

# GOVERNANCE PROFESSIONAL

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## VACANCY

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## 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](http://www.ocmat.org.uk) or contact Trust HR: [trusthr@ocmat.org.uk](mailto: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: Governance Professional

Grade: Kent Scheme E (KSE)

Salary: £6,952 pro rata (£29,167 FTE)

Hours: 10 hours per week, term time only

This is a fabulous opportunity for a dedicated and organised person to join the school team Our Community Multi Academy Trust (OCMAT). We are seeking to appoint an enthusiastic and experienced Governance Professional to join the school's successful and supportive team. This role may be particularly suitable for individuals with experience in school or academy governance clerking, as well as those working in executive assistant, company secretarial, compliance, legal, or governance roles who are looking for a new challenge however we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

OCMAT is a primary-only Multi Academy Trust comprising 10 schools across Kent.

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

## We can offer you:

- The opportunity to work in an excellent Trust 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 and governors
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have excellent organisational and communication skills.
- Be highly organised, with the ability to manage competing priorities and deadlines.
- Have experience in governance, administration, PA, executive assistant, company secretarial, compliance, legal or a related role.
- Be confident using digital systems and technology.
- Be able to work independently and use initiative.
- Demonstrate professionalism, accuracy, discretion and confidentiality at all times.
- Have an understanding of governance and compliance requirements, or the ability to develop this knowledge quickly.
- Be able to demonstrate that they can meet the requirements of the job description and person specification.

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 Berna Turner via email on [berna.turner@ocmat.org.uk](mailto:berna.turner@ocmat.org.uk).

# Job Description

**Reports to:** Chair of Governors / Trust Lead Governance Professional

**Location:** Hybrid (School-based attendance for governance and team meetings, with all other hours worked remotely).

**Hours:** 10 hours per week, term time only. (We welcome applications from candidates seeking the full 10-hour role or a 5-hour part-time position as part of a job share arrangement. School allocations will be proportionate to contracted hours.)

**Salary:** KR7 – £29,167 FTE. Actual salary approximately £6,952 per annum for the 10-hour per week position (or approximately £3,476 per annum for a 5-hour per week position, pro rata).

**Closing date:** 10 July, 9.00am

**Interview date:** 14 July 2026

## Description:

We are looking to appoint either one Governance Professional or two part-time Governance Professionals to provide a streamlined and professional governance service to our Local Monitoring Councils.

## Core Responsibilities

- Prepare agendas, reports and meeting papers in liaison with school leaders and Chairs.
- Attend Local Monitoring Council meetings and produce accurate minutes and action records.
- Provide governance advice on procedure, compliance and the Trust's Scheme of Delegation.
- Maintain governance records, training records and statutory documentation.
- Support governance compliance, including publication requirements, governor information and governance returns.

## A Modern Approach to Governance

The Trust is moving beyond the traditional administrative clerking model. We are looking for Governance Professionals who want to focus on strategic advice, governance quality and compliance rather than routine administrative drafting. Our Trust utilizes a bespoke, minuting platform specifically designed for the education sector.

- **Draft Minutes:** The minuting platform supports meeting administration by producing draft minutes and transcripts, enabling Governance Professionals to focus on quality assurance, compliance and governance advice.
- **Your Expertise:** You will act as the expert editor—reviewing, fact-checking and refining AI-generated meeting records and draft minutes, ensuring compliance with the Scheme of Delegation, and refining the "Challenge and Impact" sections.

## Time Commitment

The role is structured around 3 meetings per academic year for each school. OCMAT currently comprises 10 schools.

Most meetings take place in the evening (typically 4.00pm–5.30pm or 5.00pm–6.30pm), though some meetings occur during the school day.

Attendance Options: You will ideally attend meetings in person at school sites. However, where this is not possible, virtual attendance may be accommodated.

Flexibility is required during weeks when meetings take place, as attendance at meetings is an essential requirement of the role.

## Typical Time Commitment per School Meeting

- Preparation of agendas, papers and meeting documentation
- Attendance at the meeting and minute/note-taking
- Review and completion of draft minutes and actions

In addition to meeting-related work, Governance Professionals support the Trust Lead Governance Professional, Chairs and school leaders throughout the year by planning meeting cycles, maintaining governance records, monitoring compliance requirements, coordinating governor training, updating governor and GIAS information, supporting governance publications, following up outstanding actions, and helping ensure Local Monitoring Councils operate in line with the Trust's governance framework and Scheme of Delegation.

## Why Join Us?

- **OCMAT Family:** Be part of a successful, growing Trust with extensive support and opportunities.
- **Strategic Focus:** Focus on being a Governance Professional, not just a minute-taker.
- **Flexibility:** Manage your own schedule across your assigned schools.
- **Training & Support:** Ongoing support, training and mentoring from the Trust Lead Governance Professional, with opportunities to develop specialist governance knowledge.

## Key Requirements:

- **Experience:** Previous school or academy governance clerking experience is desirable. Applicants with PA, executive assistant, company secretarial, compliance, legal or governance experience from other sectors are also encouraged to apply.
- **Governance Knowledge:** An understanding of school or academy governance, or the ability to quickly develop knowledge of governance frameworks, statutory requirements and compliance obligations.
- **Systems-Savvy:** Tech-forward and comfortable using digital platforms to streamline governance workflows.
- **Strategic Support:** An efficient organizer who can stay ahead of statutory deadlines and meeting cycles.
- **Clarity & Precision:** A strong communicator who can distil complex discussions into clear, accurate records.
- **Reliable Autonomy:** A self-starter who thrives when working independently and can pivot as the workload evolves.
- **Trusted Advisor:** Dedicated to upholding the highest standards of professionalism, impartiality, and confidentiality

# 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 [trusthr@ocmat.org.uk](mailto:trusthr@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](http://www.ocmat.org.uk)



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