

Governance Professional (Trustees and Members)

DDAT Central Team

Closing date: Sunday 20th July 2025

Provisional interview date: Thursday 24th July 2025



Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential. Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)



Working for DDAT

Governance

DDAT values local accountability through a Local Academy Committee. In the circumstances where a school is less than good, DDAT will take responsibility for governance and work to quickly rebuild the capacity of leaders at all levels so that the school regains aligned autonomy.

Curriculum

All DDAT schools follow the National Curriculum and supplement it with a vast range of extra-curricular activities which bring learning to life for all pupils.

Terms and Conditions

DDAT aims to ensure consistency of terms and conditions at the time of conversion and also for new staff joining after conversion. As such all staff should be treated no less favourably than they would within a LA school whilst working for DDAT.

External Partners

DDAT works closely with external partners such as Local Authorities, Universities and other Trusts. DDAT broker support across church and community schools and purchase services from a range of providers, including the LA, in the best interest of the school. DDAT encourages full involvement with other schools and regional initiatives.

Support

DDAT provides business, legal, finance, building, HR and governance support through a hub team. Our schools are only one call away from the help they need.

School Improvement

All schools receive a minimum of six visits per year from one of our own team of school improvement professionals. All of our own team undertaking these minimum visits have experience as Head Teacher, Local Authority Adviser/Partner and Inspector on behalf of Ofsted. Additional school-school and system-wide support is actively encouraged with other DDAT schools, the diocese, one of our many partners, or a proven partner identified by the school. Our diocesan team also includes people with considerable experience of Church school inspection.

Continuous professional development (CPD)

DDAT believe that all staff should continue to grow as professionals and as people. Our ethos of working to fulfil every individual's potential applies to staff as well as to pupils.

DDAT staff are involved in a continuing process of improvement and we are committed to fostering a positive belief and practice in continuous learning. Continuing Professional Development (CPD) is an important way of motivating and developing our staff and a carefully planned programme of DDAT CPD improves standards, raises morale and assists with recruitment, retention and succession planning.

All those involved in our school community will have an entitlement to equality of access to high-quality induction and continuing professional development. The focus of DDAT CPD is on improving standards and the quality of teaching and learning.

To see our current CPD opportunities visit: [Upcoming Events – DDAT](#)

DDAT aspire to be the employer of choice for our staff. The diocese has high aspirations for our schools and the pupils in their care as evident in our vision. For more information about DDAT and working in our diocese please visit:

- [Derby Diocesan Board of Education \(anglican.org\)](#)
- [Home - DDAT](#)

Advert

An exciting opportunity has arisen for a Governance Professional to join Derby Diocesan Academy Trust's (DDAT) Central Team.

Reporting to the Chair of the Trust Board/CEO, the Governance Professional will act as the Trusts company secretary, supporting effective governance for the Trust board and Members and working closely with the Governance Lead (Local Governance). They will advise on Trust Board constitutional and procedural matters.

DDAT is a Multi Academy Trust that oversees and supports schools across Derbyshire and Derby City. Established in 2014 by the Diocese of Derby, DDAT is committed to providing high quality education for all children in their academies based on clearly established Christian values and principles.

The successful candidate will:

- Have a proven track record in a similar role, with at least 5 years working in Governance
- Demonstrate proven success in building effective partnerships and links including with central government, schools, local authorities, and contractors to maximise networks and opportunities
- Display well-developed presentation and writing skills, and confidence with public speaking
- Be able to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust
- Demonstrate the ability to work on own initiative and within a busy and effective team, meeting agreed deadlines

In return, DDAT will offer you:

- An opportunity to work as part of a supportive team and empower you to further develop the Trust.
- A competitive salary and LGPS pension contributions.
- Ongoing high-quality professional development opportunities.
- Hybrid working with the opportunity to work from the office in Bakewell, home and the DDAT schools across the Trust.
- Benefits including but not limited to; Free onsite parking at Bakewell Head Office, Cycle to Work Scheme, free eye tests and a contribution towards a pair of glasses for employees using VDU's, Employee Assistance Programme and an opportunity to work flexibly

DDAT welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

DDAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, online checks, completion of a probationary period, pre-employment and Disclosure Barring Service checks. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are

not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

To apply, completed application forms, references and monitoring forms should be submitted to HR@ddat.org.uk by the closing date. Please Note: CVs will not be accepted. We will only accept applications made on DDAT application forms. We will **not** consider CVs as part of the shortlisting.

If you would like to arrange an informal discussion about this post, please email HR@ddat.org.uk in the first instance.

Job Description

Job details: Governance Professional (Trustees and Members)

Salary: Grade 12 Points 41 – 45 £45,718 - £49,764 (before pay award)

Reporting to: Chair of Trust Board / CEO

Main purpose

The Governance Professional (Trustees and Members) will also act as the Trusts company secretary, supporting effective governance for the Trust board and Members and working closely with the Governance Lead (Local Governance). They will advise on Trust Board constitutional and procedural matters.

The Governance Professional will manage compliance, ensuring the trust board and members adhere to its governing documents and the regulations set out by its regulators such as the Articles of Association.

The Governance Professional supports the effective operation of the trust and works to uphold and promote its vision and values.

Duties and responsibilities

The duties and responsibilities listed below are indicative of the tasks the Governance Professional of DDAT perform and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

Governance

The Governance Professional will be accountable for supporting high standards of governance at every level of the trust's operation with a key focus on Trust Board and Member governance, working closely with the Trust's Governance Lead.

The Governance Professional will:

- Organise Board, Committees and Members' meetings, including the AGM. Compile and distribute papers in a timely manner, ensuring compliance with the required standards of good governance. Ensure that meetings are properly constituted, minuted and that actions are tracked and progressed.
- Work with the Chair of the Trust Board and the CEO to formulate Trust Board meeting agendas
- Work with the Chair of the committees and other senior trust leaders to formulate Committee meeting agendas for Audit and Risk, Finance and Resources and Education and Standards Committees
- Assist the Board in overseeing compliance with all relevant statutory and regulatory requirements, including company and charity law and the Academy

Trust Handbook. Ensure that Board meetings and all Board committees are properly constituted and provided with clear terms of reference.

- Advise trust leaders presenting and reporting to board or committee meetings
- Collect, organise and distribute agendas, minutes, reports or other relevant documentation ahead of meetings
- Ensure that all meetings are minuted, that meeting minutes are certified, and that appropriate records are maintained
- Keep accurate records of matters, actions and decisions arising from meetings, and follow up on these as required
- Ensure that boards, committees and meetings are properly constituted, and that clear terms of reference are in place
- Establish, implement, and monitor the election and appointment of processes for members and Trustees
- Support the effective induction of new Members, Trustees, including liaising with HR to arrange DBS checks
- Advise on all governance matters, including constitutional and procedural issues, and the legal and regulatory implications for board plans and decisions
- Arrange the annual members' meeting, including preparing and circulating documents, supporting Trustee preparations, and minuting the meeting
- Ensure the trust complies with its articles of association, and liaise with the Secretary of State for Education to amend these where appropriate
- Ensure the trust's governance arrangements reflect best practice, and advise on adaptations to the Trust's scheme of delegation
- Have a positive commitment to the development and wellbeing of DDAT and its stakeholders.
- Have, and maintain, a strong understanding of, and engagement with, current national and local education issues

Compliance

The Governance Professional will be accountable for establishing and monitoring the trust's compliance procedures, and for ensuring that it adheres to the requirements and regulations placed upon it.

The Governance Professional will:

- Lead the processes of compliance with the trust's articles of association on all non-financial matters, including reporting requirements, working with other senior trust leaders as required
- Ensure that the trust complies with relevant legislation and company law

- Ensure that the trust complies with its regulators' requirements, including those set by the Department for Education, the Education and Skills Funding Agency, the Charity Commission and Companies House
- Oversee the production of reports required by various bodies, including end of year accounts returns and Companies House filings, and ensure that these are submitted and/or published on time
- Ensure the Trust complies with its Articles of Association, and that the requirements for registers, statutory returns and annual reports and accounts are met.
- Support the Board and internal Governance function in reviewing developments in academy governance, assist in the induction of Trustees and facilitate Board performance evaluations.
- Support the Executive Team in preparation for Board meetings and other roles delegated by the Trustees.
- Support the Executive Team to ensure that processes are in place to ensure that all policies are compliant, have Board approval and are published as required.
- Support the Board and the Executive to maintain up to date strategic plans, support with policies, and key documents for the Trust by tracking review dates and flagging work to be completed.
- Work closely with the internal governance function responsible for local governance to ensure alignment between Trust Board governance and school-level governance support, whilst maintaining a clear focus on Board-level responsibilities.
- Advise on the establishment, terms of reference and governance arrangements for Board working parties, ensuring their ongoing management, minuting and reporting align with Trust governance procedures.

Administration

The Governance Professional will be accountable for supporting the effective operation of the trust, and for supporting the trust's leaders to discharge their duties appropriately.

The company secretary will:

- Maintain the trust's registers of members, members of the board of trustees, board member interests, meeting attendance records, skills audits, gifts and hospitality accepted and refused, and respond to requests concerning the information contained therein
- Draft and obtain signatures of resolution
- Support Trustee recruitment process and training
- Ensure GIAS is kept up to date

- Support effective stakeholder communications, and lead on governance-related communications
- Oversee the use of the trust's official documents include required company and charity details
- Developing, implementing and monitoring the trust's records retention and disposal policy
- Support the trust's data lead to ensure compliance with data protection regulation and best practice, responding to Freedom of Information and subject access requests, and advising on data protection where required
- Ensure that the publication of statutory information and policies, are kept up to date in a timely manner

Notes:

This job description may be amended at any time in consultation with the postholder.

Person Specification

Person Specification - Governance Professional (Trustees and Members)

Criteria	Essential	Desirable
Qualifications and Education		
Qualified by experience with evidence of continued professional learning	AF	
Relevant degree or post graduate qualification		AF
Further relevant professional studies		AF
Full current UK/European Driving licence and access to own transport which can be used for business purposes	AF	
NLG qualifications or equivalent		AF
Knowledge		
Project Management Techniques	AF	
Knowledge of GDPR Regulations	AF	
Knowledge of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children. Being well versed in KCSIE.	AF/I	
Sound financial management and budgeting skills.		AF
Understanding of Articles of Association	AF	
Experience		
Experience of working effectively with a Trust Board to create a vision and form the direction for an organisation.	AF	
Experience of advising on constitutional and procedural matters	AF	
Experience of leading compliance processes	AF	
Experience in the role of Governance Professional	AF	
Successful career experience, a proven track record in a similar role.	AF	
Strong track record of driving morale, raising standards and promoting ethos, ideally within a multi-site organisation.		AF

Proven success in building effective partnerships and links including with central government, schools, local authorities, and contractors to maximise networks and opportunities.	AF	
At least 5 years working in Governance at Trust Board level	AF	
Successful experience of promoting inclusion, equality and diversity.	AF	
Experience of leading/managing complex/multiple organisations or trusts and sites.		AF
Experience of dealing with government officials and policy makers.		AF
Experience in developing, implementing and monitoring policies	AF	
Experience of designing leadership and management structures in education settings.		AF
Evidence of successful management of change.		AF
Skills and Abilities		
An inspirational leader and a great communicator.	AF	
Energetic and alive to current issues in Trusts and schools	AF	
A strategic thinker who can work with the schools, trust leaders and the board.	AF	
Committed to ethical leadership: to the highest standards in all areas of school life, including behaviour, academic, and enrichment.	AF	
Well-developed presentation and writing skills, and comfortable with public speaking.	AF	
Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust.	AF	
Ability to challenge appropriately at all levels	AF	
Demonstrate political acumen.	AF	
Capitalise on appropriate sources of external support and expertise.	AF	
Manage industrial relations.	AF	

Negotiate and manage conflict, providing appropriate support.	AF	
Have a high level of emotional intelligence and use it.	AF	
Deposition/Attitude		
Self-motivation and good time management	AF	
Commitment and enthusiasm to Academy Trust development	AF	
Commitment and enthusiasm to ensuring Trust governance compliance	AF	
Team worker who can also work on own initiative	AF	
Approachable and friendly	AF	

Terms and Conditions

The employer for this post is Derby Diocesan Academy Trust (DDAT).

The post will be based at our Bakewell Central Office but may be required to work at any other centre where DDAT business is conducted.

An Enhanced DBS is required for this post.

Guidance on the Appointment Process

These notes are intended to guide you when making an application for a post within DDAT.

The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. Where there are any gaps in employment or education, please provide further information and reasons related to all unaccounted periods. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible.

Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

Education and Training

Please state your qualifications and any training you have undertaken relevant to the post.

Current employment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.

The Interview Candidates will be invited to the Trust Central Office or one of our schools for interview. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.

Feedback Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

Arrangements for Applications

When you have completed your application, please submit your application in line with the instructions provided on the advert by the closing date and time.