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| **Governance Lead**  **0.4 contract** |  |

**About the Trust:**

ATOMIX Educational Trust is a growing and dynamic Trust, comprising of three distinct schools, operating across three sites:  Bishopton PRU, Errington Primary: Stockton Sixth Form College and Prior Pursglove College (circa 21 meetings per year across all including committees).

Our Trust is forward thinking, fast paced and ambitious.  We are driving change across our governance, leadership and delivery structures.  We are now seeking experienced Governance and Clerking Services to support our journey and help build a governance model that matches our pace, ambition and complexity.

**The Role:**

We are seeking an individual or an organisation to support is in professionalising and strengthening governance across the Trust.  This is more than just a clerking role.  It is an opportunity to be part of a strategic transformation.  The successful candidate will work closely with senior leaders, including the CEO and Chair of Trustee to:

* Provide high quality clerking services to the Trust Board and its committees, including minute taking, agenda preparation and compliance tracking
* Support the development of effective governance systems, processes and reporting structures
* Offer procedural advice and guidance to Trustees in line with current legislation, ESFA and FE regulatory expectations
* Help align our governance with best practice in both the school and FE sectors
* Work across HR, compliance and policy development to ensure cohesion between governance, and operational delivery
* Contribute to overall strategy to enhance transparency, consistency and effectiveness across Trust Governance.

**What we are looking for:**

We are open to working flexibly and with the right person or provider.  Whether you are an experienced governance professional looking for a new challenge, a former school/college leader with deep compliance knowledge, or an independent consultant, we want to hear from you if you have:

* Proven experience in clerking and/or Governance support in educational context (FE experience is highly desirable but not essential)
* Strong understanding of statutory governance requirements
* A proactive, improvement focused mindset with the confidence to bring clarity and order to evolving structures
* The ability to build strong working relationships with senior leaders and Trustees
* Excellent organisational and communication skills, with an eye for detail and the ability to produce professional documentation
* A collaborative values-led approach with a genuine interest in supporting educational improvement

**Contracting Options:**

We are open to a range of arrangements:

* A fixed term or part time contract
* A freelance or consultancy based agreement
* Negotiable working days and hour to suit both parties.

We anticipate this role growing over time, as part of a longer-term project to strengthen governance and administration across ATOMIX Educational Trust.

**Salary and Benefits Information**

Salary: SFCA Support Staff Pay Spine starting point 24 (£40,462 per annum pro rata)

Employee Benefits include:

* Membership of the Local Government Pension Scheme for all our support staff
* Opportunities for training and professional development
* Free 1:1 counselling service
* Childcare Vouchers
* Cycle Scheme
* On-site canteen for both staff and students
* Free on-site parking
* Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)

**Application Details**

Closing Date: noon on Friday 8th August

Interview Date: w/c 18th August

An application pack can be downloaded from <https://www.atomix.ac.uk/careers/>. Please contact the HR Department at [HR@atomix.ac.uk](mailto:HR@atomix.ac.uk) for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds. If you need any assistance with your application in terms of reasonable adjustments, please let us know.

**Safeguarding Information**

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

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**ATOMIX EDUCATIONAL TRUST**

**PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**

Church Walk

Guisborough

TS14 6BU

Tel: 01287 280800

Email: HR@atomix.ac.uk