



**Resilience
Multi Academy
Trust**

Governance Officer Recruitment Pack





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Welcome

Thank you for your interest in the role of Governance Officer at RMAT. I am delighted that you have chosen to find out more about this role.

RMAT's mission is to generate social mobility and improve the life chances of our children and young people through providing excellent educational experiences. This has led to all our settings being rated good or outstanding.

Our values of Aspiration, Resilience and Empowerment underpin our mission and inform our key strategic goals that we are committed to achieving in our strategic plan. We want our young people to aspire for their future success, to inspire our staff to be leading professionals and lifelong learners and for our organisation to build a reputation for achievement amongst the best multi academy trusts.

Resilience is at the heart of RMAT. It allows us to build confidence within our young people, allowing them to persist in the face of setbacks and to enable our staff and students to demonstrate adaptability and positivity as core characteristics. We also want to empower our young people to succeed in life regardless of their starting point by providing an excellent education. To achieve this, we trust our staff as self-determining professionals and ensure the fundamental conditions for success by providing well ordered, well resourced, professionally supported academies.

Our new Governance Officer will support our Local Review Boards and the Trust Executive in maintaining the highest quality governance and data protection across RMAT, helping to develop seamless reporting whilst working to high ethical standards ensuring that RMAT complies with the Academy Governance Code and the Nolan Principles. They will assist the induction and training of new members of Trust Governance whilst contributing to succession planning.

We hope our mission resonates with you and you look forward to playing a leading role in our future. Our HR Team will be delighted to talk to you about your skills and experience and I hope you will discover that we are the right choice for your next step



Saira Luffman
Chief Executive



Established in 2014, RMAT has evolved into a vibrant community of six academies and an independent alternative provision, each celebrated for their unique strengths and achievements.

BBG Academy: This academy is consistently oversubscribed, showcasing outstanding community engagement and academic performance that surpasses the national average.

Brayton Academy: Proudly retaining its Outstanding status from a recent Ofsted inspection, Brayton Academy demonstrates high performance and above-average outcomes since joining the Trust.

The Southway Independent School: Recognised for enhancing opportunities for young people, this school holds a "Good" rating from Ofsted as of 2022.

The Featherstone Academy: Our smallest secondary academy has shown remarkable growth and is now full in Key Stage 3. It holds a "Good" rating from Ofsted.

UTC Leeds: Joining RMAT in September 2023 after a long partnership, UTC Leeds was judged "Good" by Ofsted in January 2023. It received "Outstanding" ratings for Behaviour and Attitudes and Sixth-Form Provision, making it one of the highest-performing UTCs in the country.

Churwell Primary Academy: The latest addition to our family, Churwell Primary Academy marks an exciting new chapter as we welcome our first primary school.

Central Services Team: Providing robust support to our academies, our Central Services Team ensures that students and staff have access to modern, fully functional technology through significant investments in ICT.

Estates Team: Collaborating with Academy Principals and Premises Teams, our Estates Team implements a comprehensive estates strategy. Successful CIF bids have led to substantial improvements, and our transition to Schools Capital Allocation further enhances our infrastructure capabilities.

Finance Team: Our Finance Team works closely with academies to manage budgets effectively. With an experienced Procurement Manager overseeing high-value, complex procurement, RMAT's strong financial position allows us to support individual academies through an extensive capital programme.

School Improvement Team: Our dedicated team works collaboratively to continuously enhance the quality of education for students across the Trust's academies.

HR Team: Providing expert support for both strategic and operational HR issues, our HR Team ensures the smooth operation of our academies. The RMAT Company Secretary guarantees robust governance and compliance, bridging the gap between the RMAT Executive and the Trust Board, while also overseeing data protection.



About the role



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This is a fantastic opportunity to support the development of Governance across RMAT.

If you seek a role collaborating with a successful team that prioritises young people, we believe this is the opportunity you have been waiting for.

As Governance Officer, you will support the vision to ensure our continued success and growth. You will hold and articulate clear personal values and a moral purpose, focused on providing the best possible education for the students you serve. You will embody the Nolan Principles and demonstrate integrity, creativity, resilience, and clarity, drawing on your scholarship, expertise, and skills, as well as those around you.

You will be enthusiastic and inspiring, bringing energy to drive RMAT in the maintenance of an effective governance and data protection framework in a growing trust.

You will help ensure the governance strength of RMAT is maintained and enhanced, allowing RMAT to achieve its strategic aims and objectives. You will champion our people, advancing the employer of choice agenda amid national challenges in recruitment and retention.

To be successful in this role, you will need to demonstrate the ability to be an effective governance professional with a background in education services. You will need to evidence your personal impact and credibility.

You will demonstrate confident personal behaviour and be comfortable establishing relationships at pace with all stakeholders and our local and regional partners. Your credibility will allow you to hit the ground running with experienced education professionals. This is a fantastic opportunity to build your profile in a nationally known trust and positively influence the lives of thousands of young people and their families.



Job Description



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Job Title:	Governance Officer
Grade:	SCP 13-17 (Pro-rata)
Hours:	37 hours per week, Monday to Friday, Term Time Only
Flexible working:	Scope to work remotely 4 days per week by agreement.
Responsible to:	Head of Governance

Main purpose:

To support the Head of Governance to implement and support the highest quality Governance across the Trust including reporting from and to Principals, Local Review Boards (LRBs), working parties and contribute to a strong assurance and accountability framework ensuring the Trust complies with all regulatory requirements.

To work to high ethical standards ensuring integrity in all aspects of delivery.

Main Responsibilities:

- To understand the Trust's Governance Framework including its governance structure, constitution, procedures, scheme of delegation and other key documents in order that governance across the Trust is delivered in accordance with the same.
- To contribute to the Trust complying with all its statutory and other obligations including those required by legislation, the DfE, ESFA and Charity Commission.
- To contribute to the recruitment, induction and training of Members, Trustees and LRB members as directed by the Head of Governance.
- To support the Chairs and members of LRBs by servicing and clerking all meetings of LRBs and any working party, and providing advice, timely and well-structured papers and the taking of minutes, including panels to consider the suspension or permanent exclusion of a student, or complaints.

Governance Framework:

- Contribute to the annual governance planner in conjunction with the Head of Governance and others.
- Be responsible for the organisation of all LRB meetings and any working parties relating to the same. To include setting agendas with chairs and principals, taking and distributing minutes in a timely manner and providing advice to the chairs of meetings.
- Develop and maintain strong working relationships with Principals, LRB Chairs and members.
- Support the annual evaluation of LRB members.
- Understand the Trust's governance structure, constitution, procedures, and delegations including the Governance Code of Conduct.

Memberships and Communication:

- Assist the Head of Governance with the annual skills audit of Trustees and LRB members.
- Assist the Head of Governance with succession planning for the recruitment of new Members, Trustees and LRB members.
- Assist the Head of Governance with the induction and training of new Members, Trustees and LRB members.
- Advise LRB members on governance matters, e.g., Selection of Chairs, election of Vice-Chairs, appointment of parent and staff members of the LRB.

Conflicts of Interest:

- Assist the Head of Governance with the maintenance and management of the register of Trustees.
- Assist the Head of Governance with the collection and declaration of interests.

Compliance and Regulation:

- Assist the Head of Governance to ensure the Trust complies with relevant legislation and statutory obligations.
- Assist the Head of Governance and HR with DBS and other checks for all members of Trust Governance.
- Maintain the Trust policies schedule as part of the Governance business cycle.
- Ensure publication of Governance information including on Get Information About Schools and Trust and Academy websites.
- Support LRB members, Principals and the Executive where required with Ofsted or other external inspections.

Data Protection Responsibilities:

- Work with internal stakeholders as directed by the Chief Operating Officer or Head of Governance on data protection.
- Assist the Head of Governance to ensure compliance with the Trust's Records Management and other policies.
- Respond as directed by the Chief Operating Officer or Head of Governance to Freedom of Information and Subject Access Requests.

Clerking and support:

- Maintain accurate and complete records of LRBs including memberships, agendas, minutes and accompanying papers.
- Prepare LRB agendas and report templates and manage communications with colleagues to ensure papers are produced in an accurate and timely way.
- Be responsible for the preparation, delivery, and clerking of LRB meetings and committees.
- Take accurate minutes of LRB meetings in line with good practice, summarising key points of discussion/action, highlighting agreed actions in a timely manner to prompt delivery.
- Provide advice, guidance, and clerking for all LRB panel work including suspensions, permanent exclusions, and parental complaints.

Other responsibilities

- To participate in professional and personal development programmes as required, including training and performance review.
- Demonstrate a flexible approach to undertaking tasks and responsibilities.
- To appreciate and support the work of other professionals.
- To contribute to the overall ethos/work/aims of the Trust.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person within each establishment.
- To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to the Chief Operating Officer.
- To support the Trust's Diversity, Equality and Inclusion Policy.

Any Special Conditions of Service:

- There is a requirement to work across all the academies within the Trust. The Central Services Team base is currently at The Featherstone Academy, Pontefract.
- The post is full time, 37 hours per week, term time only. There is also scope to work remotely four days of each week dependent upon need, with the permission of the Head of Governance or Chief Operating Officer.
- The post involves a need to work flexibly, attending meetings in the evening across the trust.
- There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) check along with all other statutory employment checks deemed appropriate.



RMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, contractors, and visitors to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service and other statutory checks.

Qualifications:

Essential

- English and Maths GCSE at grade 4/C or above or equivalent
- Full driving licence

Desirable

- Continuing CPD

Experience:

Essential

- Administration Experience including coordinating with key stakeholders and taking minutes

Desirable:

- Experience of preparing meeting agendas and papers.
- Experience of establishing relationships with stakeholders
- Experience of organisation and administration of meetings/conferences
- Experience in an educational / charity / governance setting

Skills and Practice:

Essential

- The ability to analyse, problem-solve and anticipate issues.
- Confidence to advise LRB Chairs and Academy Principals even in difficult, contentious, or challenging circumstances.
- The ability to take accurate minutes and maintain comprehensive records.
- Excellent planning and organisational skills.
- The ability to communicate clearly and effectively both verbally and in writing.
- The ability to work flexibly to take account of differing priorities.
- Interpersonal skills and the ability to work well with people at all levels
- Experience of Microsoft Office & Adobe

- The ability to touch type or willingness to learn
- Teamworking skills

Desirable

- Highly effective influencing and enabling skills
- Recent relevant in service training.

Knowledge and Understanding:

Essential

- The ability to plan ahead.
- A long-term orientation and futures focus.

Desirable

- Knowledge of strategic planning.

Values and Behaviour:

Essential

- Understanding the importance of maintaining independence and the ability to do so.
- The ability to do the right thing – even in the most challenging of circumstances.
- The ability to be open minded and provide accurate, honest and constructive advice and guidance.
- The ability to work flexibly and to be equally adept at working on your own and as part of a team.
- Willing and able to travel to sites across the Trust and to flex working hours to attend meetings that may take place of an evening during school holidays or the occasional weekend.

Desirable

- Understand the principles of public life and core values of trust governance.

Other Requirements:

Essential

- The post holder will be required to travel across all RMAT sites and therefore must be willing to travel and have access to their own reliable transport.

How to apply



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Equality Act 2010

We have specified that you need to be a driver with access to your own vehicle as an essential criteria of the post. This is as a result of the geographical layout of the trust. The use of public transport may not always be practical to visit our academies and undertake the requirements of the role.

However, we are happy to have a discussion with candidates who may need RMAT to consider any adjustments in accordance with the Equality Act 2010. If this applies to you please contact HR to arrange a confidential discussion.

To apply

To discuss this role in more depth, please contact the Head of Governance in the first instance to facilitate your discussion. Please email jparker@rmat.uk

To apply you will need to complete the application form which can be found on our website at www.resiliencemat.uk/vacancies.

You should ensure that you provide a supporting statement which outlines your experience in relation to the job description and person specification.

Completed applications must be returned to recruitment@rmat.uk

Closing date for applications: Tuesday 25 March 2025 at 9.00am

Interviews: Tuesday 1 April 2025

Please note dates are indicative and subject to change.

All applications will be acknowledged.

Resilience Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, visitors and contractors to share this commitment. Shortlisted applicants will undergo relevant checks in line with statutory guidance and all appointees will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

We look forward to hearing from you