



Trust Lead for Governance/Compliance

Salary banding – Grade 7: FTE £39,507 - £44,174 (40 hours per week/52 weeks per year)

Flexible working hours to be agreed with the successful candidate (Full Time and Part Time Working Arrangements available)

Reporting to CEO

About NSAMT

You will be working with a pioneering group, Nishkam Schools Multi Academy Trust (NSMAT), in the top 20 performing Multi Academy Trusts in the UK. NSMAT is a Sikh ethos, multi-faith Multi Academy Trust nurturing pupils of all faiths and beliefs. The core of Nishkam education is the triple pursuit of academic excellence, creating a community that supports children and nurturing a strong values-led approach to life. Pupil outcomes are generally in the top quintile across most stages. Progress 8 scores are in the top 3% of the UK. NSMAT currently operates six free school academies in five cities in the UK.

Job Purpose

Responsible for ensuring high standards of governance across Nishkam Schools Multi-Academy Trust (NSMAT), including administration and support of the Trust Board and its subcommittees, including the individual Local Advisory Boards.

Responsible for the coordination and accurate record keeping of the Trust Board and related subcommittees, providing regular information and training to Chairs and other members as required.

Both managing the Trust Governance Professional and directly minuting some Trust/Governance meetings to ensure efficient administration is in place to support the delivery of the Trust Governance.

Responsible for ensuring compliance with, and providing advice on, policy, legal and statutory requirements, good corporate governance policies and procedures, and constitutional matters as needed.

The postholder will fulfil the duties of the Company Secretary.

Main duties

Strategic Leadership & Support; advise the Trust Board and local advisory bodies (LABs) on governance matters, ensuring alignment with the MAT's vision and strategy. Support the Chair of Trustees and CEO in governance planning and evaluation. Lead on governance aspects of trust growth, mergers, or rebrokering.

Compliance & Regulation; ensure compliance with: Academy Trust Handbook, Companies House and Charity Commission requirements, Ofsted governance expectations, Maintain a central record of: Trustees and governors, Conflicts of interest, Attendance, Oversee statutory reporting (e.g., governance statements in annual reports).

Training & Development; develop and deliver a governor induction and training programme, Identify skills gaps and organise CPD (Continuing Professional Development), Foster a culture of reflective practice and self-evaluation.

Governance Structures & Processes; Ensure governance structures (e.g., Scheme of Delegation, Terms of Reference) are fit-for-purpose and regularly reviewed., managing clerk to LABs, coordinate and support Trust board and Finance committee meetings, including: Setting agendas, preparing papers, taking minutes for the board meeting, oversee governance reviews and audits where required.

Policies and Compliance; Develop and maintain a schedule of both statutory and non-statutory policies and documents and facilitate their timely and accurate review with the support of the Leadership Team. Ensure all governance documentation is kept up to date with legislative and statutory requirements. Identify statutory and mandatory training to be undertaken at all level at the Trust and monitor its completion. Work with Trust Executive to ensure that the Trust's policies and risk registers are kept up to date and reflect changes in legislation. Ensure all policies and statutory information are published on the website

Communication & Liaison, Act as a link between the Trust Board, LABs, and executive leaders. Cascade key messages and policies efficiently across the trust. Coordinate information flow from schools to governance bodies.

Safeguarding & Risk; Ensure governance has appropriate oversight of Safeguarding, Risk management, Health & safety, financial controls.

Person Specification

Qualification Criteria

- Right to work in the UK
- Qualified to degree level or equivalent

Knowledge and Experience

- have a strong understanding of the education sector (ideally with direct school governance experience) and the impact of how good governance impacts outcomes for pupils
 - An understanding of activities required in an academy trust Education, charity and company law, the framework for trusts and a range of compliance
- have the relevant skills to ensure effective meeting management, and be able to prioritise conflicting demands
- have proven experience of stakeholder relationship management, and be comfortable fostering relationships with school and regional staff at all levels
- Demonstrate a strong understanding of the principles of governance within a Multi Academy Trust and Local Governing Bodies
- Demonstrate knowledge and experience of clerking to local advisory boards Previous experience of line management of Clerks
- Demonstrate efficiency and diligence.

Specific Skills

- Excellent oral communication and interpersonal skills
- Demonstrate a track record of building and maintaining external and internal relationships
- Demonstrate high level of documentation and keeping to timeframes– ability to write accurately, clearly and concisely
- Fully computer literate, with experience of data handling and standard office software (Word, PowerPoint, Excel)
- Can be flexible with working hours with mutual agreement

Personal Characteristics

- Personal vision is aligned NSMAT's high aspirations and expectations of self and others
- Have an analytical approach to problem solving.
- Excellent attention to detail and planning
- Able to work with initiative, prioritising and managing workload whilst ensuring deadlines are met



- Presentable strong team player that is self-motivated, reliable, trustworthy, conscientious, and able to work well with others
- Capable of learning new skills quickly

Other

- Most meetings to be based in Birmingham, however occasional travel to other schools in the Trust would be required. A driving license is essential.
- This post is subject to an enhanced Criminal Records Bureau disclosure.