



LEARNING TRUST

Standing Together, Learning Together



Candidate Information Pack Governance Professional

Closing Date: 19th February 2025 at 12.00 p.m.
Interviews to be held on Tuesday 25th February 2025



Golborne Community
Primary School



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence



Standish Community
High School
Outstanding!



Chief Executive Officer: Neil Moore

It is with great pleasure that I introduce you to Mosaic Learning Trust and I hope this information will enable you to decide on your suitability to join our journey and become part of our growing team. As a Trust, we are determined to challenge our students inside and outside the classroom to strive for individual excellence and to achieve the highest academic standards. Our Trust is committed to supporting every student to develop to their full academic potential whilst experiencing a wide and exciting range of opportunities to equip them with the skillset for a successful future as rounded, mature and confident members of modern society.

I am very proud of the Trust, its students, staff and Trustees. Education at Mosaic provides much more than exam excellence. It aims to develop and nurture our children to take their place as caring and confident young people in the outside world. Our staff have opportunities to engage in high quality Continuous Professional Development and all staff have access to our supportive, well-being packages. We would like to invest in the long-term career of an exceptional candidate and would welcome visits from prospective applicants.

Who we are:

The Mosaic Learning Trust was established in 2017. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.

At **Standish Community High School**, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.

At **Golborne Community Primary School**, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

What are the Benefits of Working for the Mosaic Learning Trust?

At the Mosaic Learning Trust, we understand that investing in our staff is the best investment for our students and offer a wide range of strategies to help our teachers and support staff to be highly effective in their roles. The Trust offers:-

Salary

We offer competitive salaries for teaching staff in line with the School Teachers Pay and Conditions Document. We also offer competitive salaries to school support staff on an incremental salary scheme, paid according to agreed pay grades using national spinal column points. You will receive an increment on 1st April each year, or when you have completed six months service if appointed between October 1st and March 31st, until you reach the top of the band within your pay scale.

Pension

The Trust offers access to a substantial contributory pension scheme in line with the Teachers Pensions and Local Authorities.

Generous Holidays

Employees have a statutory right to 28 days paid holiday a year including bank holidays, the Trusts' minimum entitlement for support staff is 35 days (including bank holidays) increasing to 40 days (including bank holidays) after 5 years' continuous local government service.

Wellbeing

We are committed to supporting the physical and mental wellbeing of our staff. We offer occupational health services, Schools Advisory Service (SAS) – wellbeing services, an employee assistance program, free flu vaccinations, eye care, discounted local gym memberships and we are a part of the cycle to work scheme.

Trust 'Inset Days'

The Trust offer additional inset days to give staff non-contact time for additional training, CPD, preparations, department time, leadership time etc.

Learning and Development

Learning and Development is essential to the success of the Trust and will help us meet our objectives and address the challenges we face over the coming years. This is an on-going process and one which should therefore be continuous throughout the year. There are many opportunities in the course of day-to-day work for learning and development to take place and service-specific training is provided appropriate to the needs of the job.

We also have an e-learning portal, through the National College which provides employees with access to a range of on-line courses and resources at a time that suits you; designed to help you enhance your professional development and refresh your learning, with new courses being added regularly.



23rd January 2025

Dear Applicant,

Governance Professional – 30 Hours Per Week – Term Time Plus One Week

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process

The Mosaic Learning Trust are looking to appoint a permanent Governance Professional to commence employment **as soon as possible**.

This is an exciting opportunity for an enthusiastic, self-motivated and highly organised person interested in full school governance.

This role will be based at the Trust head office at Standish Community High School; however as we are part of Mosaic Learning Trust, there will be occasions when you will be required to work at other schools within the trust. You will also be required to work out of hours to support key events such as Governors' and Trustee's meetings, for which time off in lieu would be given.

You can also apply by filling in the application form on the [mynewterm](#) or the Trust's application form found [here](#) on our website or on the [GreaterJobs](#) website, return this to recruitment@mosaicmat.net. Late applications will not be considered.

Applications will be considered as soon as they are received, the closing date will be Wednesday 19th February 2025. Interviews are scheduled to take place on Tuesday 25th February 2025.

We would be delighted to arrange a visit or call me to discuss the position in more detail.

Yours faithfully,



Miss R Atherton
Trust H.R. Manager

JOB DESCRIPTION

INTRODUCTION	
Post Title:	Governance Professional
Status:	Permanent
Job Overview:	The purpose is to provide an effective full governance support service to schools, Boards of Trustees, Members and Governing Bodies, working as part of the Business Support Team. The Business Support Team is a multi-functional team providing specialist and expert support to our schools.
Line Management:	Reporting to – CEO Responsible for – No line management responsibly.
Liaising with:	CEO, the central Trust Team, School Headteacher and Senior Leadership Teams, Chairs of Boards and Governing Bodies.
Working time:	Term-time plus 1 week contract. 30 hours per week, working hours/pattern can be negotiated i.e. increase over 30 hours per week, flexibility will be essential for covering different aspects of the role (some evening work will be required to attend at meetings).
Salary /Grade:	Grade 6 (SCP 14 to 20) £28,624 to £31,568 full-time/full year equivalent Actual salary £20,050.25 to £22,125.04
Disclosure Level	Enhanced
Conditions of Employment	No holidays are permitted during the 190-day teaching year.
1. Key Responsibilities	
<ol style="list-style-type: none"> 1.1. Co-ordinate the work of the Boards of Trustees and Members by providing an efficient clerking and support service. 1.2. Co-ordinate the work of the Mosaic Learning Trust Governing Bodies by providing an efficient clerking and support service. 1.3. Carry out the duties of Company Secretary for the Mosaic Learning Trust. 	
2. Governance Professional	
<ol style="list-style-type: none"> 2.1. Act as Clerk to the Board of Trustees and the Mosaic Learning Trust Local Governing Bodies, including the preparation of agendas and reports, attendance at meetings of the full Boards and their sub-committees, taking minutes and arranging follow-up actions with those responsible, ensuring that timescales are adhered to. 2.2. Act as Clerk to the Mosaic Learning Trust Members, including the preparation of agendas and reports, attendance at meetings and taking minutes. 2.3. Provide input for CEO / CFO / Headteacher reports and Headteacher briefings for Governors and Trustees. 2.4. Support the recruitment and induction of Board and Governing Body members, ensuring that the administration processes are adhered to. 2.5. Co-ordinate and signpost training and development opportunities for Trustees and the Mosaic Learning Trust Local Governors 2.6. Advise the Board of Trustees, Local Governors and CEO on matters of school governance, obtaining legal advice as required. 2.7. Ensure the Board of Trustees and Local Governors carry out their responsibilities in line with Trust Governance Handbook and Academies Handbook. 	

- 2.8. Maintain a register of business interests for Members, Trustees and Local Governors and bring any conflicts of interest to the attention of the Board of Trustees.
- 2.9. Maintain governance information for schools and Trust on GIAS.
- 2.10. Provide administration for the Trust Business Continuity and Emergency plans.
- 2.11. Ensure governance information is up-to-date on Mosaic Learning Trust and school websites.
- 2.12. Provide support and guidance to the Chairs at meetings.
- 2.13. Undertake research and provide briefing papers for Trustees and Governors on changes in legislation affecting the school.
- 2.14. Ensure all Members, Trustees and Local Governors have an enhanced DBS check, checks to be applied for within 21 days of appointment.
- 2.15. Act as Clerk for Trustee or Local Governing Body panels relating to staff pay appeals, parental complaints, staff discipline, staff grievance, redundancy, staff attendance.
- 2.16. Co-ordinate and action any complaints received by the Trust.

3. Company Secretary

- 3.1. In conjunction with CEO and CFO, prepare Trust annual report for submissions to ESFA and Companies House.
- 3.2. File documents and accounts at Companies House within correct timescales.
- 3.3. Ensure that the Board of Trustees acts within its powers and decisions are communicated and notified to the relevant bodies, principally the DfE and ESFA.
- 3.4. Ensure the Trustees are aware of their responsibilities in compliance, policy development and record keeping.
- 3.5. Provide advice to the Board of Trustees, Members and Governors on changes in legislation which may affect the governance of the Mosaic Learning Trust.
- 3.6. Prepare information for Trust annual report and termly newsletters.
- 3.7. Ensure governance information is available on Mosaic Learning Trust and the school websites and is kept up-to-date.

4. Policy Development

- 4.1. Ensure all Trust/school policies are regularly reviewed and approved by Trustees, or the Local Governing Body as required.
- 4.2. Ensure statutory requirements for the publication of policies on the Trust/school website are adhered to.
- 4.3. Lead in the development of the Trust suite of policies.

5. Additional Duties

- 5.1. To work collaboratively within immediate team and the wider school community.
- 5.2. To be fully committed to the safeguarding and promotion of welfare for all young people.
- 5.3. To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
- 5.4. To undertake any other duties as may be required from time to time by CEO, CFO or Headteachers.

SIGNATURES

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the CEO / Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed
(Governance Professional)

Signed
(Chief Executive Officer)

Dated
(Governance Professional)

Dated
(Chief Executive Officer)

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION GOVERNANCE PROFESSIONAL

	Essential	Desirable
Experience		
Experience working within a professional office environment.		Y
Experience of supporting governance within a statutory or professional environment.		Y
Experience of producing meeting papers and minutes in a statutory or professional environment.		Y
Experience of developing, communicating and successfully implementing guidance and procedures.		Y
Experience of working within the education sector.		Y
Training & Qualifications		
5 A* to Cs at GCSE, including English and Maths.	Y	
A degree qualification or equivalent (preferably in a related field e.g., English, Marketing/Communications, Public Relations, Company Governance or Journalism).		Y
Evidence of continuous professional and or personal development.	Y	
Knowledge & Understanding Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Ability to manage meetings both in person and through video conferencing and to distribute all papers for meetings to all participants electronically or in hard copy as required by individuals.	Y	
Ability to build effective working and professional relationships with colleagues at all levels, school staff, Members, Trustees, Local Governors, and other key stakeholders.	Y	
Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector.		Y
Ability to maintain strict confidentiality in all matters.	Y	
Ability to work effectively to regular deadlines and manage contributions from others.	Y	
Personal Skills, Abilities and Competencies Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Excellent verbal and written communications skills.	Y	
A keen eye for detail.	Y	
Be self-motivated, flexible, and adaptable.	Y	
Ability to work independently, without direct supervision and as part of a team.	Y	
Have excellent organisation and communication skills with the ability to multi-task and prioritise workloads.	Y	
Computer literacy - Word, Excel, PowerPoint, Outlook, Adobe Acrobat	Y	
Personal Qualities		
Integrity, professionalism and diplomacy	Y	
Tact and a sense of humour	Y	
A personal and friendly nature	Y	

Application		
Accurate completion of application form	Y	
Supporting Statement which addresses person specification, evidence in letter and application	Y	
High standards in spelling and writing	Y	
Legal Issues		
Legally entitled to work in the UK	Y	
Enhanced DBS Clearance	Y	
Valid UK Driving Licence, access to a vehicle with business insurance		Y



Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Rachael Atherton, Trust HR Manager, who will arrange a suitable time: 01257 422265.

Application process:

To apply, please use the mynewterm application form or the Trust Application form found on the Greaterjobs, or Trust website and return to recruitment@mosaicmat.net.

Advertising date: 23rd January 2025
Closing date: 19th February 2025 at 12.00 p.m.
Short listing: 19th & 20th February 2025
Interview date: 25th February 2025

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

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 and adhere to the school's child protection policies and procedures ([link to policies](#)). Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website www.mosaicmat.net

When completing your mynewterm or Trust application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.

