

LEADING LEARNERS

Guiding children to promising futures

Governance & Compliance Manager

Recruitment Pack

November 2026

Welcome from the CEO

Dear applicant,

I am delighted that you are interested in the role of Governance & Compliance Manager for the Leading Learners Trust. It is hoped that this application pack should give you all the information that you need to help you with the application process.

Leading Learners Multi-Academy Trust was founded by the leaders of Tyldesley Primary School in 2016, with the vision of providing a supportive platform for schools. We are currently a family of ten primary schools in the North West of England and West Yorkshire. As a trust we have achieved much over the last ten years, including ensuring that all of our children are taught in a safe environment and have opportunities to thrive.

Following a period of significant growth, this is a very exciting time for our organisation and we are seeking to appoint a Governance & Compliance Manager who will assist the Executive Team.

Outstanding governance and compliance support is essential to the continued success of Leading Learners and is an essential post, ensuring our ten schools remain as safe as possible and that the Trust complies with its statutory duties.

You will be responsible for a variety of tasks which will include the development and delivery of high-quality governance and administrative services to our Board, Local Governing Boards and Executive Team.

Welcome from the CEO

This role will play a crucial part in ensuring the efficient and effective operation of our governance and administration services, working collaboratively with the Executive Team, Boards and Headteachers.

To learn more about this post, please reach out to us at: enquiries@leadinglearnersmat.co.uk.

I look forward to hearing from you.

Yours sincerely,

Yvonne Brown

Yvonne Brown MBA, B.Ed(Hons), CMgr. MCMI
CEO Leading Learners MAT

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Job Description

Job Title: Governance & Compliance Manager
Salary Range: Grade 8, SCP 25-30 (£37,562-£42,123)
Hours of Work:

- 30-37 hours per week, 39-52 weeks per year
- Part-Time and Term-Time Only flexible working welcome
- Some evening work will be required to attend governance meetings

Reports to: CEO & CFOO
Start Date: January 2027

Benefits

- Local government pension scheme
- 26 days annual leave plus bank holidays, increasing to 31 days after 5 years service
- Salary sacrifice car scheme
- Cycle to work scheme
- Occupational Health
- Wellbeing programme
- Continuous CPD and training
- Hybrid (up to 3 days a week in schools) and flexible working availability

Core Purpose
To assist the Executive Team in the development and delivery of a high-quality governance and compliance service.

Key Responsibilities and Accountabilities
The post holder will be responsible for the below.

Trust Clerk and Governance Management:

- Act as a clerk to the Trust Board, Members Board and Chairs Group – ensuring agendas are prepared, meeting dates arranged, minuting meetings and monitoring actions and preparing minutes in a timely manner
- Prepare template agendas for all meetings
- Prepare terms of reference for all committees
- Ensure regular liaison with the CEO and Chair of Trustees to prepare agendas
- Manage relationships and communication with Members, Trustees and Local Governors
- Contribute to planning and service needs for specific projects i.e. Trust Board, Executive Team Meetings, GovernorHub utilisation and improvements
- Contribute to initiatives and guidance to improve Governance

Job Description

- Lead the relationship with the outsourced clerks for LGBs
- Provide support for the recruitment and induction of new Trustees and members
- Proactively improve governance through coordination of training and communications
- Develop and manage the policy log to ensure efficient management
- Deliver the role with a brief from the Executive Team, under minimal supervision

Providing Advice and Guidance:

- Be a point of contact for, provide support to, and maintain effective relationships with, members of LGBs, Members, Trustees and schools
- Support the development of governance structures and practice
- Advise on procedures and annual tasks/decisions
- Ensure compliance with GDPR, FOI and SAR requirements and maintain records of requests

Compliance:

- Ensure the Trust fully complies with all aspects of the Academies Handbook
- Liaise with Internal and External auditors to robustly manage risk
- Ensure statutory compliance of the Trust's web presence and have oversight of school website compliance, providing reports to schools
- Ensure compliance with and keeping record of GDPR, FOI and SAR requests
- Maintain accurate central records of data requests and sharing agreements
- Fully comply with Keeping Children Safe in Education
- Provide support to ensure audit recommendations are followed up promptly
- Provide support in maintaining the risk register

Administration and Record Keeping:

- Maintain central membership records, including terms of office, register of interests, training and attendance.
- Champion the governance communication portal, taking full ownership.
- Ensure publication of governance information on school/Trust websites.

Executive Support:

- Provide support to the Executive Team of the Trust
- Manage diaries, including booking appointments and providing preparatory support
- Manage Trust email inboxes, advising on any urgent matters
- Deal with correspondence and enquiries promptly and as required
- Organise meetings, conferences, and events (internal and external)
- Provide efficient administration assistance to the Executive Team
- Liaise with professional bodies, outside agencies, other schools and organisations to ensure best practice

Person Specification

The person specification below shows the key qualities, abilities, skills and experience we require in our new Governance & Compliance Manager. The selection panel will assess each candidate against these criteria. We are expecting candidates to demonstrate knowledge and understanding of each area and to show evidence of having applied (or awareness of how to apply) this knowledge in the school context.

The information you provide in your application form in the supporting statement must show how you meet the requirements listed in the person specification.

Skills and Knowledge	**Essential**	**Desirable**
Strong administrative and IT skills, with a working knowledge of Microsoft/Google applications	✔	
Experience	**Essential**	**Desirable**
Governance and clerking or relevant legal experience	✔	
Excellent listening, verbal and written communication skills	✔	
Able to organise your own time and work to conflicting deadlines	✔	
Experience of managing diaries, organising meetings and supporting an executive team	✔	
Educated to A Level or equivalent relevant experience	✔	

Education, Training and Qualifications	Essential	Desirable
Further professional qualification in clerking or business administration		✔
Personal Qualities	**Essential**	**Desirable**
Personal integrity and commitment to the principles of public life.	✔	
Able to build and maintain working relationships with colleagues and stakeholders across the Trust.	✔	
Have the ability to work proactively in a busy environment	✔	
Excellent communication skills, verbal and written	✔	
Have exceptional attention to detail	✔	
Ability to deal with issues with discretion and respect confidentiality	✔	
Excellent organisational skills	✔	
Supportive of the Trust's vision and ethos	✔	

Work Related Circumstances (including working conditions)	Essential	Desirable
The role will be hybrid with frequent travel between trust sites as well as attendance at occasional offsite meetings.	✔	
The role will include attendance at evening Board meetings	✔	
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment	✔	

Application and Selection

Please send your completed application form and your letter of application, no longer than two sides of A4 (font size 11) via email to **sonia.green@leadinglearnersmat.co.uk**.

In your letter please refer to and give examples of:

- The skills and expertise that you will bring to the role evidenced through examples of your successes to date
- How you meet the wider job description and person specification

Your completed application should be received by **5pm on Friday 27th November 2026.**

Interviews will be held on **Tuesday 8th December 2026.**

Leading Learners Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including satisfactory references and an enhanced DBS check.

Please do not hesitate to contact Sonia Green, Head of Operations at sonia.green@leadinglearnersmat.co.uk if you require any further information.



www.leadinglearnersmat.co.uk
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