



Smart Multi-Academy Trust

# Governance Officer

INFORMATION PACK



**Registered Office:** Smart Multi Academy Trust, Montagu Avenue, Newcastle upon Tyne, NE3 4SB  
**Company number:** 10257723  
SMART Multi-Academy Trust is a company limited by guarantee registered in England and Wales.  
Smart is an exempt charity in accordance with Schedule 3 of the Charities Act 2011

## About Smart MAT

The Smart Trust is a multi-academy trust responsible for 8 primary schools serving communities in the west of the city of Newcastle upon Tyne. Formed in 2016, we are ambitious, forward-thinking and committed to the delivery of high quality education to over 2,300 pupils. The schools are united by their commitment to the principles of the trust and a common belief in the strength of collaboration together.

Our vision is to provide the best educational opportunities and experiences to help our children, their families and communities see themselves as lifelong learners. Education will provide the gateway to becoming valued and caring members of our democratic society within which everyone achieves physical and emotional wellbeing and economic success.

## Schools in the Trust

The following schools are in the SMART Multi-Academy Trust:

- Cheviot Primary School
- Farne Primary School
- Kenton Bar Primary School
- Kingston Park Primary School
- Mountfield Primary School
- North Fawdon Primary School
- Stocksfield Avenue Primary School
- Wyndham Primary School

## Safer Recruitment

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.



The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of two acceptable references and show evidence of the formal qualifications required for the role.

## Governance Officer Purpose

To lead and manage all governance aspects of the Trust to excellent standards, and to support the Chief Executive Officer and the Director of Business & Finance in further developing the Trust.

The role will involve working collaboratively with the senior leaders from the school and trust Central Office, the Smart Board of Trustees, and our schools' local governing boards to ensure successful governance in support of the trust's objective of positive outcomes for all pupils. You will be instrumental in leading, developing and expanding governance controls and ensuring statutory requirements are met. You will need lots of drive, energy and resilience and be able to demonstrate a successful track record in clerking, governance, or a business leadership role.

**Accountable to:** Chief Executive Officer

**Working time:** 0.8 FTE (29.6 hours/week, as 4 days/week) with 30 days holiday plus bank holidays throughout the year. At times there will be a need to work a flexible pattern to meet the demands of the role, including occasional attendance at evening meetings.

**Salary:** £28,875 to £32,029 per annum  
(Pro-Rata £23,100 to £26,623 per annum)

**Location:** Primarily based between Trust Central Office/Home working, with some travel required to school or other locations

**Disclosure Level:** Enhanced DBS



## Context

This is an exciting time to join Smart Multi-Academy Trust. You will be joining an experienced and solutions-focused team to help support leadership, strategic direction and working together with school leaders, governors, and trustees, to help realise the full potential of the Smart Trust.

This a newly created role serves to bring in-house a comprehensive service provided by a local authority, adding to that service by leading on our Governance Improvement Project. The successful candidate will have overall responsibility for the governance operations of the MAT. A key skill will be the ability to build highly productive relationships to bridge and strengthen school and trust leadership. We are looking for someone who can quickly build trust, share knowledge, and keep stakeholders to task in order to achieve the strategic goals for all levels of the organisation.

## Ethical Leadership

Our ethos is one in which everything we do is for the benefit of the children in our schools. We serve some of the most deprived communities in Newcastle and are committed to building a strong and successful partnership of schools, so that we can enhance and grow the opportunity our children have to meet their full potential regardless of their start in life.

You will need a strong moral compass to always act in an ethical way, to do things 'properly' and with sound reasoning according to our principled approach.

## Applications

To find out more about our schools, and for further information about the post, please visit our website at [www.smartacademies.net](http://www.smartacademies.net). Informal discussions are welcome, to arrange a phone call or a site visit, please contact Casey Percy, Administration & Finance Support Officer, at 0191 255 9351 or [enquiries@smartacademies.net](mailto:enquiries@smartacademies.net).



To apply for this post, please request an application pack and submit to Casey Pearcy:

- **Completed application form.** The section entitled Relevant Skills & Experience should be no more than two sides of A4 and demonstrate how you meet the Person Specification.
- **Covering letter.** This should be no more than two sides of A4 and, given the context of the job description, provide an outline as to why you have applied for this post with examples of how your career thus far has prepared you for this role. **The closing date for applications is 15.00 Friday 10<sup>th</sup> July 2020.**
- **Smart Safer Recruitment Form.** The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. The successful candidate will be able to demonstrate their commitment to children's safeguarding. References will be taken prior to interview as industry standard.

**Closing Date:** Friday 10<sup>th</sup> July 2020 at 15:00

**Shortlisting:** Monday 13<sup>th</sup> July 2020 (may be subject to change)

**Interviews:** Thursday 16<sup>th</sup> July 2020 (may be subject to change)

### Contact

Smart Multi-Academy Trust  
c/o Casey Pearcy, AFSO  
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Newcastle upon Tyne,  
NE3 4SB

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[enquiries@smartacademies.net](mailto:enquiries@smartacademies.net)



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