including AI-supported solutions)
- Track actions and decisions, following-up as required

Records & Compliance Administration

- Maintain accurate records, including:
 - Members, Trustee and Governor registers
 - Meeting attendance records and terms of office
 - Registers of interests
- Support election and appointment processes, including eligibility checks and onboarding
- Coordinate Disclosure and Barring Service (DBS) and other required checks
- Maintain a central record of governance training and CPD completion

Publication & Information Management

- Support the publication of required governance information on Trust and academy websites
- Maintain governance documentation on the Trust's intranet or document management system
- Ensure confidentiality, data protection and secure handling of sensitive information

Training & Support

- Co-ordinate induction and training sessions for governance stakeholders
- Provide administrative support for hearings and appeals (admissions, exclusions, complaints)

Professional Standards

- Ensure a high level of accuracy, attention to detail and consistency in all tasks undertaken
- Uphold confidentiality, accuracy and professionalism at all times
- Work collaboratively with colleagues, leaders and governance stakeholders
- Undertake relevant training and professional development, such as [Level 3 Certificate in the Clerking of School and Academy Governing Boards](#) and [level 4 Certificate in Academy Governance](#)

Person Specification

Our Governance Officer will need to have a certain level of knowledge and experience prior to taking on the role. All qualities are essential to the post unless marked with a 'D' (desirable):

Qualifications, education and training:

- A good standard of education
- The [Level 3 Certificate in the Clerking of School and Academy Governing Boards](#) (D)
- A commitment to on-going professional development

Experience:

- Proven experience in an administrative role, providing high-quality support with professionalism and timely execution
- Experience within an education and/or service (such as legal, commercial or charity) environment (D)

Knowledge:

- Production of accurate documents, reports and correspondence to an excellent standard
- Scheduling and facilitation of meetings across multiple stakeholders
- Handling of confidential information with discretion and professionalism
- Proficiency of Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams)
- An understanding of the education sector including: multi-academy trust structures; the core functions and elements of effective multi-academy trust governance; governance legislation, policy and procedures in either education or the charity sector (D)

Skills:

- High level of literacy, numeracy and IT
- High level of written and verbal communication
- High level accuracy and attention to detail
- Planning and organisation
- Interpersonal/relationship building/stakeholder engagement
- Problem-solving
- Time management to meet deadlines and competing demands

Attributes:

- Personal integrity and commitment to the [principles of public life](#)
- Respect for confidentiality
- Resilient, determined and relentless in the pursuit of excellence
- Ability to challenge and show tenacity
- Agile thinker
- Calm under pressure
- Commitment to professional development and career progression

How to Apply

To apply, please complete the application form provided alongside this recruitment pack. The application form includes a supporting statement where you will be required to outline your experience in relation to the job description and person specification. Please note that CVs are not considered as part of the application process.

Completed application forms should be submitted to recruitment@kite.academy

Application process:

Closing date for applications: Friday 6th February 2026 at **9:00am**

Interviews: Friday 13th February 2026

Start: As soon as possible

We look forward to hearing from you.

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