

**VACANCY FOR LOCAL GOVERNANCE SUPPORT OFFICER**

**Salary:** Support – Grade 6, P7-12 (£25,584-£27,711 FTE)

**Hours of work:** 25 Hours per Week, Term Time (38 weeks per year)

We have a new opportunity for a proactive individual with a strong background in administration to join our growing team as a Local Governance Support officer. This new role will create additional capacity within the Governance function to support with wider projects as well as the clerk responsibilities for multiple schools. The successful postholder will need to commute between sites and will attend meetings in the evenings with the time given back during normal working hours.

**Outline of the role:**

* Providing confidential and highly efficient administrative and clerking support to Academy Councils (local school governing bodies) and the Governance Team.
* Have direct responsibility for up to 10 academies for all matters related to local governance.
* Support school and trust leaders with all aspects of arranging panels to review permanent exclusions and complaints.
* Ensure that all stakeholders have access to the relevant governance information, including access to trust information systems.
* To provide advice on governance, procedure and policy and ensure compliance with statutory requirements/guidance.

**The ideal candidate will have:**

* A good educational background including GCSE or equivalent in English and Maths
* Previous experience in an administrative role
* Experience of clerking/minute taking
* Excellent communication skills
* Strong organisational skills and be able to demonstrate experience of working within a timeframe and keeping to deadlines
* A valid driving licence and be able to travel to multiple sites across the trust

 For more information about the role please download the Applicant Information Pack below. If you would like to arrange to have an informal chat about the position please contact Sara Glennie, Governance Lead - [SGlennie@meridiantrust.co.uk](mailto:SGlennie@meridiantrust.co.uk)

Meridian Trust offers a wealth of fantastic benefits for teaching and support staff which are highlighted below but are not limited to –

* Support for mental health and wellbeing through our Employee Assistance Programme and other resources
* Cycle to work scheme
* Defined benefit local government or Teacher’s pension scheme
* Healthcare benefits including free eye test vouchers and flu vaccinations
* Free on-site parking
* Discounts on a wide range of benefits from everyday essentials to holidays

To explore our full range of benefits, please visit [https://www.meridiantrust.co.uk/jobs-and-training/benefits/](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.meridiantrust.co.uk%2Fjobs-and-training%2Fbenefits%2F&data=05%7C02%7CSLaycock%40meridiantrust.co.uk%7Ca352bb0effe948310ea208dd087b2d92%7Ce1d9b82998164c549d9cade2d8e3aa6e%7C0%7C0%7C638676047367269490%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=gQoV3GFfx%2FZefYF4Z1heNkUAlvsyFlfwFTP4sj%2BPkU8%3D&reserved=0).

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.  The Trust currently operates 30 schools across Bedfordshire, Cambridgeshire, Peterborough, Lincolnshire and Northamptonshire and has forged strong links within all these communities. We are committed to high quality professional development and career opportunities for all staff.  To find out more about the Trust, please visit: [www.meridiantrust.co.uk](http://www.meridiantrust.co.uk/)

 Closing date for applications is: Friday 28th February 2025

Interviews to take place: Week beginning 10th March 2025

The Trust is committed to diversity and inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as online searches.***