

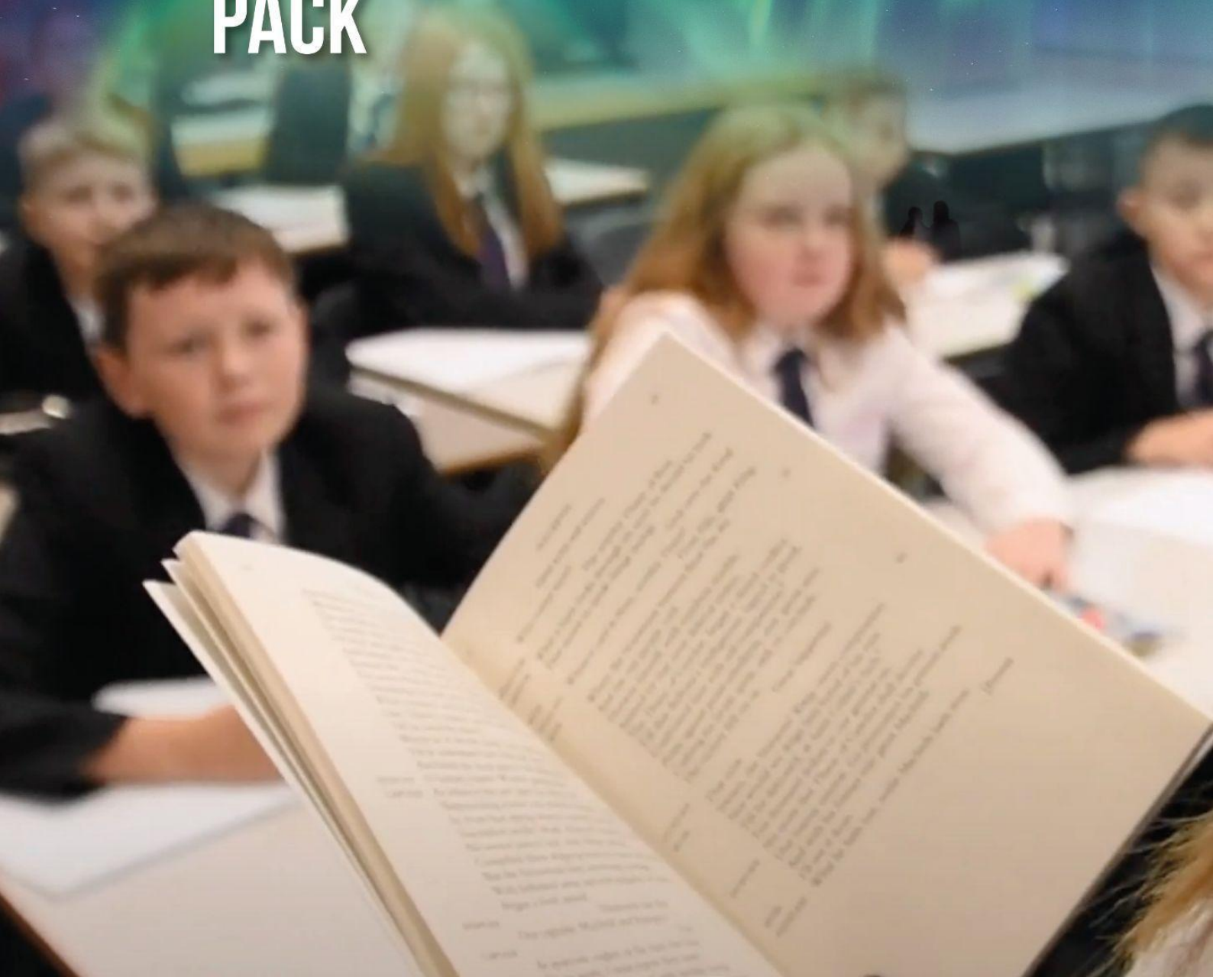


Northern  
Lights

LEARNING TRUST

GOVERNANCE OFFICER X2  
CENTRAL TEAM

# APPLICATION PACK





# Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



**Benedict Biscop CE Academy**  
Sunderland



**Dame Dorothy Primary School**  
Sunderland



**Grange Primary School**  
Hartlepool



**Hart Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**St Aidan's CE Academy**  
Darlington



**St. Helen's Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of Governance Officer within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 550 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton  
Chief Executive Officer

## **GOVERNANCE OFFICER X2**

**Permanent position required as soon as possible**

**Base Location: Seaham, travel required to all identified locations within the trust.**

**Travel allowance applicable - to be discussed with individual.**

**NJC SCP 8-11 £26,824 - £28,142 FTE**

**20 hours per week, Term time only + 5 additional days**

This is an exciting opportunity to join a growing Governance team in a thriving multi-academy trust.

Northern Lights Learning Trust is looking for 2 dedicated Governance Officer's to provide exceptional governance support across our Trust. In this vital role, you will work closely with Trustees, Governors, Headteachers, Senior Leaders and Central Team to ensure the effective delivery of governance services.

Key responsibilities include preparing and managing governance meetings at Trustee or Local Governing Body (LGB) level, providing advice and support to trustees, governors and Headteachers, overseeing compliance at a Local Governance level with academy websites and GIAS.

The Governance Officer will also play a key role in the ongoing design and development of governance processes; ensuring the way we work provides impactful and efficient strategic, statutory and operational support. Governance experience is preferred, but not essential - if you're detail-oriented, organised, and passionate about education, we would love to hear from you!

For more information, please contact Lisa Cockburn, Chief Operating Officer on 0191 5947033 (option 2).

The successful candidate should have:

- Experience of working in an education setting
- An understanding of Local and MAT Governance
- Excellent communication skills
- A positive attitude, flexibility and adaptability
- An ability to prioritise tasks and manage time effectively
- High expectations of self and others
- An understanding of governance requirements within the Academy Trust Handbook

If this is you, we would really welcome your application

### **In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing, including an annual wellbeing day.
- National Terms and Conditions of Employment
- Local Government Pension Scheme

### **Employee welfare package through Education Mutual and Vivup including:**

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

## **CLOSING DATE:**

**Applications must be received by: Monday 1<sup>st</sup> September 2025 at 9am**

**Short Listing will take place on: Week commencing 1<sup>st</sup> September 2025**

**Interviews will take place on: Week commencing 8<sup>th</sup> September 2025**

## **HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk)



## JOB DESCRIPTION

Post: Governance Officer

Responsible to: Chief Operating Officer

Salary band: NJC 8-11

Start date: As soon as possible

### **Purpose of Job**

This role is responsible for providing a high-quality clerking and advice service to the Board of Trustees, academies and Local Governing Bodies within the Trust, which includes:

- Supporting the Chief Operating Officer to ensure that MAT Board and Local Governing Bodies meet high standards of governance, statutory responsibilities and regulatory requirements
- Attendance and support at Governing Body meetings, with associated administrative requirements (including attendance on an evening for Academies)
- Attendance and support for ad-hoc committee meetings for behaviour, suspensions and exclusions, as required.

### **Principle responsibilities and duties:**

#### **Governance Support**

- To work with Headteachers, Chairs of Governance and Chief Operating Officer to prepare agendas in line with Trust requirements.
- To complete all aspects of meeting preparation, including collating and distributing agenda and associated meeting papers within defined timeframes.
- Attend identified meetings, preparing accurate minutes, actions and outcome letters.
- Distribute and seek approval of draft minutes, letters and circulate to stakeholders within appropriate timescales.
- Provide advice and guidance on governance legislation and procedural matters in line with the Scheme of Delegation and Terms of Reference
- Develop and maintain working knowledge of NLLT policies and procedures as appropriate to the role.
- Maintain an accurate record on all aspects of governance within NLLT, such as contact details, membership, terms of office, meeting attendance, declaration of interest, training and Link Governance roles.
- Liaise with academy staff to provide relevant information for website updates.
- Provide advice and support to governors to support them in all aspects of their role such as conducting academy visits for Link Governance and procedural matters.
- Support the Chief Operating Officer to set up and administer additional panels such as exclusions and complaints, as required.

- Monitor and keep up to date with relevant legislation, the regulatory environment and any best practices within the Multi-Academy Trust framework.
- Support the Chief Operating Officer with planning arrangements and attend trust wide governance events.
- Demonstrate a commitment to own professional development and undertake training as require for the role.
- To understand and follow all safeguarding policy and procedures across the Trust.

### **Compliance**

- Ensure that academy policies are updated and approved in line with the Trust and statutory requirements.
- Provide information, advice and support to academy to ensure that academy websites are compliant and up to date for governance
- Liaise with the nominated academy member of staff to ensure that GIAS for each academy is up to date and accurate at all times.
- Work with the Chief Operating Officer and the Central Team to ensure that an advice and support on governance matters is disseminated in a timely manner.
- Adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

### **Governor recruitment, training and Induction**

- Identify governor recruitment needs and provide support to the Trust and its academies to fill vacancies; working closely with the Chief Operating Officer to ensure they are in line with the Trust and statutory requirements.
- Oversee the recruitment process ensuring that all new governors or trustees appointed are onboarded with the correct recruitment checks and are inducted in line with the expectations of the 'The Northern Lights Way'.
- Ensure that recruitment records are maintained.
- Provide clear and accurate advice and support to all trustees and governors about training opportunities and ensure that accurate records are maintained.
- Oversee the completion of self-evaluations assessments are in line with the Trust Governance expectations.



## PERSON SPECIFICATION GOVERNANCE OFFICER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>EDUCATION AND TRAINING</b>	1. GCSE level 4 or above in Maths and English (or relevant experience) 2. Experience of continuous professional development and training	1. A relevant L4 professional qualification or equivalent experience 2. Completion of DfE recognised Development programme for clerks, or equivalent training/qualification	Application: E1, E2, D1, D2  Certificates
<b>EXPERIENCE</b>	1. Experience of organising meetings, producing agendas and high-quality minute taking ability. 2. Experience of producing, collating and circulating documents to meet strict deadlines Experience of enabling children and young people to overcome barriers to learning and raise achievement.	1. Previous experience of working in an educational establishment. 2. Experience of writing outcome letters following governor panels. 3. Experience of working with senior leaders	Application: E1, E2, D1, D2, D3  Interview/Task: D1, D2, D3

## APTITUDE AND SKILLS

1. Ability to organise own time and working to strict deadlines
2. Ability to maintain efficient records
3. Awareness of the need to act with sensitivity and objectivity in dealing with all governance matters
4. IT literate with the ability to use Microsoft office packages and other dedicated software such as Governor Hub to produce documents to high standards.
5. High levels of interpersonal skills and ability to work as a member of a team
6. Ability to undertake a range of clerical and administrative duties
7. Ability to provide and seek relevant advice
8. Ability to demonstrate initiative and self- motivation
9. Excellent communication skills, both oral and written

1. Knowledge of academy governance procedures
2. Knowledge of governance issues and the role of governors in school improvement.

### Application:

E1, E2, E3, E4, E6, E7, E9, E10

### Interview/Task:

E4, E5, E6, E8, E9, D1, D2

### References

	10. Ability to maintain confidentiality on all academy matters		
<b>PERSONAL QUALITIES TO INCLUDE</b>	<ol style="list-style-type: none"> <li>1. Ability to work during normal working hours as well as attend weekday evening meetings and willingness to work at times convenient to the governing body</li> <li>2. Ability to travel to all locations within the Trust.</li> <li>3. Willingness to participate in further training and development opportunities offered by the Trust</li> <li>4. Commitment to Safeguarding Requirements and Equal Opportunities and encouraging diverse governance</li> <li>5. Ability to work as part of a Team</li> </ol>		<p>Application:</p> <p>E1, E3, E4, E5</p> <p>Interview/Task:</p> <p>E1, E2, E3, E4, E5</p> <p>References</p>

**References:**

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

**DBS:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

**Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.****Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

**Pre-employment occupational health:**

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

**Equal opportunities:**

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.