

St Benedict Catholic Academy Trust

Governance Professional Vacancy



St Benedict
CATHOLIC ACADEMY TRUST



Wisdom, Faith & Virtue

Role - Governance Professional (Clerk)

Salary - From £17 per hour

Required - ASAP

Contract / Duration - Casual hours contract (ad hoc circa 20-hours per term) term-time only

Location - Primarily home-based, with attendance at school and Trust meetings as required.



About St Benedict Catholic Academy Trust

St Benedict Catholic Academy Trust is a growing family of Catholic schools serving communities across the Archdiocese of Southwark. Inspired by the values of St Benedict, the Trust is committed to delivering exceptional Catholic education where every child is encouraged to realise their God-given gifts and fulfil their potential.

Working collaboratively across its schools and Central Services teams, including School Improvement, HR, Finance, Estates Management, Governance and Compliance, SBCAT supports schools to achieve excellence and continuous improvement. The Trust has a strong track record of positive Ofsted outcomes, strong examination results and developing effective leadership and governance across its communities.

About the Role

St Benedict Catholic Academy Trust is seeking to appoint a highly organised, professional and committed Governance Professional to support effective governance at St Paul's Academy and across the Trust and its Local Governing Bodies.

This is an exciting opportunity to join a collaborative and forward-thinking governance team within a growing Catholic Multi Academy Trust. Governance professionals at SBCAT work flexibly to meet the needs of individuals, schools, school leaders and the wider Trust, providing high-quality governance support that strengthens leadership, accountability and compliance across all levels of the organisation.

The successful candidate will play a key role in ensuring governance processes are efficient, compliant and effective, enabling governors and trustees to focus on strategic leadership and school improvement. The role will involve working closely with school leaders, governors and trustees to provide professional governance support, advice and guidance across a range of governance functions.

The role requires excellent organisational, communication and administrative skills, alongside the ability to build positive professional relationships with governors, trustees, school leaders and external stakeholders. The Governance Professional will provide advice and guidance on governance procedures, support meetings and panels, maintain accurate records and ensure compliance with statutory and regulatory requirements.

The successful candidate will ideally have an understanding of governance within the education sector and Catholic education; however, applications are encouraged from individuals without direct experience, as full training and support will be provided.

Job Description



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Key Responsibilities

Governance and Meeting Administration

- Prepare agendas in collaboration with Chairs and school leaders.
- Convene meetings and distribute papers in accordance with statutory requirements.
- Attend meetings, take accurate minutes and record actions and timescales.
- Ensure meetings are quorate, well-structured and effectively administered.
- Monitor and follow up on agreed actions.

Advice and Guidance

- Provide procedural and governance advice to governors and school leaders.
- Advise on governance legislation, policies and constitutional matters.
- Support governors in understanding their statutory duties and responsibilities.
- Ensure governance practice complies with legal and regulatory frameworks.

Compliance and Record Keeping

- Maintain accurate governance records, including terms of office, attendance and training.
- Ensure governance information is correctly published on school websites.
- Support safeguarding and compliance checks, including DBS requirements.
- Monitor governor eligibility, recruitment processes and statutory returns.

Governor Recruitment, Training and Development

- Support recruitment and induction of governors across the Trust.
- Coordinate governance training and development opportunities.
- Maintain records of governor CPD and training attendance.
- Support succession planning and governor development.

Panels and Hearings

- Support and administer governor panels including complaints, exclusions and HR hearings.
- Ensure all panel procedures comply with Trust policies and statutory guidance.
- Liaise with relevant parties to ensure processes are timely, fair and compliant.

Relationship Management

- Build effective working relationships with governors, trustees and school leaders.
- Support communication between governing bodies and Trust leaders.
- Contribute to the ongoing development and self-review of governance across the Trust.

Person Specification

The successful candidate will demonstrate:

Knowledge

- Understanding of governance within schools or Multi Academy Trusts (*desirable*)
- Awareness of governance legislation, procedures and compliance requirements (*desirable*).
- Understanding of the role and functions of governing bodies (*desirable*).



Skills

- Excellent organisational and administrative skills.
- Strong written and verbal communication skills.
- Accurate minute taking and record management.
- Strong IT skills and attention to detail.
- Ability to prioritise workloads and meet deadlines.
- Strong interpersonal and relationship-building skills.

Personal Qualities

- Integrity, professionalism and discretion.
- Commitment to confidentiality and high standards.
- Confidence and resilience when advising and challenging appropriately.
- Commitment to professional development and continuous improvement.

Application Process

Applicants should complete the St Benedict Catholic Academy Trust [application form](#) and email this to Samantha Dossetter (s.dossetter@sbcacat.co.uk).

Please note we do not accept CV's.

Closing date: Wednesday 10th June 2026 (Noon)

This post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau. We are committed to safeguarding and promoting the welfare of children and young people. Shortlisted candidates will be subject to an online search.

