

LEAD GOVERNANCE PROFESSIONAL

VACANCY

Central Office
Lynsted & Norton Primary School
Lynsted Lane
Sittingbourne
Kent
ME9 0RL

Phone: 01795 606505
Email: trusthr@ocmat.org.uk



Contents	
Dear Applicant.....	3
Advert.....	4
Job Description.....	5
Person Specification.....	7
Our Community Multi Academy Overview	9
OCMAT Leadership Principles	10
Our Schools.....	12
Trust Central Team.....	12
The Application Process	13
The Shortlisting and Interview Process.....	13
Conditional Offer	14
Safeguarding.....	14
Retention of Information	14

Dear Applicant

Thank you for expressing an interest in joining us at Our Community Multi Academy Trust.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive Trust. We would welcome your request to come and visit us to see for yourself why we are so proud of our schools and staff who make up our school community.

We believe in taking care of our family of ten schools. Our number one goal is to provide our schools with the resources they need to be able to provide their children and staff with an outstanding education, a network of support, and a vision to succeed. The core purpose of the Trust is to maintain good and outstanding schools, and to ensure the rapid improvement of schools which need support in the future. The Trust must also act as a vehicle for enabling the sharing of best practice across the schools to ensure continual improvement. We provide the financial capacity to achieve economies of scale to benefit every child in every school within the Trust. We create and maintain a shared culture which requires everyone whatever their role, staff or pupil, governor or parent, to take responsibility for their position and be accountable for what they achieve. We will be driven by a desire to make a positive impact on the lives of all children. Our shared culture will respect, uphold and complement each school's distinctive ethos and character. OCMAT is unique in that it is a primary only mixed Church of England MAT with both Church and Community schools.

All new colleagues at OCMAT are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our Trust and our schools, please visit our website: www.ocmat.org.uk or contact Trust HR: trusthr@ocmat.org.uk (t: 01795 606500).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mr David Whitehead
Chief Executive - OCMAT



Advert

Job Title: Lead Governance Professional

Grade: KSG-KSH

Salary: £34,421 to £39,335 FTE

Hours: Hours are flexible due to commitment to governance meetings

Monday to Friday, 37 hours per week, 52.143 weeks per year (all year round)

This is a permanent position, subject to a six month probationary period

This is a fabulous opportunity for a dedicated and enthusiastic person to join Our Community Multi Academy Trust. We are seeking to appoint an organised and experienced Lead Governance Professional to join the Trust's successful and supportive team.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have excellent organisational skills
- Be punctual
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience working in a school or Trust
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact David Whitehead, via telephone on 01795 606500, or email trusthr@ocmat.org.uk.

Job Description

Job Title: Lead Governance Professional

Grade: Kent Scheme G/H

Weeks: 52.143 weeks per year

Hours: 37 hours per week

Base: TBC

This is a permanent position

Purpose of the job

The Lead Governance Professional provides strategic leadership of governance across the Trust, ensuring compliance with statutory and regulatory requirements, promoting best practice, and supporting the effective operation of the Trust Board and its committees. The role includes oversight of governance structures, systems, and processes, with a clear focus on enabling strong governance that drives the Trust's strategic priorities.

Key Duties and Responsibilities

Leading governance services

- Provide expert advice on governance to the Board of Trustees, Members, and academy committees.
- Lead the development and delivery of the Trust's governance strategy, ensuring structures and processes are effective, proportionate, and aligned to organisational growth.
- Monitor and quality assure governance support, assessing capacity and planning for future needs.
- Build and maintain effective relationships with internal and external stakeholders, including the DfE.

Governance Development

- Clerk meetings of the Trust Board and committees, ensuring agendas are focused, meetings are compliant, and decision-making supports strategic objectives.
- Develop, review, and maintain governance documents including the Articles of Association, Schemes of Delegation, and Codes of Conduct.
- Lead on recruitment, induction, and professional development of Trustees, governors, and governance professionals.
- Oversee systems for board evaluation and commissioning of external reviews.

Compliance and Assurance

- Ensure all governance structures meet statutory and regulatory requirements.
- Maintain registers of membership, interests, and attendance, and ensure statutory policies and governance documents are published as required.
- Support the production of the Trust's Annual Report and Governance Statement.
- Ensure governance-related risks are monitored and included in the Trust risk register.
- Act as Company Secretary, advising on constitutional and procedural matters, and ensuring compliance with Companies House requirements.

Leadership and Management

- Lead and line manage the Trust's clerking team, including recruitment, deployment, performance management, and professional development.
- Plan for succession across governance roles and manage resources allocated to governance support.
- Responding to issues including high level concerns and complaints related to governance

Professional Development

- Maintain up-to-date knowledge of legislation, guidance, and best practice in school and academy governance.
- Engage with professional networks and undertake relevant CPD, modelling this commitment across the governance function.
- The Job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the CEO appropriate to the remit.
- The health and safety at work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for health and safety and welfare of him/herself and other employees in accordance with legislation.

The above duties may involve access to information of a confidential nature, which may be covered by GDPR, and by Part 1 of schedule 12A to the Local Government Act, 1972, Confidentiality must be maintained at all times.

This role is subject to an enhanced DBS check

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

Lead Governance Professional

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> GCSE English & maths or equivalent 	<ul style="list-style-type: none"> Related governance qualifications
Experience/ Knowledge	<ul style="list-style-type: none"> Extensive knowledge of governance law, structures, policy and practice which apply in an Academy Trust structure Awareness of current issues and thought leadership relating to the governance of schools and academy trusts Understanding of charity law and governance in other sectors 	<ul style="list-style-type: none"> Extensive knowledge of the school's system
Skills	<ul style="list-style-type: none"> High level communication and IT High level strategic planning Decision-making based on intelligent assessment of risk and benefits Interpersonal/relationship building/stakeholder engagement skills Leadership and line management: planning and coordinating the work of others 	
Personal Attributes	<ul style="list-style-type: none"> Personal integrity and commitment to the principles of public life Respecting confidentiality Confidence and influence at a senior level Can manage and make decisions independently Ability to lead by example, coach, motivate and inspire others Agile thinker Calm and resilient under pressure Commitment to CPD and modelling this to others Act as a role model in line with the Trust's values 	
Values	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children Commitment to Trust and its school's aims and values Commitment to continuous personal development 	

	<ul style="list-style-type: none">• Honest and reliable, displays integrity and commitment to the Trust• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family	
--	---	--

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders

The Collaborative Leader:

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities - working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trustr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
c/o Lynsted & Norton Primary School
Lynsted Lane
Sittingbourne
Kent
ME9 0RL
Company No: 10842747